

## General Clarifications

It is expected that approximately 11-12 grant contracts will be signed, under by each consortium with the BSOs and SMEs (final beneficiaries).

The indicative duration of the contracts to be awarded under this financial support to 3<sup>rd</sup> parties will be between 10 and 20 months.

### The role of the Consortia:

In order to provide support to the evaluation process as well as to the beneficiaries during the implementation of their grant contracts, the following should be taken into consideration:

1. Support to Evaluation Process:

**EUROCHAMBRES shall be fully associated to the evaluation process.**

The evaluation process will be conducted by each consortium, in accordance with an evaluation grid agreed with EUROCHAMBRES. The assessment will be sent to EUROCHAMBRES.

The final decision will be taken by the EC, after checking with EUROCHAMBRES.

2. Respect the Monitoring Manual:

This Manual (to be reviewed by the consortia in autumn 2020) will be used to conduct the financial and operational monitoring of the grant contracts and include all the relevant templates and checklists.

The Manual will be distributed to the final beneficiaries (third parties: BSOs and SMEs). The Manuals should be made ready prior to the Grant Implementation Training to be distributed to the grant beneficiaries.

### 3. Provide trainings for the Grant Beneficiaries:

**After the evaluation of the proposals and the signature of the contracts, each consortium will prepare and implement a one-day Grant Implementation Training.** The training will be given by consortium staff.

The training will provide information to the final beneficiaries on project management, grant implementation and procurement procedures, as well as EU visibility rules, improving networking skills and the use of social media, record keeping, at minimum.

Organization costs for the training (including venue rent, technical equipment, decoration, interpretation, lunch & refreshments) and interpretation costs will be covered from the Consortia budget. Participation costs (travel, accommodation etc.) of the final beneficiaries should be covered from their own resources.

### 4. Provide on-going Assistance to Grant Beneficiaries

Consortia will provide **on-going assistance** to the final beneficiaries on all aspects of the project management especially on project implementation (including procurement and visibility rules). This assistance will mainly be via phone, e-mail, monitoring visits and, if required, spot checks.

Consortia will **assist the final beneficiaries in drafting their contract amendment requests, if needed.**

Consortia will assess the **interim/final reports (technical and financial) submitted by the final beneficiaries** and provide recommendations to EUROCHAMBRES for approval of the reports and respective costs.

### 5. Effect the monitoring of the activities implemented by the Grant Beneficiaries:

Quantified and objectively verifiable **indicators on each grant project level** will be identified and related data will be collected during the first monitoring visits and/or from the description of the action of grant projects in order to monitor and evaluate the realization of the outcomes.

The consortium will regularly collect data from the projects towards realization of these indicators and will present achievements to the EUROCHAMBRES' team.

An **Initial Quantitative Risk Assessment** will be conducted by the Sectorial Consortia, to identify the projects with potential risks.

## 6. Prepare the monitoring plan

A **Monitoring Plan** for the awarded contracts with beneficiaries will be developed. The Monitoring Plan should provide details on THE monitoring visits to each project site.

At least **1 monitoring visit** to each project / action will be conducted by the Consortium (a qualified member of the Team). An expert/team member from EUROCHAMBRES may accompany such monitoring visits. The visits may take place in the EaP countries or in the EU, depending on where the actions are implemented (travel costs have to be foreseen accordingly).

A monitoring report will be prepared for each project after each monitoring visit.

## 7. Technical and Financial Reporting

### a) Final Beneficiaries

Consortia will have to gather the technical and financial reports from all final beneficiaries, assess (check them) and reject or accept the information therein, in accordance with the indications received from EUROCHAMBRES.

### b) Own reports

Consortia will have to report own activities and expenses – technical and financial report – and submit them to EUROCHAMBRES through the Management and Information System and, if requested, in paper.

**! Please note that the Consortia or consortia members will not directly implement any Study Visit, Twinning or Business to Business Matching !**