APPROVED

by the Order No 2021/20-2-17 of the Deputy Director of the public institution Central Project Management Agency of 23 April 2021

**GUIDELINES FOR APPLICANTS OF THE OPEN CALL “IMPLEMENTATION OF MODEL FOR HOME VISITS AND PROVISION OF EARLY INTERVENTION SERVICES”**

**UNDER THE PROGRAMME “HEALTH” OF THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM 2014-2021**

1. **GENERAL PROVISIONS**
2. Guidelines for applicants of the of the open call “Implementation of Model for Home Visits and Provision of Early Intervention Services” (hereinafter referred to as – Guidelines) lays down the requirements under which the applicants shall prepare and submit their applications.
3. The Guidelines for applicants have been prepared in observance of the following:
	1. Memorandum of Understanding regarding the implementation of European Economic Area financial mechanism 2014–2021 of 24 April 2018 among the Republic of Lithuania and Iceland, the Principality of Liechtenstein and the Kingdom of Norway (hereinafter – the Memorandum);
	2. Regulation for the implementation of European Economic Area financial mechanism 2014–2021 (hereinafter – the Regulation) approved by European Economic Area Financial Mechanism Committee on 8 September 2016;
	3. Rules of Administration and Financing of European Economic Area and Norwegian Financial Mechanisms 2014-2021 approved by the Order No. 1K-389 of the Minister of Finance of the Republic of Lithuania of 12 November 2018 on the implementation of the European Economic Area and Norwegian Financial Mechanisms 2014-2021 within the Republic of Lithuania.
	4. Programme Agreement for the financing of the European Economic Area financial mechanism programme “Health” 2014-2021 entered into between the Ministry of Finance of the Republic of Lithuania and the European Economic Area Financial Mechanism Committee of 3 September 2019.
4. Terms and abbreviations used in the present Guidelines are as follows:
	1. **Co-financing Funds:** funds of the state budget of the Republic of Lithuania for financing the implementation of the European Economic Area and/or Norwegian financial mechanism programmes.
	2. **CPMA**: Public institution Central Project Management Agency.
	3. **Donor Project Partner:** a legal entity established as a legal person in one of the Donor States (the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway) actively involved during the drafting of a project application and contributes towards the implementation of the project on the basis of a partnership agreement entered into with the Project Promoter.
	4. **DMS:** website for the exchanging of project data of EEA and Norwegian financial mechanisms 2014-2021.
	5. **EEA:** European Economic Area.
	6. **Institution of the Lithuanian National Health System:** following institutions holding valid healthcare licences: 1) State and municipal budgetary and public institutions for personal and public healthcare; 2) State and municipal undertakings; 3) Other undertakings and institutions having concluded contracts with National or Territorial Health Insurance Funds or other customers of the Lithuanian National Health System in accordance with the procedures established by law throughout the entire validity period of the aforementioned contracts.
	7. **MAFR:** Rules of Administration and Financing of EEA and Norwegian Financial Mechanisms 2014-2021, approved by the Order No. 1K-389 of the Minister of Finance of the Republic of Lithuania of 12 November 2018 on the implementation of the European Economic Area and Norwegian Financial Mechanisms 2014-2021 within the Republic of Lithuania.
	8. **Mechanism Funds:** funds of EEA mechanism 2014-2021.
	9. **Applicant:** a legal entity registered within the Republic of Lithuania and having submitted a project application. Following the signing of a Project contract, the status of the Applicant changes to Project Promoter.
	10. **Process Working Group:** a working group responsible for the establishment of processes of administration of EEA and Norwegian financial mechanisms, set up by Order No. 1K-109 of the Minister of Finance of the Republic of Lithuania of 8 March 2018 on the Formation of a Working Group.
	11. **Project Partner:** a legal person registered within the Republic of Lithuania or within one of the Donor States actively involved during the drafting of a project application and contributes towards the implementation of the project on the basis of a partnership agreement entered into with the Project Promoter.
	12. **Project Promoter:** a legal entity registered within the Republic of Lithuania to which mechanism, co-financing funds are allocated and which, on a basis of a contract signed with the CPMA, is responsible for the implementation of the project selected under the open call "Implementation of Model for Home Visits and Provision of Early Intervention services".
	13. **Programme:** EEA financial mechanism programme “Health” 2014-2021 (hereinafter also referred to as the Health Programme).
	14. **Outcome:** the (short and medium-term) effect of the output of the intervention on the intermediaries or end beneficiaries.
	15. **Output** - the products, capital goods and services delivered by a programme to the intermediaries.
	16. **Market Research:** collection of qualitative and quantitative information on the supply of goods, services, suppliers, goods supplied, services provided by them, and service prices, their analysis and drafting of general conclusions required for decision making on the funds needed for the procurement of the project.
	17. **Indicator:** a quantitative or qualitative variable specifying the measured object along a scale or dimension.
	18. **Home Visit Specialists:** General practice nurses, advance practice nurses or midwives meeting the established requirements in item 21.4 of the present Guidelines and having completed the necessary postgraduate study programme.
	19. **Model for Home Visits and Provision of Early Intervention services:** model for establishing the principles, functions and responsibilities of specialists doing home visits and providing early intervention services (Annex 1 to the present Guidelines).
	20. **Public authorities (national, regional and local authorities):** state or municipal institution or body. State or municipal institution or body: representative, head of state, executive, judicial authorities, law enforcement authorities and bodies, institutions and bodies performing audit, control (supervision), other state and municipal institutions and bodies which are financed from the state or municipal budgets and public monetary funds, and which have been conferred with public administration powers in accordance with the procedure established by the Law of the Republic of Lithuania on Public Administration.
	21. **Donor States:** the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway.
5. Other terms and abbreviations used in Guidelines are to be understood as they are described within item 2 of the specified legislation.
6. **OBJECTIVES OF THE HEALTH PROGRAMME AND AREAS OF SUPPORT**
7. The joint objective of the programme is the improvement of the prevention and reduction of health inequalities.

6. The open call “Home visits and provision of early intervention services” (hereinafter – the Call) shall be aimed at promoting the provision of support and the improvement of information provision towards pregnant mothers during their pregnancy, following giving of birth and until their children reach the age of 2 years old by providing high class services aimed at helping mothers in making justified decisions based on the acquired know-how of proper children care in order to ensure the well-being of infants and children subject to vulnerable homes, as well as children until they reach the age of 2 years old.

7. Funding shall be allocated towards the following activities under the open call:

* 1. Implementation of the model for home visits and provision of early intervention services;
	2. Home visits and provision of early intervention services.
1. In the call, which was published on 23 April, 2021 (hereinafter referred to as the First Call), EUR 1 850 000.00 (of which EUR 1 572 500.00 from the Financial Mechanism Grants and EUR 277 500.00 from the national co-financing) shall be allocated for the implementation of the projects under the First Call and in the call published on 7 July, 2021 (hereinafter referred to as the Second Call) EUR 1 396 817.00 (of which EUR 1 187 294.45 from the Financial Mechanism Grants and EUR 209 522.55 from the national co-financing) shall be allocated for the implementation of the projects under the Second Call. If part of the funds, allocated for the First Call is not used, the remaining unused part of the fund of the First Call shall be allocated for the Second Call, announcing about it at www.norwaygrants.lt. The amount allocated using the mechanism and national co-financing funds may be increased following the amendment of the Programme Agreement for the financing of the EEA financial mechanism programme “Health” 2014-2021 of the Ministry of Finance of the Republic of Lithuania and the EEA Financial Mechanism Committee of 3 September 2019 (e.g., by allocating the reserve funds foreseen within the Memorandum or part of the aforementioned amount towards the Programme; by allocating the unused funds of a different call(s) of the Programme to the Call).
2. All of the information on the Programme and the submission of Programme project applications is published online at: [www.eeagrants.lt](http://www.eeagrants.lt) and [www.cpva.lt](http://www.cpva.lt).
3. **ELIGIBLE APPLICANTS, PROJECT PARTNERS AND REQUIREMENTS FOR THE PARTNERSHIP AGREEMENT**
4. Potential applicants are Public Authorities of the Republic of Lithuania (national, regional

and local authorities) as defined in item 3.20 of the present Guidelines and the Institutions of the Lithuanian National Health System as defined in item 3.6 of the present Guidelines. Provided that the project shall be chosen to be implemented in the absence of Project Partner(s), the applicant must be an Institution of the Lithuanian National Health System as defined in item 3.6 of the present Guidelines holding a valid licence as defined in item 21.1 of the present Guidelines.

1. Eligible Project Partners are Public Authorities of the Republic of Lithuania and Donor States (national, regional and local authorities) as defined in item 3.20 of the present Guidelines, as well as Institutions of the Lithuanian National Health System as defined in item 3.6 of the present Guidelines and Institutions of the National Health System of the Donor State. Where the applicant is a Public Authority of the Republic of Lithuania (national, regional and local authorities) as defined in item 3.20 of the present Guidelines or an Institution of the Lithuanian National Health System as defined in item 3.6 of the present Guidelines without a valid licence as defined in item 21.1 of the present Guidelines, at least one Project Partner must be an Institution of the Lithuanian National Health System as defined in item 3.6 of the present Guidelines holding a valid licence as defined in item 21.1 of the present Guidelines.
2. Only one application for participation as an applicant under the present open call shall be allowed to be submitted per single institution. Should an applicant submit more than one application, only the first submitted application shall be evaluated (based on the date and time of the aforementioned submission) and all other applications shall be rejected.
3. The applicant shall be allowed to have a Project Partner(s). The number of Project Partners shall not be subject to a limited number.
4. The same legal entity shall be allowed to participate as a Project Partner in a number of other projects, but only in a single project as an applicant.
5. The benefits and contribution of the participation of a Project Partner(s) in the project must be substantiated within the project application. The applicant shall be allowed to choose only those legal persons as Project Partners, who shall make an actual contribution towards the implementation of the project and/or shall actively use the output formed within the period of the project implementation. The applicant shall assess the necessity for the participation of the Project Partner(s) for the implementation of project in accordance with the arising management difficulties of the aforementioned Project Partners.
6. A draft partnership agreement (where a partnership agreement had been signed prior to the submission of an application, a copy of the signed agreement shall be submitted) or a letter of intent to enter into a such an agreement shall be submitted along with the application. One partnership agreement shall be allowed to be concluded with all Project Partners or a separate partnership agreement(s) shall be allowed to be concluded with each and every individual Project Partner(s). Where at least one party to the partnership agreement or the letter of intent to enter into such agreement would be a Project Partner from a Donor State, a draft partnership agreement (where a partnership agreement had been signed prior to the submission of an application, a copy of the signed agreement shall be submitted) or a letter of intent to enter into such agreement shall be submitted in English.
7. The template of the partnership agreement in English is published online at:
8. [https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template](https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template%20)
9. Where a copy of a draft partnership agreement or a signed partnership agreement is submitted along with the application, the aforementioned agreements shall include the following provisions:
	1. Purpose of the agreement, distribution of tasks between the applicant and the Project Partner(s) for the implementation of the project;
	2. Detailed budget of the project, distribution of costs between the applicant and the Project Partner(s), procedure for covering costs of the Project Partner(s), including provisions on the applicable exchange rate, where the costs are incurred in a currency other than the Euro (in any case, exchange losses are considered to be ineligible costs for the project);
	3. Provisions on the method of calculation of indirect costs (possible methods are set out in clause 276 of the MAFR) and the maximum possible amount of indirect costs;
	4. Provisions regulating the procedure of covering costs incurred by a Project Partner(s) from a Donor State. Pursuant to clauses 290 and 292 of the MAFR, to account for the incurred costs, a Project Partner from a Donor State may present one of the following documents towards the Project Promoter:
		1. Copies of documents substantiating costs and proof of their payment;
		2. Where a Project Partner from a Donor State is a public authority or institution having a competent public officer who is entitled to audit the respective entity and whose independence in the preparation of financial statements is ensured, such a Project Partner may submit, along each payment request declaring the costs incurred thereby, a report signed by the aforementioned competent public officer regarding the eligibility of the costs for financing (according to the form prepared by the Process Working Group published online at: <https://www.cpva.lt/data/public/uploads/2019/07/template_dp_certification-of-costs-claimed-by-donor-partner.docx>) confirming that the costs indicated in the conclusion on the eligibility of the costs for financing have been incurred in accordance with the Regulation, national legislation and accounting practices in the Project Partner country;
		3. Where a Project Partner from a Donor State is not a public authority or institution having a competent public officer who is entitled to audit the respective entity and whose independence in the preparation of financial statements is not ensured, such a Project Partner may submit, along each payment request declaring the costs incurred thereby, a declaration of expenditure of the Project Partner from a Donor State (according to the form prepared by the Process Working Group published online at: <https://www.cpva.lt/data/public/uploads/2019/07/template_dp_declaration-of-expenditure-claimed-by-donor-partner.docx>) confirming that the costs indicated within the declaration have been incurred in accordance with the Regulation, national legislation and accounting practices in the Project Partner country; Such a declaration of expenditure of the Project Partner from a Donor State must be signed additionally by the representative of the Project Promoter attesting the fact that the Project Partner had actually performed the activities and provided services and that the output is acceptable for the Project Partner, as well as that the incurred costs are compliant with the allocated budget for the implementation of the project. Where the total costs incurred by the Project Partner from a Donor State throughout the entire period of implementation of the project should exceed EUR 10 000 (except for expenses that have been compensated on a simplified basis by applying a fixed unit cost and/or a flat rate), a report regarding the eligibility of costs (in the form prepared by the Process Working Group published online at: <https://www.cpva.lt/data/public/uploads/2019/07/template_dp_certification-of-costs-claimed-by-donor-partner.docx>) signed by an independent auditor shall be submitted along with the final payment request for all costs incurred by the Project Partner. In such a case, a draft partnership agreement (a signed partnership agreement) shall also indicate the party entered in to the partnership agreement (Project Promoter or Donor Project Partner) acting as the buyer of and the payer for the services of audit of costs of a Donor Project Partner, ensuring that a service provider conducting an audit is competent to audit such costs and to confirm that the costs incurred by the Project Partner comply with the requirements of the Regulation and legal acts applicable in the Donor State of the Project Partner, as well as accounting principles.
	5. The provision that the amount of costs incurred shall be denominated in the Euro must be included within the declaration of costs and/or the conclusion on the eligibility of costs. Where costs have been incurred in a foreign currency, they shall be converted into the Euro in accordance to the reference exchange rate published by the European Central Bank at the date of the declaration of costs and/or the conclusion on the eligibility of cost.
	6. The provision that the obligations and responsibilities of the applicant and Project Partner (where applicable) must ensure continuity of home visit services for the established duration. The aforementioned duration shall be at least 5 years following the implementation and completion of the project.
	7. The provision that the Project Partner shall store documents of substantiation of costs and evidence of their payment in observance of provisions of applicable legislation. The period for storage and safekeeping of the aforementioned documents may not be shorter than the duration specified within the Project contract;
	8. The provision that the Project Partner shall ensure conditions for carrying out inspections and audits of project and project-related documents for institutions entitled to perform such actions throughout the entire period of the implementation of the Programme;
	9. Provisions regarding settlement of disputes;
	10. The provision stating that the project budget, breakdown of costs between the applicant and the Project Partner(s), the method for calculation of indirect costs and their maximum amount established within the partnership agreement or its draft, prepared before submitting a project application, shall be subject to change in accordance with the amount of eligible costs determined during the evaluation of the application. In case of any changes of the project budget, the partnership agreement shall be required to be amended accordingly.
10. Where a letter of intent to sign the partnership agreement is submitted along with the application, the aforementioned letter shall include at least the following provisions:
	1. The purpose of the letter of intent, distribution of tasks between the applicant and the Project Partner(s) for the implementation of the project;
	2. Detailed project budget, breakdown of costs between the applicant and the Project Partner(s).
11. Where a draft partnership agreement or a letter of intent to sign the partnership agreement shall be submitted along with the application, a copy of a signed partnership agreement shall be submitted towards the Programme Operator prior to the signing of the aforementioned Project contract.
12. Even though, both the Partner(s) and the applicant shall participate in the implementation of the project and shall use its output or products, the applicant shall bear the sole responsibility for proper implementation, coordination of the project, as well as use of funds. Where mechanism funds and co-financing funds shall be allocated towards the implementation of the project, a Project contract shall be required to be concluded with the applicant, who shall become the Project Promoter following the date of signing the Project contract. Mechanism funds and co-financing funds allocated for the implementation of the entirety of the project shall be paid directly towards the Project Promoter, who shall then in turn settle with the Project Partner(s).
13. **ELIGIBLE PROJECTS**
14. Financing shall be granted solely for projects contributing towards the pursuit of objectives of the Programme and the present open call, as well as projects meeting the following special project eligibility criteria (the following criteria shall be mandatory for all projects):
	1. Institution providing home visit services must hold a valid licence for the provision of primary outpatient personal health care (family medical services);
	2. Services shall be rendered towards service beneficiaries free of charge;
	3. Home visit services shall be provided towards families on a continuous and uninterrupted basis, i.e., the authority providing home visit services shall be obliged to continue to provide services and services towards the same family until their child reaches the age of 2 years old, except for following cases, where the aforementioned rendering of services shall not be possible having regards to objective grounds out of the control of the authority (e.g., the family refuses to continue the receipt of home visit services, the family changes their place of residence, etc.);
	4. Candidates applying for the home visit specialist position shall be required to meet the following requirements (the list of eligible candidates shall include the number of specialists who will provide services, plus at least one additional candidate):
		1. A Bachelor’s degree or higher in health sciences (or equivalent) and a professional qualification of a general practice nurse or advance practice nurse or midwife;
		2. A valid licence of a general practice nurse or advance practice nurse or midwife;
		3. At least one year of work experience;
		4. A valid driving licence, category B.
	5. 1 (one) home visit specialist shall be required to provide home visit services for at least 25 families.
15. During the implementation of the project, the applicants shall ensure that the projects contribute to the achievement of the following mandatory output and outcome indicators:

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| **Outcome Indicators** |
| * 1. Number of beneficiaries of services provided or improved (disaggregated by gender)
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| **Output Indicators** |
| * 1. Number of municipalities involved in the model for home visits and provision of early intervention services.
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1. The Applicants applying in partnership with Donor State entities shall also contribute to the bilateral outcome of the Programme: “Enhanced collaboration between Donor and Beneficiary State entities involved in the Programme”, expressed by the following indicators:

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| **Outcome Indicators[[1]](#footnote-2)** |
| * 1. Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by State type).
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| * 1. Level of satisfaction with the partnership (disaggregated by State type).
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| * 1. Share of cooperating organisations that appy the knowledge acquired from bilateral partnership (disaggregated by State type).
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| **Output Indicators** |
| * 1. Number of participants from Beneficiary States in exchanges (disaggregated by gender, Donor State).
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| * 1. Number of participants from Donor States in exchanges (disaggregated by gender, Donor State).
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| * 1. Number of projects involving cooperation with a Donor Project Partner (disaggregated by Donor State).
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1. The project shall aim for the achievement of the following monitoring indicator, which must be ensured during the project post-completion period, i.e., for no less than 5 years following the implementation and completion of the aforementioned project. Where the applicant obliges to ensure the project post-completion period for a longer duration than the 5 year threshold following the implementation and completion of the aforementioned project and the project is therefore awarded extra points during the evaluation of the project benefit and quality, the achievement of the indicator must be ensured for the period provided in the project application:

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| * 1. Number of beneficiaries who have received the services provided by the home visit specialist(s) per year.
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24.2. The minimum required value of the monitoring indicator related to post-completion period of the project to be achieved: at least 25 persons per annum. The actual value of the monitoring indicator shall be specified by the applicant within the application form following the assessment of the following:

 24.2.1. Number and workload of home visit specialists included within the project and specialists providing home visit services during the project implementation period, i.e., the scope of service provision during the project post-completion period shall at least match the scope of service provision during the project implementation period.

24.2.2. Provision for the continuous and uninterrupted provision of home visit services as established in item 21.3 of the present Guidelines.

1. A methodology for calculating monitoring indicators shall be provided in Annex 7 to the present Guidelines. The Applicants should monitor and report on achievement of the indicators as defined in Annex 7 to the Guidelines.
2. A maximum period of 30 months shall be planned for the implementation of the project activities. During the implementation of the project, the period for the implementation of the aforementioned project activities may be extended in presence of duly justified reasons, but not longer than the end date: 30 April 2024.
3. The project shall be prepared in observance of the principles of good governance (accountability, transparency, participation, equality, rule of law, skills, competence and sensitivity to human needs shall be ensured during the implementation of the project), sustainable development (alignment of economic, social development and environmental protection objectives, taking into account their complex interdependence and the expected effects of their implementation) and gender equality, as well as equal opportunities (ensuring equal opportunities for women and men and the elimination of any discrimination based on ethnic or racial origin, age, disability, sexual orientation, religion or views). The project cannot have an adverse impact on the above-specified principles.
4. The project shall be required to meet the established project administrative criteria, general project selection criteria and specific project compliance criteria (project eligibility for funding criteria) and shall aim to meet the specific priority project selection criteria (benefit and quality) established within Annexes 4, 5 and 6 to the present Guidelines.
5. The project shall be non-profit-making, aimed at serving the public interest (pursuing goals important to the society rather than a commercial interest or satisfaction of needs of a single person (legal or private).
6. **REQUIREMENTS FOR THE PROVISION OF STATE AID**
7. According to the present Guidelines, the project implementation shall not be subject to State Aid.

1. **REQUIREMENTS FOR ELIGIBLE PROJECT COSTS AND FINANCING**
2. Project costs shall comply with the applicable requirements regarding project costs established within the Chapter XIX of the MAFR and the eligibility requirements established within Chapter 8 of the Regulation.
3. The minimum amount of mechanism and co-financing funds to be requested under the present open call shall be EUR 60 000.00 (sixty thousand euro) and the maximum shall be EUR 200 000.00 (two hundred thousand euro). The minimum and/or maximum limits of the amount of mechanism and co-financing funds to be requested shall be subject to evaluation following the submission of the application.
4. Mechanism and co-financing funds shall account for 100 percent of the total eligible project costs.
5. Eligible costs shall be directly linked to the implementation of the project and necessary to achieve the goal, as well as the intended results of the aforementioned project. The principles of economy, efficiency and effectiveness shall be followed when planning the project budget.
6. The implementation of project activities may be commenced and project costs shall be eligible for financing using the mechanism and co-financing funds from the date of the decision on project financing. Inclusion of an expenditure item into the project budget template approved by the Programme Operator cannot be considered as confirmation of eligibility of the aforementioned expenditure item. All project activities shall be completed and all costs shall be incurred and compensated during the period of eligibility of project costs for payment until the deadline for the eligibility of project costs for payment indicated in the project contract, except for costs, which were invoiced in the last month of the period of eligibility of costs for financing and which are considered eligible for financing, provided that the invoice substantiating the project costs shall be paid within 30 days from the end of the period of eligibility of project costs for financing. Final date of eligibility of expenditure for projects shall be 30 April 2024.
7. The project and project activities shall not be subject for financing or be financed, or, having granted financing, submitted for financing from other programmes (having already received financing) financed from state budget funds, other funds or financial mechanisms (European Union Structural Funds, the Swiss Confederation, etc.) and other EEA Financial Mechanism programmes, if the aforementioned may lead to eligible costs of the project or a part thereof being financed several times, including the provision of State Aid.
8. Calculation (substantiation) of project costs shall be mandatory and shall be submitted along with the planned project budget. Where costs shall be incurred in connection with (public) procurement (except for costs to be declared and compensated on a simplified basis), the planned costs shall be required to be substantiated based on the results of the conducted market research. The recommended market research summary form and explanations for the proper completion shall be provided in Annex 9 to the present Guidelines.
9. The following are the categories of eligible or ineligible costs under the present open Call:

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| **Cost category No.** | **Cost category name** | **Requirements and explanations** |
| **Direct costs** |
| 1. | Land and real estate | Ineligible. |
| 2. | Contractor works (construction, reconstruction, repair and other works) | Ineligible.  |
| 3. | Fixed assets | Acquisitions costs of a passenger car mandatory for the implementation of the project, achievement of project objectives and indicators, as well as acquisition costs of assets mandatory for provision of home visit services at the place of residence of the family.Where the passenger car or assets for the provision of home visit services at the place of residence of the family shall be considered as an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may be recognized as eligible costs. In such a case, ensuring that the Project Promoter keeps the passenger car and assets in its ownership for a period of at least 5 years following the implementation and completion of the project and continues to use the aforementioned passenger car and assets for the benefit of the overall objectives of the project for the same period, keeps the passenger car and assets properly insured against losses such as fire, theft or other normally insurable incidents both during the project implementation period and at least five years following the implementation and completion of the aforementioned project, ensures proper maintenance of the passenger car and assets for at least 5 years after the end of the project, shall be necessary, unless the Project contract establishes otherwise (insurance costs during the lifetime of the project may be considered as eligible costs for project funding). Where a Project Partner purchases the passenger car or other assets, the Project Promoter shall ensure that the Project Partner abides by the above-specified provisions. Where an asset may be subject to use for other purpose than the achievement of the project objectives, the asset depreciation and acquisition expenses (if applicable) shall be financed in application of the *pro-rata* principle (having regards to the proportional use of the passenger car and other assets for the achievement of the project objectives and other purposes). The costs for the acquisition of the passenger car may not exceed the 17000.00 Euro limit.The costs for the acquisition of assets mandatory for the provision of home visit services at the place of residence of the family recorded under the heading “fixed assets” may not exceed 5 percent of the total eligible costs (acquisition of the passenger car shall not be subject to the 5 percent limit). |
| 4. | Goods (current assets) and services | Costs of acquisition of goods and services necessary for the implementation of the project, the achievement of goals and indicators of the project, and project administration and publicity. Costs for the lease of passenger car necessary for the implementation of the project, the achievement of goals and indicators of the project shall be considered as eligible costs for project funding. Only goods (current assets) that are necessary for the implementation of the project, the achievement of goals and indicators of the project and provision of home visits services at the place of residence of the family shall be considered as eligible costs for project funding.Where the aforementioned goods may or shall be used for other purpose than the project implementation purposes, the costs of acquisition of goods from the Project funds, as well as costs for the lease of passenger car shall be financed in application of the pro-rata principle (taking into account the proportion of the use of goods and lease of the passenger car for project and other purposes).The costs under the heading “Goods (short term assets) and services” may not exceed 15 percent of the total eligible costs.Costs for the finance lease (lease) of the passenger car shall not be considered as eligible costs. |
| 5. | Business trips  | Travel and business trip expenses of the specialists (home visit specialists) performing project activities for the participation in home visit specialist training programmes, including daily allowance and expenses shall be subject for consideration of eligible costs.It shall be noted that the accommodation expenses during the training programme for the over-night stay of the home visit specialists shall be covered by the operator of the training programme.All Project Promoters and/or Project Partners from the Republic of Lithuania, irrespective of their legal status, the provisions established in Resolution No. 526 of the Government of the Republic of Lithuania of 29 April 2004 on Reimbursement of daily allowances and other mission expenses, shall apply (except for costs, which will be declared and compensated on a simplified bases). Expenses for business trips and travel to foreign countries (duration of which exceeds 1 day) (except for expenses for travelling to a foreign country and back using all types of transport) shall be declared and compensated on a simplifies bases in accordance with the factual per diem rates established by the European Commission that cover accommodations, meals, local travel within the place of business trip, insurance and sundry expenses (fixed rates) that can be viewed online at the following link: <https://www.cpva.lt/data/public/uploads/2020/01/europos-komisijos-skelbiamos-dienpinigiu-normos-perdiems-2017-03-17_en.pdf> The applicable daily allowance rates (per diem rates) shall not be subject to change during the project implementation period. The expenses incurred during business trips and travel within the territory of the Republic of Lithuania (fuel or public transport expenses) shall be compensated on a simplified bases in accordance with the factual fuel and public transport rates established in the Report No. FĮ-005 of the Ministry of the Finance of the Republic of Lithuania on the Analysis of Setting Flat Rates on Fuel and Public Transport (Published on 24 April 2015). The report can be viewed online at the following link: [www.esinvesticijos.lt](http://www.esinvesticijos.lt) (document “Analysis on Simplified Compensation of Expenses” under the section “Documents”, sub-section “Analyses”). Fixed rates for 1 km are as follows: 0.07 EUR/km, excluding VAT or 0.08 EUR/km, VAT inclusive; Compensation of costs on a simplified basis in accordance with the flat rates may not applicable towards Project Partners from Donor States as well as costs incurred by the Project Promoter and/or Project partner where the aforementioned costs or part of the costs, included within the fixed rates, have already been included towards the price of acquisition of other services. |
| 6.  | Salary | Salary payable for the time of employees hired or assigned to administer the project or engage in the publicizing of the project, which they spent actually working on the project (salary, social insurance contributions and salary-related expenses established by legal acts provided that they are in line with the usual Project Promoter’s and Project Partner’s salary policy) and related benefits regarding the employed personnel may be subject to be recognised as eligible costs. Solely the share of costs, which is directly related to the project being carried out and calculated and paid for the time spent working on the project shall be considered as eligible costs.Respective salary expenses of employees of public authorities shall be eligible to the extent they are related to activities, which the respective public authority would not consider carrying out had it not been for the benefit of the project.Salary expenses shall not exceed the market rates payable to employees of analogous specialization and qualification, except in duly justified cases. Salary of employees of national and municipal budgetary institutions staff shall be calculated in accordance with national legislation governing the calculation of salary of the aforementioned employees. The calculation of the salary of the home visit specialist may be calculated in accordance with the collective agreement of the Lithuanian National Health System published online on the website of the Ministry of Health of the Republic of Lithuania: https://sam.lrv.lt/lt/teisine-informacija/sakos-kolektyvines-sutartys/lietuvos-nacionalines-sveikatos-sistemos-sakos-kolektyvine-sutartis. The planning of salaries may be based on data published by Statistics Lithuania of the Republic of Lithuania, data on similar projects, historical salary data provided by the applicant and/or a Project Partner, or data on salary normally paid by the undertaking (institution, organization) for the same functions and/or duties (for example, statements on the average monthly salary of 6 months of the specific employee, statements on the average salary of employees in the analogous position (or carrying out similar functions), information about the average salary in the undertaking (institution, organization), published by the Project Promoter, etc.). The application shall contain information on the number of hours (days, months) planned for each position (function) or their group for the implementation of the project and the planned average hourly (daily, monthly) rate, also explaining the basis and/or indicating the methodology used to calculate the planned average hourly (daily, monthly) rate and enclosing the supporting documents (where necessary).Expenses for annual leave and additional days-off of employees implementing and administering the project of the Project Promoter or Project Partner(s) of the Republic of Lithuania shall be declared and compensated on a simplified bases by applying the coefficients of payments for annual leave and additional days-off set in the Report No. FN-005 on the Analysis on Setting Flat Rates of Payment of Annual Leave and Additional Days Off (edition of 20 July 2017) of the Ministry of Finance of the Republic of Lithuania, published on the website [www.esinvesticijos.lt](http://www.esinvesticijos.lt) (document “Analysis of Simplified Compensation of Expenses” under the section “Documents”, sub-section “Analyses”).  |
| **Indirect costs** |
| 7. | Indirect costs  | Eligible indirect project costs shall be considered as costs not directly attributable to the implementation of project activities, but otherwise necessary for the implementation of the project and may be related to direct project costs. Indirect costs may not include any direct eligible costs. The method for determining indirect costs shall be selected (and, where appropriate, justified) at the time of drafting the application. The methods for determining indirect project costs are provided for in clause 276 of the MAFR: either on the basis of actual indirect costs (subclauses 276.1 and 276.2 of the MAFR) or at a flat rate (subclauses 276.3.1, 276.3.2 and 276.3.3 of the MAFR).Where the method provided for in subclause 276.3.1. of the MAFR shall be selected to determine indirect costs of the project, indirect project costs shall be justified in accordance with provisions of the "Methodology for Determining and Applying a Flat Rate for Indirect Costs” approved by the CPMA and published online at: [www.cpva.lt](http://www.cpva.lt) (<https://www.cpva.lt/eee-ir-norvegijos-finansiniai-mechanizmai-2014-2021-m./dokumentai/682/act719?sqid=994b3627fada2d63b94793688db3b709c08413e2>).Examples of indirect costs: general costs of the organization for infrastructure (such as electricity, natural gas, heating, water, cleaning, security, room maintenance, communications, etc.), small office equipment and office supplies, and horizontal activities of the organization such as administrative and financial management, human resources, training, legal advice, etc., falling within the scope of the project implementation. |

1. The flat rates applied during the period for the implementation of the project shall not be changed, except for cases where the VAT rate applicable for fuel and/or public transport changes and/or the coordinating authority, audit authority or other auditing authorities or, in the case of simplified costing methodologies for European Union Structural Funds projects, the European Union Structural Funds Managing Authority or audit authority determines that: the amount of the simplified compensation or the provisions for application of the aforementioned compensation were incorrectly determined (where the amount should have been lower or applied using a different method), the adjusted amount or the provisions for its application shall apply to the simplified compensation of costs incurred from the date of entry into force of amendments for the simplified compensation of costs).
2. Costs that are necessary for the administration of the project established within the item 38 under headings 4 to 6 (e.g. salary expenses of the employees of the Project Promoter or Project Partner for the actual time spent working on the administration of the project, costs for the acquisition of goods for the project administration purposes, costs for the acquisition of services for the project administration, costs of inspection (auditing) of expenses of Partners from Donor States (where applicable), other project-administration related costs shall be considered as direct costs. The total amount of project administration costs shall not exceed 5% of the eligible project costs.
3. The publicity costs of the project established within the item 38 under headings 4 to 6 shall be considered as direct costs of the project and shall be eligible for compensation when incurred in the course of communication actions of the project as established in the clauses 260-264 of the MAFR.
4. Value added tax (VAT) that the applicant (the Project Promoter) and/or a Project Partner shall not or could not deduct within the VAT statements and recover in accordance to the applicable legislation, shall be eligible for financing.
5. In all cases, ineligible costs are defined in Section III of Chapter XIX of the MAFR.
6. Project costs shall be compensated upon the receipt of the Project Promoter submitted request for payment as established by the method of cost compensation: with or without an advance payment, and/or the payment of invoices. The procedure and method(s) for compensation of costs shall be discussed and established within the Project contract.
7. In the course of the implementation of the project, the Project Promoter shall be allowed to request for an advance payment of an amount not exceeding 30% of the total amount for financing (provided the provisions for the advance payment have been established within the project contract). The aforementioned amount shall later be registered after the recognition of declared expenses as eligible costs in accordance with the provisions of clause 300 of the MAFR. Where an advance payment is made for a project, the Project Promoter shall have a separate account registered with the credit institution for managing the financing allocated for the project.
8. A Project Partner(s) from a Donor State and/or a Project Participant(s) from a Donor State shall account for the expenses incurred in the course of the project implementation in accordance with the procedures established within the clauses 292 to 294 of the MAFR and pursuant to the memo prepared by the Process Working Group published online at: <https://www.cpva.lt/eee-ir-norvegijos-finansiniai-mechanizmai-2014-2021-m./dokumentai/682/act690?sqid=994b3627fada2d63b94793688db3b709c08413e2>.
9. **PREPARATION, ACCEPTANCE OF APPLICATIONS, EVALUATION AND SELECTION OF PROJECTS**
10. Mechanism and co-financing funds for projects under the present open call shall be allocated by way of an open call for applications.
11. An open call for submission of applications shall be published online at: [www.eeagrants.lt](http://www.eeagrants.lt) and [www.cpva.lt.](http://www.cpva.lt)
12. In order to receive financing, the applicant shall apply directly by filling in an online application via the DMS, drafted by the Process Working Group (a typical form is available in Annex 3 to the present Guidelines), and submit it along with Annexes via the DMS by the date specified in the open call for applications. Following of the submission of the application, the applicant shall immediately receipt a confirmation via the DMS of the completed registration of the application stating the unique code assigned to the application. Provided that the functionality of the DMS may not be guaranteed, the applicant shall be informed about the registration of the application and its unique code in written via e-mail by sending information to the email address of the indicated contact person.
13. Applications submitted by any other means instead of DMS shall not be accepted and shall be returned to the applicant. Where a temporary failure to maintain DMS functionalities presents itself and makes it impossible for applicants to submit applications or annexes via the aforementioned DMS prior to the deadline for the submission of applications, the CPMA shall be obliged to extend the deadline for the submission of applications for 7 days more and/or create the opportunity to submit applications or annexes thereto by other means and informing applicants thereof via DMS or in written provided that DMS functions for notification of applicant have not been installed or are not ensured.
14. The applicant may enquire questions regarding the provisions for the allocation of financing, questions relating to the filling in of applications and other financing allocation-related questions by calling the CPMA using one of the phone numbers indicated in the open call, in written, via e-mail or verbally.
15. The applicant shall be obliged to submit the following annexes along with the application:
	1. List of candidates delegated for the position of home visit specialists and justification for the eligibility of the aforementioned candidates (Annex 2 to the present Guidelines) towards the applicable requirements for home visit specialists established in item 21.4 of the present Guidelines (the list of candidates delegated for the position of home visit specialists shall include the number of home visit specialists who will provide services, plus at least one additional candidate);
	2. Documents justifying the validity of the budget of the project (where costs will be incurred in holding (public) procurement procedures (except for costs, which will be declared and compensated on a simplified bases), the planned costs shall be justified by a conducted market research);
	3. A copy of a draft partnership agreement complying with the specified requirements within the present Guidelines (provided a partnership agreement has been signed prior to the submission of the application – a copy of a signed agreement) or a letter of intent to conclude such an agreement (if applicable);
	4. Justification of the calculation of indirect project costs;
16. The CPMA shall arrange the evaluation of applications pursuant to the provisions established within Chapter XVII of the MAFR. The evaluation shall be performed by experts by completing the evaluation tables presented in the forms of Annexes 4, 5 and 6 to Guidelines.
17. At the time of the evaluation of applications, the CPMA may ask the applicant to submit the missing information and/or documents. The applicant shall be obliged to submit the above information and/or documents within the deadline set by the CPMA, which should be at least 3 working days. The CPMA and the applicant shall correspond via DMS in the course of the evaluation.
18. The CPMA shall have the right to select which evaluation shall be conducted first (project benefit and quality or the eligibility of the project for the allocation of financing) or to conduct both evaluations at the same time. Information on the results of the evaluation of the project benefit and quality evaluations, as well as the eligibility of the project for the allocation of funding shall be published online at: www.eeegrants.lt.
19. At least two independent experts shall conduct the project benefit and quality evaluation. Applications shall be evaluated using scores in accordance with priority criteria for the selection of projects, which may not be changed in the course of the evaluation of projects. The maximum possible score according to each criterion is indicated in Annex 6 to the present Guidelines. The maximum possible score to be appointed in accordance to all of the criteria of the evaluation of the benefit and quality of the project shall be 100. The 45 score threshold shall be the minimum mandatory score for projects under the present open call. Where projects receive the same score, and the amount allocated for financing of projects shall not be sufficient for financing all projects under the open call, priority shall be given to projects which score higher on the first priority selection criterion and, where projects are scored equally on this priority criterion, priority shall be given to projects which score higher on the next consecutive priority criterion. Provided that all of the projects are evaluated in the same way and the amount of the open call for proposals shall not be sufficient for financing all project under the open call, the projects shall be arranged in sequence according to the time of receipt of an application via DMS (entering the application received the earliest first). Where the evaluation score of two experts differs by more than 30 percent of the higher score, then the CPMA shall appoint the third independent expert. In such a case, the project shall be given a score of an average of two scores that came the closest.
20. Applications shall be evaluated for no more than 90 days following the deadline for the submission of applications under the open call for applications.
21. The evaluation deadline may be extended on a decision adopted by the CPMA, provided that the following conditions are present:
	1. In such a case, where more than 100 applications were received;
	2. In such a case where addressing the Financial Mechanism Office, Programme Partner, Coordinating Authority or other related authorities shall be required for the evaluation of applications or for interpretation of certain evaluation provisions. In such a case, the evaluation deadline shall be extended for the period of time, which passed from the referral date until the day when a response was received.
22. The CPMA shall adopt a decision on financing of projects approved by the project selection committee and in line with the requirements of evaluation of project benefit and quality, project eligibility and administrative compliance.
23. Applications shall be rejected provided that the following shall be determined:
	1. The same applicant has submitted more than one application;
	2. The application does not meet at least one general or special project compliance criterion (eligibility) laid down in Annex 5 to the present Guidelines;
	3. The applicant does not meet at least one administrative compliance criterion indicated in Annex 4 to the present Guidelines;
	4. The applicant submitted misleading information within their application, or the applicant or persons related to the application (for the planned project implementation) seek to receive information, which the CPMA considers to be confidential, or to unlawfully exert influence on evaluation results or evaluators;
	5. The project scores less than the 45 minimum threshold during the evaluation of the project benefit and quality.
	6. The applicant failed to submit documents specified within the item 52.1 of the present Guidelines along with their application.
	7. The applicant failed to submit a single document specified within the item 52.2 of the present Guidelines along with their application.
24. The CPMA shall conclude a bilateral project contract with the applicant whose project has been selected for the allocation of financing from mechanism and co-financing funds. A project contract shall comprise of general conditions and special conditions. General conditions are approved by the Decree No. 2019/20-3-1 of the Deputy Director of the CPMA of 1 July 2019 on the approval of the General conditions of the 2014-2021 European Economic Area financial mechanism or 2014-2021 Norwegian mechanism project contract and published within the Register of Legal Acts. Special conditions are established within the Annex 8 to the present Guidelines.
25. Provided that the applicant refuses or fails to sign a project contract within the deadline set by the CPMA or fails to fulfil the conditions required for concluding a project contract within the set period of time (fails to fulfil a reservation or submit information and documents proving the fulfilment of the reservation), the adopted decision for the allocation of financing for the project shall be null and void.
26. The project contract shall be concluded, modified and terminated in accordance with the provisions of Chapter XVIII of the MAFR. The Project Promoter shall be held liable for the performance of the project under the concluded Project Contract.
27. **FINAL PROVISIONS**
28. The applicant (Project Promoter) may appeal the decision adopted by the CPMA in accordance with the procedure established within clause 429 of the MAFR.
29. List of Annexes to the present Guidelines:
	1. Description of the implementation of the model for home visits and provision of early intervention services, Annex 1;
	2. List of candidates delegated for the position of home visit specialists, Annex 2;
	3. Typical project Application Form (to be completed via DMS online), Annex 3;
	4. Administrative Compliance Evaluation Methodology, Annex 4;
	5. Eligibility Evaluation Methodology, Annex 5;
	6. Benefit and Quality Evaluation Methodology, Annex 6;
	7. Methodology for Calculating Monitoring Indicators, Annex 7;
	8. Draft of the Special Conditions of the Project contract, Annex 8;
	9. Recommended Market Research Summary Form and Explanations on its Completion, Annex 9.

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1. To be measured by means of a survey administered on behalf of the Financial Mechanism Office. [↑](#footnote-ref-2)