

Frequently Asked Questions (FAQs) concerning the call for proposals
“Cleaner rivers - Cleaner seas (RiverClean)”
EuropeAid/180788/DD/ACT/AL- Contract IPA III/2024/459-979

1. Who is eligible to apply under this Call for Proposals?

Eligible applicants must be legally registered as non-profit organizations (such as NGOs, associations, foundations, or centers) that are established and active in Albania. They must have relevant experience in environmental protection, sustainable development, or community engagement. Applicants must not be political or religious entities and must not have any record of fraudulent, corrupt, or unethical behavior.

See Section 2.1.3 – Eligibility of Applicants, pages 9–10.

2. What is the main objective of this Call?

This Call aims to support civil society-led initiatives in the HoReCa sector that reduce single-use plastic and promote fair and sustainable alternatives within this sector in the River Basin areas of the Ishëm and Vjosa. The expected methodology for all proposed actions is the HAPI Index.

See Section 1.3 – Relevance of this Call for Proposals, page 7; and Section 1.4 – Objectives of the Program, page 7.

3. What is the HAPI Methodology, and how should it be implemented?

The HAPI Methodology (Honest Alternatives to Plastic Index) is a structured and participatory approach used to assess and reduce single-use plastic in hotels, restaurants, and cafés (HoReCa). It consists of four main phases: diagnosis, action planning, implementation, and reflection/certification. Applicants are expected to follow this methodology throughout their projects.

See Section 1.2 – HAPI Methodology, pages 4–6.

4. What is the available funding range per grant?

Applicants may request a minimum of €12,000 and up to a maximum of €15,000. The grant will cover 100% of eligible action costs.

See Section 1.5 – Financial allocation by the contracting authority, page 8.

5. What is the required duration of the project?

The proposed project must have an implementation period of no less than 12 months and no more than 14 months.

See Section 2.1.3 – Eligible Actions, page 10.

6. How many applications can one organization submit?

Each applicant or co-applicant may participate in only one application under this Call. Multiple submissions will result in disqualification.

See Section 2.1.3 – Number of Applications, page 11.

7. What documents are required to submit a complete application?

In addition to the completed application form and annexes, applicants must submit legal registration documents, the organization's statutes, tax registration (NIPT), the organization's financial statement for the previous year (stamped by the Regional Tax Directorate), a Criminal Record Certificate for the legal representative, and CVs of key project staff.

See Section 2.2.1 – Supporting Documents to Be Submitted, page 13; and Section 3 – List of Documents, page 18.

8. What types of activities are eligible for funding?

Eligible activities include auditing HoReCa businesses using the HAPI Index, awareness campaigns, capacity building for staff, promoting alternatives to single-use plastic, and collaborating with local institutions or schools. Activities must be implemented within the targeted river basins.

See Section 2.1.3 – Types of Eligible Actions, page 10.

9. What costs are considered eligible and ineligible under this Call?

Eligible costs must be directly related to the project, incurred during the implementation period, and properly documented. Ineligible costs include VAT, fines, loan interest, and costs already covered by other sources.

See Section 2.1.4 – What costs are allowed? pages 11–12.

10. What is the application procedure?

Applications must be submitted both in printed form (one original copy) and electronically (on USB or CD), in a sealed envelope labeled: “Not to be opened before the opening session – HAPI Call for Project Proposals.” The complete package must be delivered to Milieukontakt Albania by **September 8, 2025, at 16:30**.

Full postal address:

Milieukontakt Albania
Postal Code 1001
Xhoxhi Martini Street, Teuta Konstruktion Building
Sh 3, Apartment 8
Tirana, Albania

See Section 2.2.2 – Submission of Applications, page 13.

11. How will the applications be evaluated?

The evaluation consists of two phases: (1) administrative compliance check, and (2) qualitative assessment based on an evaluation matrix. Only proposals scoring at least 65 out of 100 points will proceed to the selection process.

See Section 2.3 – Evaluation and Selection of Applications, pages 14–17.

12. When will applicants be informed about the results?

Applicants will be informed about the results by **October 10, 2025**. The deadline to submit any complaint is **October 17, 2025**, and contracts with selected applicants are expected to be signed by **November 3, 2025**.

See Sections 2.4–2.6 – Notification, Appeals, and Indicative Timeline, pages 17–18.

13. Where can the application forms be found and where can I get more information?

The full application package (Annexes A–D and L) can be downloaded from the official website of Milieukontakt Albania: www.milieukontakt.org

See the Announcements Section, page 1.

14. Is it necessary to open a dedicated bank account for this project?

Opening a dedicated bank account is **not mandatory**, but accounting must comply with the accounting standards of the Republic of Albania.

15. Is office rent allowed as an activity expense?

Office rent can be included under the budget category “Project Office.” To be eligible, this cost must be justified in the “cost justification” column by providing specific details on how the space will be used for project purposes and must meet the criteria listed in the grant guidelines and Annex 2, “Project Budget,” point 8.

16. I am an individual. Do I need to collaborate with an organization to benefit?

Individual applications are **not allowed** under this Call. Only non-profit organizations are eligible to apply.

17. Is a newly established organization, formally registered in court in December 2024, eligible to apply. Since we were registered in December 2024, we do not yet have a full year of financial activity and, therefore, no financial statements to submit.

The absence of financial statements for the previous year is not disqualifying during the administrative evaluation phase. Organizations that started their activity in 2025 and do not have financial statements for the previous year **will not be disqualified** during the first phase of the administrative evaluation. In this case, the organization must include in the application a **"Certificate of Active Status"** issued by the General Directorate of Taxes (through the e-Albania portal), confirming the active status and the start date of its activity.

18. I would like to know if an NGO based in Fier region, with headquarters in Lushnjë, can apply for the call for the Vjosa River?

According to the guidelines of the call, organizations from other municipalities are not prohibited from applying, but activities must be implemented along the catchment areas of the Ishëm and Vjosa rivers.