



MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF LITHUANIA

ORDER

ON THE AMENDMENT OF ORDER No V-62 OF 17 APRIL 2014 OF THE MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF LITHUANIA “ON THE APPROVAL OF THE DESCRIPTION OF PROCEDURE FOR THE IMPLEMENTATION OF THE DEVELOPMENT COOPERATION AND DEMOCRACY PROMOTION PROGRAMME”

No V-63 of 21 March 2017
Vilnius

I hereby amend Order No V-62 of 17 April 2014 of the Minister of Foreign Affairs of the Republic of Lithuania “On the Approval of the Description of Procedure for the Implementation of the Development Cooperation and Democracy Promotion Programme” to read as follows:

MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF LITHUANIA

ORDER

ON THE APPROVAL OF THE DESCRIPTION OF PROCEDURE FOR THE IMPLEMENTATION OF THE DEVELOPMENT COOPERATION AND DEMOCRACY PROMOTION PROGRAMME

Pursuant to Article 7(1)(3) and 7(3) of the Law on Development Cooperation and Humanitarian Aid of the Republic of Lithuania and item 3 of the Description of Procedure for the Implementation of Development Cooperation and Humanitarian Aid 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 and Humanitarian Aid Activities by State and Municipal Institutions and Agencies”, I hereby

Approve the Description of Procedure for the Implementation of the Development Cooperation and Democracy Promotion Programme (annexed).”

Minister of Foreign Affairs

Linus Linkevičius

APPROVED

By Order No V-62 of 17 April 2014 of the
Minister of Foreign Affairs of the Republic
of Lithuania

(as amended by Order No V-63 of
21 March 2017 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

CHAPTER I GENERAL PROVISIONS

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

2. The Description of the procedure for the implementation of the Development Cooperation Programme (hereinafter the Description) shall set forth the procedure for the management of development cooperation projects (hereinafter the projects) funded under the programme, cooperation of the Ministry and the public establishment Central Project Management Agency (hereinafter the CPMA) on the involvement in the development cooperation activities funded by international donors, co-financing and public information on the programme.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

3. Development assistance by means other than projects and co-financing shall be rendered under the procedure set forth in the Description of the procedure for the implementation of development cooperation activities by state and municipal institutions and agencies approved by Resolution No 278 of the Government of the Republic of Lithuania of 26 March 2014 “On the approval of the Description of the procedure for the implementation of development cooperation activities by state and municipal institutions and agencies” (hereinafter the Description of the procedure for institutions). Proposals on the methods and measures of rendering development assistance by other means shall be submitted to the Development Cooperation and Humanitarian Aid Commission of the Ministry (hereinafter the Commission) by the Development Cooperation Department of the Ministry (hereinafter the Department).

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

4. 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 of Institutions.

CHAPTER II PROJECT ADMINISTRATION

SECTION ONE GENERAL PROVISIONS

5. The projects shall be managed in accordance with the Law, the Description of the procedure for institutions and the Description. Recommended forms used for project management and required for implementing the development cooperation activities have been approved by Order No V-226 of the Minister of Foreign Affairs of 11 November 2014 “On the approval of recommended forms required for implementing the development cooperation activities.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

6. Financial requirements for projects on bilateral assistance for development are laid down in the Description of Procedure of Institutions.

7. The projects shall be managed by the Ministry or diplomatic missions of the Republic of Lithuania in foreign states, representations of the Republic of Lithuania to international organisations, consular posts and special missions (hereinafter diplomatic missions) (hereinafter jointly referred to as the projects under direct management) or the CPMA. The projects under direct management shall be projects exclusively related to the functions of diplomatic service.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

8. The Commission decides which percentage of the programme funds shall be earmarked for direct administration of projects and which percentage shall be earmarked for projects to be administered by the CPMA.

9. Functions of the administration of directly administered projects, including the administrative evaluation and the evaluation of the content of concept notes of projects (hereinafter referred to as the concept note) and/or project applications (hereinafter referred to as the application), shall be carried out by employees of the Department or diplomatic representations in charge of the coordination of activities of development cooperation.

10. In the event projects are administered by the CPMA, the terms and conditions of cooperation between the Ministry and the CPMA shall be laid down in the partnership agreement. Besides the provisions of item 19 of the Description of Procedure of Institutions, the aforementioned agreement shall state the following:

10.1. The division of labour between the employees of the Ministry and the CPMA for the evaluation of the content of applications and/or concept notes pursuant to the provisions of item 15.2 of the Description;

10.2. The possibility to publish more than one call for proposals of concept notes and/or applications per year;

10.3. Other terms and conditions of cooperation between the Ministry and the CPMA.

SECTION TWO ADMINISTRATION OF PROJECTS ADMINISTERED BY THE MINISTRY AND THE CPMA

11. Pursuant to the development cooperation policy guidelines laid down in the Interinstitutional Action Plan on Development Cooperation (hereinafter referred to as the development cooperation policy guidelines), the Department shall develop concept notes to be included into the call for proposals and shall submit them for approval by the Commission.

12. The Department shall prepare the draft call for proposals of concept notes and/or applications for the selection of development cooperation projects and shall submit it for approval by the Commission. The call must state the project administrator (either the Ministry of the CPMA) to which concept notes and/or applications will be submitted.

13. Concept notes and/or applications under the call approved by the Commission shall be submitted in the Lithuanian or English language within one month from the day of publication of the call for proposals of concept notes and/or applications on the website for development cooperation activities carried out by the Ministry (www.orangeprojects.lt), unless the Commission indicates otherwise.

14. The administrative evaluation of concept notes and/or applications shall be carried out following the procedure laid down in the Description of Procedure of Institutions.

15. The content of concept notes and/or applications shall be evaluated by:

15.1. If the Ministry is the project administrator: employees of the Ministry and a relevant diplomatic representation as provided in item 15.2 of the Description;

15.2. If the CPMA is the project administrator:

15.2.1. One employee of the CPMA, one employee of the Department, one employee from another administrative unit of the Ministry which representative is a member of the Commission, and an employee appointed by the head of the diplomatic representation accredited in the country in which the project will be implemented (if any), when the content of a concept note is being evaluated;

15.2.2. One employee of the CPMA, one employee of the Department and one employee from another administrative unit of the Ministry which representative is a member of the Commission, when the content of an application is being evaluated. 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 also be carried out by an employee appointed by the head of the

diplomatic representation accredited in the country in which the project will be implemented (if any).

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

17. The Department or the CPMA shall submit the results of the evaluation of concept notes and/or applications for consideration by the Commission.

18. On evaluating the submitted evaluation results, the Commission shall:

18.1. compile a list of concept notes whose applicants are proposed to draw up an application or an application with a reservation (hereinafter the list of concept notes). This list may, in an order of priority, highlight concept notes whose applicants will receive a proposal to draw up an application or an application with a reservation where the applicant of a concept note on the list of concept notes refuses to draw up an application or the application drawn up by the applicant is not recommended for approval or approval with a reservation (hereinafter the list of reserve concept notes). The Department shall forward the list of concept notes to the CPMA where the CPMA is the project manager, or in accordance with the Description of the procedure for institutions inform the applicants of concept notes of the Commission decision on the compilation of the list of concept notes where the Ministry is the project manager;

18.2. compile a list of applications recommended for approval or approval with a reservation, and make a recommendation to the Chancellor of the Ministry for the adoption of the decision on the granting of funds for the implementation of the applications. The list shall highlight applications for which the Commission recommends granting the funds immediately and present, in an order of priority, additional applications for the implementation of which the Commission recommends granting the funds only if the circumstances specified in point 19¹ of the Description exist (hereinafter the list of reserve applications) and in accordance with the procedure set forth therein.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

19. With due consideration to the recommendations of the Commission, the Chancellor of the Ministry shall take a decision regarding the allocation of financing for the implementation of project applications. Should a decision be taken to allocate financing for the implementation of project applications, the Chancellor of the Ministry shall:

19.1. Sign the project implementation agreement with the applicant, if the project is administered by the Ministry, or

19.2. Sign an annex to the partnership agreement with the CPMA, which shall approve the list of projects based on which the CPMA shall enter into project implementation agreements if projects are administered by the CPMA.

19¹. If during the implementation of the projects referred to in subpoints 19.1 and/or 19.2 of the Description the programme funds are saved and/or additional funds are allocated for project implementation (hereinafter jointly referred to as additional funding), finances may be

allocated from these funds for the implementation of the applications included in the list of reserve applications. The proposal for project implementation shall be made first to the applicant of the application at the top of the list of reserve applications. If the additional funds allocated are less than those requested for the implementation of the project of the application at the top of the list of reserve applications, the applicant shall receive a proposal to implement the project with a lesser amount of funding. If the applicant of the application refuses or for other reasons disagrees to sign the project implementation agreement, the applicant of the application next on the list of reserve applications shall receive a proposal for project implementation.

Point amended:

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19². The applications drawn up in accordance with the concept notes included on the list of concept notes referred to in subpoint 18.1 of the Description shall be evaluated under the procedure set forth in Chapter III of the Description of the procedure for institutions and the second section of the Description, and the Chancellor of the Ministry shall take the decision on the granting of funds for the implementation of these projects under the procedure set forth in point 19 of the Description.

Point amended:

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20. The implementation of the project shall be monitored and the evaluation of the results shall be carried out following the procedure laid down in the Description of Procedure of Institutions by employees of the Department specified in item 9 of the Description (if the Ministry is the project administrator) or by employees of the CPMA (if the CPMA is the project administrator). They shall also submit the evaluation of reports on the implementation of projects for consideration by the Commission, which shall take decisions specified in the Description of Procedure of Institutions.

21. The Commission shall take decisions regarding the interim evaluation of the implementation of the project lasting more than one year in the following procedure:

21.1. With due consideration to the interim evaluation of the project, the Commission shall take a decision whether to approve the interim report on the implementation of the project and to continue the project the way it has been planned; or to approve it in part and to continue it with due consideration to amendments suggested by the Commission; or to reject it and to discontinue the project;

21.2. If the Commission takes a decision to approve the interim report on the implementation of the project in part and to continue the project with due consideration to amendments suggested by the Commission, the project administrator shall draw up an additional agreement to the project implementation agreement and shall coordinate it with the project implementer. If the Commission takes a decision to reject the interim report on the implementation of the project and to discontinue the project, the project administrator shall initiate the termination of the agreement following the procedure laid down in the agreement;

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

21¹. The final reports on a project lasting more than one year shall be evaluated under the procedure set forth in point 20 of the Description.

Point amended:

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SECTION THREE

ADMINISTRATION OF PROJECTS IN DIPLOMATIC REPRESENTATIONS

22. Diplomatic representations shall administer projects in order to quickly react to short-term needs of the countries in which (or to which) they are accredited, and of other partner countries (if development cooperation activities are carried out by representations to international organisations) in the field of development cooperation policy.

23. A decision on the possibility for specific diplomatic representations to carry out development cooperation activities or suspension of the ongoing developing cooperation activities shall be taken by the Commission. The diplomatic representation shall be notified about the decision of the Commission within 10 working days from the date of the decision.

24. If the Commission takes a decision allowing a diplomatic representation to carry out development cooperation activities, the diplomatic representation shall make an annual analysis of need for development cooperation in the country in which (or to which) it is accredited, or of another partner country (if development cooperation activities are carried out by a representation to an international organisation) and shall prepare an action plan on development cooperation to be submitted to the Department.

25. Having regard to the development cooperation action plans (hereinafter the action plans) of the diplomatic missions, the Department shall, on an annual basis, prepare a proposal concerning the funding of the development cooperation activities of the diplomatic missions and submit the proposal to the Commission for consideration. On evaluating the action plans and the proposal referred to herein, the Commission shall make a recommendation to the Chancellor of the Ministry on the granting of funds for the implementation of the action plans.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

26. 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 Order No V-5 of 18 January 2005 of the Minister of Foreign Affairs “On 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.

27. The selection of projects under the management of a diplomatic mission pursuant to the Description of the procedure for institutions shall be carried out in accordance with a call for applications approved by an order of the head of the diplomatic mission.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

28. In accordance with the development cooperation policy guidelines, the employee of a diplomatic mission assigned to coordinate the development cooperation activities shall draw up a call for applications and submit it to the head of the diplomatic mission for approval. This employee shall be appointed by an order of the head of the diplomatic mission.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

29. Applications shall be submitted to a diplomatic mission in Lithuanian or English. Applications may also be submitted to a diplomatic mission in another foreign language if the diplomatic mission has provided for such a possibility in the call for applications.

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No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

30. Applications to the diplomatic mission may be submitted by:

Point amended:

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

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

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

31. The administrative and content evaluation of applications shall be carried out by the employee of the diplomatic mission assigned to coordinate the development cooperation activities. The diplomatic mission shall submit the results of the content evaluation of applications for approval to the Commission which shall discuss them in accordance with point 37 of the Description of the procedure for institutions, compile a list of applications recommended for approval or approval with a reservation and make a recommendation to the head of the diplomatic mission concerning the adoption of the decision on the granting of funds for the implementation of applications. The list of reserve applications shall be highlighted on this list under the procedure set forth in subpoint 18.2 of the Description.

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32. The project implementation agreement shall be concluded by the head of the diplomatic mission, having regard to the recommendation from the Commission. The agreement

shall stipulate that the project implementation report shall be submitted not later than by 15 November of the current year.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

33. The implementation of the project shall be monitored and the evaluation of the results shall be carried out following the procedure laid down in the Description of Procedure of Institutions by the employee of the diplomatic representation assigned to coordinate development cooperation activities.

33¹. On implementing a project, the diplomatic mission shall submit the evaluation of the project implementation report to the Commission for consideration, but not later than by 1 December of the current year.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

34. In accordance with project implementation agreements, projects shall be funded and payments to the project implementer shall be made by the diplomatic mission. Where the project implementer is a natural or legal persons of the Republic of Lithuania, the diplomatic mission may apply to the Finance Department of the Ministry in writing for a transfer of funds to the project implementer in accordance with the concluded project implementation agreement or the project activity implementation statement. In this case the diplomatic mission shall provide the original project implementation agreement or project activity implementation statement or an approved copy thereof.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

35. The diplomatic representation shall collect and systematise information on the implementation of projects and shall store correspondence with project implementers, concept notes and applications, agreements, implementation reports and documents justifying project costs, unless they have to be submitted to the Finance Department of the Ministry.

36. The diplomatic mission shall, not later than by 15 July of the current year, provide the Department with information on the progress of project implementation and the funds used.

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

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

37.1. The total number of received applications; the number of approved and rejected applications;

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

37.3. 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;

37.4. Problems encountered while implementing projects and suggestions how to avoid them in future (if any).

38. The Commission shall approve the report on the implementation of development cooperation activities of the diplomatic representation with due consideration to the recommendations of the Department.

CHAPTER III INVOLVEMENT IN THE DEVELOPMENT COOPERATION ACTIVITIES FUNDED BY INTERNATIONAL DONORS

39. The Ministry shall participate in development cooperation projects funded by international donors and, within its respective competence, provide consultations to state and municipal institutions and agencies (hereinafter the institutions), non-governmental organisations and business alliances interested in participating in such projects.

40. The Ministry shall, acting in cooperation with the CPMA, compile a list of international donors, partner countries and calls for tenders in the fields of assistance relevant for Lithuania. The relevance of the fields of assistance shall be determined on the basis of the development cooperation policy guidelines set forth in the interinstitutional action plan for development cooperation approved by the Government of the Republic of Lithuania. The CPMA shall collect and publish on its website information about the calls for tenders on the list to be launched and/or already launched. Where appropriate, the information about the calls may be also disseminated to the institutions by other means (electronic mail or telephone).

41. In performing the functioning of the national coordinator of the European Union (hereinafter the EU) Twinning programme, the Ministry shall be responsible for:

41.1. maintaining contacts with the European Commission on issues of the EU Twinning programme;

41.2. ensuring the representation of Lithuania at events of the EU Twinning programme network organised by the European Commission;

41.3. cooperating with the diplomatic missions on issues of the preparation and submission of applications for EU Twinning projects, as well as the assurance of the visibility of EU Twinning projects;

41.4. maintaining the national website on the EU Twinning programme;

41.5. adopting decisions on the status of the authorised institution and forwarding the information on the adopted decision to the European Commission;

42. In performing the functions provided for in paragraphs 2 and 3 of Article 7(3) of the Law, the CPMA shall carry out the functions of the administrator of the EU Twinning programme and be responsible for:

42.1. disseminating project calls and other related information to the institutions;

42.2. updating and developing the national network of contact persons of the EU Twinning programme at the institutions;

42.3. providing assistance to the institutions preparing a proposal in establishing a consortium;

42.4. evaluating compliance of a project proposal prepared by the institution(s) with the project eligibility criteria specified in the EU Twinning Programme Manual (according to Annexes C6 and C6bis to the Twinning Manual) and the submission of a prepared project proposal to the European Commission or any other responsible authority;

42.5. consulting the institutions on the status of the authorised institution and submitting a conclusion on the status of the authorised institution to the Ministry;

42.6. holding training for employees of the institutions and/or preparing methodological material on project development and implementation.

43. At the CPMA request, the Ministry may contribute to the performance of the functions referred to in point 42 of the Description.

44. The Ministry may grant co-financing to international projects from the programme funds. The information on co-financing shall be published on the website dedicated to the development cooperation activities carried out by the Ministry (www.orangeprojects.lt). This website shall specify the time limit set by the Department within which the institutions, non-governmental organisations and business alliances may submit written requests to the Ministry for the granting of co-financing (hereinafter the request). The request shall ask for an amount of co-financing. In addition to the request, a copy of the project or programme application submitted to another donor or a confirmation that the application of an institution, non-governmental organisation or business alliance (hereinafter the requester) has been selected for the implementation of that project or programme shall be provided. Requests submitted outside the time limit set by the Department shall not be considered.

45. The Department may ask the requester to submit additional information required for considering the issue, within 5 working days from the dispatch of the letter of the Department. On receiving the required information, the Department shall submit the issue of the granting of co-financing for consideration to the Commission which shall make a recommendation to the Chancellor of the Ministry on the granting of full or partial co-financing to a programme or project. If the requester fails to provide the required additional information to the Department within the time limit specified herein, the request shall not be considered.

46. The Department shall inform the requester of the decision of the Ministry on co-financing not later than within 20 working days from the deadline of the time limit for submitting requests as specified in point 44 of the Description.

47. If the Chancellor of the Ministry adopts the decision to grant full or partial co-financing, an agreement on the use of budget funds shall be entered into between the Ministry and the requester in accordance with the Rules for the drawing up and implementation of the state budget and municipal budgets of the Republic of Lithuania approved by Resolution No 543 of the Government of the Republic of Lithuania of 14 May 2001 “On the approval of Rules for the drawing up and implementation of the state budget and municipal budgets of the Republic of Lithuania”. The agreement shall specify the instalments of the co-financing granted by the Ministry to the implementer and the modes of accounting for project or programme implementation by the implementer.

48. The use of co-financing for projects or programmes shall be accounted for in accordance with the form approved by the Minister of Foreign Affairs. A project or programme implementer shall return the unused or wrongly spent funds of co-financing to the Ministry.

Point amended:

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CHAPTER IV

PUBLIC AWARENESS OF THE IMPLEMENTATION OF THE PROGRAMME

Point amended:

No. [V-193](#), 2017-09-11, announced TAR 2017-09-13, i. k. 2017-14570

49. The Department shall publish information about the programme and its implementation on the website of the Ministry (www.urm.lt) and on the website for development cooperation activities carried out by the Ministry (www.orangeprojects.lt).

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50. When providing bilateral assistance for development, the agreement must provide that the project implementer shall publish information on the ongoing projects after signing the agreement on its website (if any); also, if possible, it shall make it public in other media using logos of the Ministry and the programme and indicating that the project is financed from the programme funds, and shall otherwise ensure the visibility of the Ministry in the project.

Point amended:

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