

APPROVED

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Of the Minister of Foreign Affairs of the
Republic of Lithuania

**DESCRIPTION OF PROCEDURE FOR THE IMPLEMENTATION OF THE
DEVELOPMENT COOPERATION AND DEMOCRACY PROMOTION PROGRAMME
OF THE MINISTRY OF FOREIGN AFFAIRS**

**CHAPTER I
GENERAL PROVISIONS**

1. The Development Cooperation and Democracy Promotion Programme of the Ministry of Foreign Affairs of the Republic of Lithuania (hereinafter referred to as the Ministry) (hereinafter referred to as the programme) is a part of the strategic action plan of the Ministry. It shall be implemented from state budget allocations earmarked for the Ministry.

2. Description of Procedure for the Implementation of the programme (hereinafter referred to as the Description) sets forth the procedure for the implementation of the development cooperation activities by the Ministry and diplomatic representations of the Republic of Lithuania, representations to international organisations, consular posts and special missions from state budget allocations approved for the programme and the procedure for the public education and awareness raising.

3. The terms used in the Description are defined in the Law on Development Cooperation and Humanitarian Aid of the Republic of Lithuania (hereinafter referred to as the Law), and the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies approved by resolution No. 278 of 26 March 2014 of the Government of the Republic of Lithuania “On the Approval of the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies” (hereinafter referred to as the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies).

**CHAPTER II
SELECTION OF DEVELOPMENT COOPERATION PROJECTS RENDERING
BILATERAL ASSISTANCE FOR DEVELOPMENT**

4. Pursuant to the Law, development cooperation policy guidelines of the Republic of Lithuania and the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies, the Ministry shall carry out the selection of development cooperation projects (hereinafter referred to as the project).

5. Development Cooperation Department of the Ministry (hereinafter referred to as the Department) shall prepare the content of the call for proposals of concept notes of the development

cooperation projects (hereinafter referred to as the concept note) and (or) applications of the development cooperation projects (hereinafter referred to as the application) (hereinafter – the call) and shall submit it for approval by the Development Cooperation and Humanitarian Aid Commission (hereinafter referred to as the Commission).

6. Concept notes, completed at the Ministry, shall be developed pursuant to the development cooperation policy guidelines of the Republic of Lithuania and submitted by the Department for approval by the Commission.

7. The call of the Ministry, the concept note which shall be completed by the project applicant, the application form and other additional information shall be published in the Lithuanian and English languages.

8. Legal entities of the Republic of Lithuania and foreign countries, other organisations, divisions thereof, also natural persons shall have the right to submit concept notes and applications in the Lithuanian or English language according to the conditions indicated in the call.

8.¹ Concept notes and applications shall be submitted within one month from the day of publication of the call by the Ministry to submit concept notes and applications on the website of the Ministry (www.urm.lt), unless the Commission indicates otherwise.

9. The date of receipt of the concept note and (or) the application shall be the date of sending the document by registered mail what is evidenced by a stamp on the envelope. If the concept note and (or) the application is delivered to the Ministry, the date of receipt shall be the date of registration at the Ministry.

10. Concept notes and applications received in conformity with the conditions and terms set forth in the call shall be registered with the Department's registration journal of concept notes and applications: they shall be given an identification code and the date of receipt shall be indicated. Concept notes developed by the Department and approved by the Commission shall not be registered. The application submitted by the project applicant according to the concept note approved by the Commission shall be granted the very same identification code as that of the respective concept note.

11. Information on the registered concept notes and (or) applications shall be published on the website of the programme within 15 working days from the deadline for the submission of concept notes and (or) applications.

12. Concept notes and applications shall be evaluated by diplomats, other civil servants and (or) personnel working under employment contracts assigned by the Director of the Department (hereinafter – the employees).

13. An evaluation of the concept note shall be carried out by at least two employees of the Ministry. The concept note shall be evaluated by an employee of the Department, one employee from another administrative unit of the Ministry which representative is a member of the Commission and one employee appointed by the head of diplomatic representation, representation to international organizations, consular post or special mission (hereinafter referred to as diplomatic representation), accredited in the country or in which the project will be implemented. In case of absence of diplomatic representation in the country in which the project will be implemented, an evaluation of the concept note shall be carried out by two employees of the Department and one employee from another administrative unit of the Ministry which representative is a member of the Commission. An evaluation of the application shall be carried out by two employees of the Department. Opinion over the validity of the budget of the application and other aspects that might be important for the Commission in adoption of the decision shall be carried out by an employee appointed by the head of diplomatic representation in the country in which the project will be implemented.

14. An evaluation shall not be carried out for the concept notes prepared by the Department and approved by the Commission.

15. Employees of the Department shall submit evaluated concept notes or applications together with evaluation results and recommendations for consideration by the Commission.

16. If the Commission takes a decision to approve the concept note or to approve it with reservation, the applicant of the concept notes shall be suggested preparing an application with consideration to the identified reservation (if any). A term of 20 working days shall be set for

preparing an application, unless indicated otherwise by the Commission. The Commission shall take a decision on the needs of external audit of the project. In this case the Commission shall consider whether expenditures related to external audit could be recognized as eligible.

The Commission may take a decision to recommend to the head of consular post, when he acts as a consular officer, not to charge the fee for the processing of visa application when foreigners come to the Republic of Lithuania for the purposes of development cooperation to participate in Lithuania's and foreign states entities' implemented projects, which are financed from the funds of Development Cooperation and Democracy Promotion Programme. This decision must be evaluated in monetary terms and indicated in the interim or final report on the implementation of the project.

17. Employees of the Department shall inform the project applicant on decisions taken by the Commission related to the evaluation of concept notes and applications, as well as issues on preparing the revised project application.

18. The project applicant shall be notified of the decisions taken by the Commission related to the evaluation of concept notes and applications by e-mail or registered mail within 10 working days from the date of the decision.

19. If the applicant refuses to implement the reservation established by the Commission and (or) enter into the project implementation agreement (hereinafter referred to as the agreement), the Department shall inform the Commission thereof.

20. With consideration to the duration of project implementation, agreements on the implementation of the project lasting more than one year may be concluded. If an agreement on the implementation of a project lasting more than one year is concluded, the procedure of submitting an interim report on the implementation of a project shall also be set forth in the agreement.

21. An employee of the Department assigned by the director of the Department shall prepare and coordinate a draft agreement with the project implementer. If the agreement is signed, the employee shall be appointed to be responsible for project supervision.

22. The Department shall take a decision on the terms and procedure of making payments under the agreement. The employee of the Department responsible for project supervision shall inform the project implementer by e-mail or registered mail within 10 working days from the date of the decision.

23. During implementation of the project, the Department shall carry out consistent supervision over the project implementation and shall inform the Commission on the project progress. During the implementation of the project, surveys of the project participants or target groups, as well as visits to the project implementation venue may be carried out.

24. The employee of the Department responsible for project supervision shall take decisions on the changes of conditions for the implementation of the projects laid down in Clauses 30-31 of the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies. If necessary the employee shall also prepare a draft agreement to the additional arrangement and coordinate it with the project implementer.

25. The Ministry shall have the right to demand verbally or in writing that the project implementer provided any information associated with the project implementation at any time of validity of the agreement.

26. On receipt of the report on the implementation of a project the Department shall carry out an evaluation of the report on the implementation of a project as a constituent part of the project evaluation.

27. By evaluating the report on the implementation of a project the Department shall examine whether the project implementer submitted all certified copies of financial accounting and other documents justifying the costs.

28. After evaluating the report on the implementation of a project the Department shall carry out an evaluation of the project implementation. During the evaluation all collected information related to the project implementation shall be examined. Surveys and polls of project participants or target groups, as well as visits to the project implementation venue may be carried out. The data collected shall be analysed by applying statistical, quantitative and qualitative methods, models,

estimates, long-term forecasting of effects and impact, comparison with reference date or analogues, etc.

29. Having made an evaluation of the implementation of the project, the employee of the Department responsible for project supervision shall submit the report on the implementation of a project together with evaluation results and recommendations for consideration by the Commission.

30. The interim report on the implementation of a project lasting more than one year shall be submitted and evaluated pursuant to the provisions set forth in Chapters II and III of the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

31. The Commission shall take decisions due to interim evaluation of the implementation of the project in the following procedure:

31.1. With consideration to the interim evaluation of the project carried out by the Department, the Commission shall take a decision whether to approve the interim report on the implementation of a project and to continue the project the way it has been planned; or to approve it in part and to continue it with consideration to amendments suggested by the Commission; or to reject it and not to continue the project.

31.2. If the Commission takes a decision to approve the interim report on the implementation of a project in part and to continue the project with consideration to amendments suggested by the Commission, the employee of the Department responsible for project supervision shall prepare an additional agreement and shall coordinate it with the project implementer. If the Commission takes a decision to reject the interim report on the implementation of a project and not to continue the project, the Department shall initiate the termination of the agreement under the procedure laid down in the agreement.

31.3. If the Commission takes a decision to approve the interim report on the implementation of a project in part or to reject it, the grounds of the decision and suggested amendments (if any) shall be indicated in the protocol.

32. The employee of the Department responsible for project supervision shall consult the project implementer on preparing the report on the implementation of a project and the interim report on the implementation of a project (if any) and shall inform the project implementer by e-mail or registered mail on the decisions related to the evaluation of the report on the implementation of the projects or the interim report on the implementation of the project (if any) adopted by the Commission within 10 working days from the date of the decision.

33. Financial requirements for projects on bilateral assistance for development are laid down in the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

CHAPTER III PROCEDURE FOR PROVIDING MULTILATERAL ASSISTANCE FOR DEVELOPMENT

34. Multilateral assistance for development shall be provided pursuant to the procedure laid down in the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

35. The Department shall submit suggestions on the types and means of providing multilateral assistance for development for consideration by the Commission.

CHAPTER IV PROCEDURE FOR PROVIDING ASSISTANCE FOR DEVELOPMENT IN OTHER MODALITIES

36. Assistance for development in other modalities is provided pursuant to the procedure laid down in the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

37. The Department shall submit suggestions on providing assistance for development in other modalities for consideration by the Commission.

CHAPTER V DEVELOPMENT COOPERATION ACTIVITIES OF DIPLOMATIC REPRESENTATIONS, REPRESENTATIONS TO INTERNATIONAL ORGANIZATIONS, CONSULAR POSTS AND SPECIAL MISSIONS

38. Development cooperation activities shall be carried out in order to provide diplomatic representations with a possibility to quickly react to the short-term needs of the countries in which (or to which) it is accredited, and of other partner countries' (if development cooperation activities are carried out by a representations to the international organisations) in the sphere of development cooperation policy.

39. Development cooperation activities by diplomatic representations shall be financed and costs shall be accounted for pursuant to the "Rules for the Drafting an Estimate of Cost, Implementation and Financial Accounting of Diplomatic Representations, Consular Posts and Representations of the Republic of Lithuania to International Organisations" approved by the order No V-5 of 18 January 2005 of the Minister of Foreign Affairs establishing the procedure for financing and accounting for target funds.

40. Diplomatic representations shall carry out development cooperation activities pursuant to the procedure laid down in Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

41. A decision on the possibility for specific diplomatic representations to carry out development cooperation activities or suspension of the ongoing development cooperation activities shall be taken by the Commission with consideration to the development cooperation policy guidelines of the Republic of Lithuania and suggestions submitted by the Department. Grounds of the Commission's decision to suspend any development cooperation activities in a diplomatic representation shall be indicated in the protocol, whereas the diplomatic representation where the development cooperation activities are suspended shall be notified within 10 working days from the date of the decision.

42. If the Commission takes a decision allowing a diplomatic representation to carry out development cooperation activities, the diplomatic representation shall make an analysis of need for development cooperation in the country in which (or to which) it is accredited, or of other partner country (if development cooperation activities are carried out by a representation to an international organisation) and shall prepare an Action plan for development cooperation. An Action plan for development cooperation shall be submitted to the Department until the deadline fixed by the Commission.

43. With consideration to Action plans for development cooperation the Department shall prepare and submit for approval by the Commission an operational budget of diplomatic representations for development cooperation for the next year. The Department shall notify the diplomatic representation on the decision on the operational budget for development cooperation taken by the Commission within 10 working days from the date of the decision.

44. The diplomatic representation shall set up a Development Cooperation and Humanitarian Aid Commission (hereinafter referred to as the commission of diplomatic representation) to carry out development cooperation activities. The commission of diplomatic representation is recommended to be set up of three members. Functions of the commission of the diplomatic representation, rights and duties of members thereof, procedure for organising work shall be laid down in the regulations of the

commission of diplomatic representation that shall be approved by head of the diplomatic representation.

45. Pursuant to the operational budget of diplomatic representation for development cooperation, the commission of the diplomatic representation shall take decisions on the provision of bilateral assistance for development from the programme allocations earmarked for it.

46. Concept notes, prepared by the diplomatic representation, shall be developed pursuant to the development cooperation policy guidelines of the Republic of Lithuania and shall be submitted for approval by the commission of the diplomatic representation by the employee of the diplomatic representation assigned to coordinate activities of development cooperation.

47. Concept notes and (or) applications shall be submitted to diplomatic representation in the Lithuanian or English language. Concept notes and (or) applications may also be submitted to a diplomatic representation in the language of the country in which (or to which) the representation is accredited or in other languages, if such a possibility is provided for by the diplomatic representation in the call to submit concept notes and (or) applications.

48. Concept notes and applications may be submitted to a diplomatic representation by:

48.1. Natural persons and legal entities of the Republic of Lithuania;

48.2. Legal entities of the country in which (or to which) the representation is accredited, other organisations, their divisions and natural persons;

48.3. Legal entities of partner countries, other organisations, their divisions thereof and natural persons (if development cooperation activities are carried out by a representation to an international organisation).

49. The employee of the diplomatic representation assigned to coordinate development cooperation activities shall evaluate received concept notes and applications and shall submit recommendations on project eligibility for financing to the commission of the diplomatic representation.

50. Projects shall be financed and payments to the project implementer shall be made pursuant to the agreements signed with project implementers by the diplomatic representation. If a project implementer is a legal entity or natural person of the Republic of Lithuania, the diplomatic representation shall appeal to the Finance Department of the Ministry with a request to pay the received payment documents and shall submit their originals/certified copies to the Finance Department of the Ministry.

51. The employee of the diplomatic representation assigned to coordinate development cooperation activities shall carry out supervision over implementation of the project and shall evaluate implementation of the project and reports on the implementation of the project.

52. The project implementer shall be notified of the decisions related to the project selection taken by the commission of the diplomatic representation by e-mail or registered mail within 10 working days from decision.

53. The diplomatic representation shall collect and systematize information on the implementation of the Action plan of development cooperation and projects, shall store protocols of the commission of the diplomatic representation, correspondence with project implementers, concept notes and applications, agreements, reports on the implementation and documents justifying project costs, unless they have to be submitted to the Finance Department of the Ministry.

54. The diplomatic representation shall submit information on the implemented activities of development cooperation and used funds to the Department twice a year: not later than 15 July of the current year, and not later than 1 December of the current year.

55. By January 31 of the next year, the diplomatic representation shall prepare and submit to the Department a subject report on the implementation of development cooperation activities during the previous year. The report shall indicate the following:

55.1. Total number of received applications; number of approved and rejected applications;

55.2. Brief information on the implemented projects and their results;

55.3. Evaluation of what impact the implemented projects had on the country in which (or to which) the diplomatic representation is accredited, or on the partner country if the projects had been implemented by the representation to the international organisation;

55.4. Problems encountered while implementing development cooperation activities and suggestions how to avoid them in the future (if any).

56. The Commission pursuant to the recommendations by the Department shall approve the subject report on the implementation of development cooperation activities of the diplomatic representation.

CHAPTER VI PUBLIC AWARENESS RAISING OF THE DEVELOPMENT COOPERATION ACTIVITIES

57. The Department shall publish information about the programme and its implementation on the website of the Ministry (www.urm.lt) and the Lithuanian development cooperation website (www.orangeprojects.lt).

58. When providing bilateral assistance for development, it shall be laid down in the agreement that the project implementer shall publish information related to the ongoing projects after signing the agreement on its websites (if any); also, if possible, it shall make it public in other media using logotypes of the Ministry and the programme and indicating that the project is financed from the programme funds, as well as shall ensure the visibility of the Ministry in the project by any other ways.

59. Following the decision of the Commission or commission of diplomatic representation, information on applications for democracy promotion projects, concept notes, activities, implementers, funds, etc., the disclosure of which could adversely affect the implementation of the project or implementers thereof, as well as cause negative consequences after it is implemented, shall not be made public pursuant to the procedure laid down in the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

CHAPTER VII FINAL PROVISIONS

60. The Department shall collect information on the development cooperation activities by state and municipal institutions and agencies under the procedure laid down in the Description of Procedure for the Implementation of Development Cooperation Activities by State and Municipal Institutions and Agencies.

61. By 1 March each year the Ministry shall submit to the Government of the Republic of Lithuania a report on the implementation of the Development Cooperation and Democracy Promotion Programme for the previous calendar year.
