

Annex 1

GLOSSARY OF TERMS AND DEFINITIONS

Accreditation	Accreditation is a type of external evaluation mechanism, which determines the compatibility of an educational program with standards.
Activities	These are the tasks as described in detail in the Application, which have to be undertaken in order to produce the expected results of the project
Addendum	A document modifying the terms and conditions of a contract.
Application	The Application Form and <u>all</u> required annexes, as used to apply for a Grant.
Associate	An organization which provides an input into the delivery of a project but is not a formal partner of the grant beneficiary and does not receive payment for their input
Authorizaton	Authorization is the instrument for external evaluation of compatibility of an institution with standards, certifying internal (self) evaluation. Authorization is obligatory for all types of educational institutions in order to carry out educational activities and to issue an educational document approved by the state.
Beneficiary Institution	The Institution which is responsible for the overall technical management of a program or project, and which often benefits from the provision of technical services. This is different from the 'Grant Beneficiary' (see below).
Call for Proposals	A public invitation by the Contracting Authority, addressed to clearly identified categories of applicant, to propose operations within the framework of a specific EU program.
Co-Financing (own contribution)	<p>For the purposes of the PICG scheme co-financing means that part of the cost of the project, including running costs is borne by the beneficiary of the grant, a single applicant or consortia/partnership of eligible organization or by contributions other than the MCA-Georgia contribution.</p> <p>Co-financing contributions may be financial or in kind. Financial contributions include, without limitation: cash, grants, loans (principal and any interest thereon), securities, guarantees, and other financial instruments, that may be provided by the applicant through own resources or from non-U.S. Government donors or</p>

non-government entities.

In-kind contributions may include goods, services, works, studies, equipment, materials, land, and leased property provided by the applicant. The value of in-kind contributions should be estimated during the selection process based on the expected value of the goods, works or services provided, assessed for reasonableness, and related explicitly to the project. The recorded value for any in kind contribution will be the fair market value.

All co-financing contributions, whether financial or in-kind, will be acceptable when such contributions meet all of the following criteria:

- re verifiable from the applicant's accounting records, are not included as contributions for any other project;
- are necessary and reasonable for proper and efficient accomplishment of the project objectives;
- are allowable under the MCC Cost Principles and are not paid by the US Government under another grant or loan.

Conflict of Interest

For the purposes of the ISWDP the conflict of interests shall mean the existence of circumstances, envisaged by Article 92 of the General Administrative Code of Georgia, specifically, if an expert:

- a. is an interested party;
- b. is a relative of an interested party or a representative thereof (direct relative, spouse, sibling of a spouse and direct relative, siblings of a direct relative of ascending line; siblings, their spouses and children);
- c. is a representative of an interested party;
- d. was an expert in relation with the case concerned;
- e. has labour relationship with the interested party;
- f. or his/her family member owns the shares or a part of the authorised capital of the enterprise, representing the interested party;
- g. is a family member of an interested party or a representative thereof.

The conflict of interests of a chairperson or/and a member of a TEP member, bid evaluation commission or other experts and staff, involved in the project and the GS implementation can be used to challenge the employment of such persons or their participation in the information sharing or decision making processes under the ISWDP GS.

Contracting Authority	The organization which sign contracts with successful applicants. For these grant schemes, this organization is the MCAG.
Community College	A vocational educational institution, which offers preparatory general education programs or/and liberal art's programs together with vocational education programs and has also the right to provide Georgian language education programs.
Direct Beneficiary	An individual or organization which benefits directly from project activity e.g. a participant on a training course, or an NGO which is provided with consultancy services.
Ex-Ante Control	In this type of control, certain types of procurement procedures that grant beneficiaries need to follow will be controlled regarding the procedure before the procurement is approved by the Contracting Authority and/or Beneficiary.
Ex-Post Control	In this type of control, grant beneficiaries can conduct procurement without any prior approval, however, through the regular financial reporting procedures, the procurement will be checked <u>after</u> it has taken place.
Final (end) beneficiaries	Those who will benefit from the project in the long term at the level of the society or sector at large.
General Conditions	The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of all contracts of a particular type.
Grant	A direct payment of a non-commercial nature by the Contracting Authority to a specific recipient to implement an operation (or in some cases to finance part of its budget).
Grant Beneficiary	The organization which signs the grant contract with the Contracting Authority.
Guidelines for Applicants	Document explaining the purpose of a Call for Proposals for grants. It sets out the rules regarding who may apply, the types of operations and costs which may be financed, and the evaluation (selection and award) criteria. It also provides practical information on how to complete the application form, what documents must be annexed, and rules and procedures for applying.
Impact	The long term benefits resulting from the action.
Indirect Beneficiary	Any individual or organization which benefits indirectly from project activity e.g. the organizations which trainees work for.
Multiplier Effects	The way the project results and/or methodology can be replicated elsewhere in the region, or in another sector, to tackle similar problems.

Objectives	<p>Overall Objective - The central objective to which the project will contribute, as stated in the Application, which addresses the core problem(s), and can be defined in terms of sustainable benefits for the target group(s).</p> <p>Specific Objectives - the exact objectives, as stated in the Application, that the project aims to achieve directly through its activities.</p>
Partner	Any organization, other than the applicant, which is included in the partnership.
Partnership	Two or more legally separate organisations working together to implement project activities and achieve the project objectives.
Procurement	The acquisition of goods, works and services for the best value for money, in the right quantity and quality, at the right time, in the right place for the direct benefit or use of the beneficiary, generally via a contract.
Project Action	A project (action) is a series of activities aimed at bringing about clearly specified objectives within a defined time-period and with a defined budget.
Project Proposal	A project description, containing narrative and financial parts and support documents as per standard template, provided by the GSIT, all together forming the project dossier
PIT	Project Implementation Team, Executive and support staff employed by the TVET provider to implement project activities
Results	The direct benefits of the activities implemented under a project.
Services/Service Contract	Activities to be performed under a service contract may include technical assistance, studies, training and designs.
Special Conditions	The special conditions laid down by the Contracting Authority as an integral part of the call for proposals dossier, including amendments to the General Conditions, clauses specific to the grant contract.
Supplies / Supply Contract	Supply contracts cover the purchase, leasing, rental or hire, with or without option to buy, of products. A contract for the supply of products and, incidentally, for siting and installation shall be considered a supply contract.
Target groups	Target groups are the groups/entities who will be directly positively affected by the project at the Project Purpose level.
Technical Assistance Contract / Technical Assistance Team	A contract between a service provider and the Contracting Authority, under which the service provider exercises an advisory role, directs or supervises a project, provides the experts stipulated

(TAT)	in the contract or acts as a procurement agent. Such a contract is often conducted by a service provider through the mobilization of a Technical Assistance Team (TAT) (e.g. in the case of the ISWDPM, a Consortium led by PEM GmbH is providing technical assistance, through a technical assistance team (TAT), under such a contract).
Terms of Reference	The document drawn up to set out the specific requirements and/or objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used and/or results to be achieved.
Training institution	In this document the term "training institution" includes all institutions that provide professional, long-term vocational education, as defined in Article # 4528 of the Georgian TVET law. They may be organized independently or under other organizations and they may be under private or public ownership
Vocational College	A vocational educational institution, which offers only the first three level vocational education programs.
Works / Works Contract	A 'work' means the outcome of building or civil engineering works taken as a whole that is sufficient of itself to fulfill an economic or technical function. Works contracts cover either the execution, or both the design and execution, of works.