



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Clarification No. 1

Project Title: Support to the EU Info Centres in Sarajevo, Banja Luka, Mostar, Tuzla and Brcko

Publication reference: EuropeAid/ 129377/L/ACT/BA

CfP No: EC/BiH/CfP/09/006

Question 1:

On page 8 of the guidelines, types of activity are mentioned. Point 1 state "Support necessary running and staff costs of EUICs and EUIPs". Does the sentence mentioned above mean that a) the applicant will finance the running and staff costs by means of the project budget, or b) does this refer to a support in the sense of sharing capacities with the staff members of EUICs and EUIPs in their mission of (local) awareness rising on the European Union?

Answer 1:

The applicant should finance the running and staff costs by means of the project budget.

Question 2:

In case that this sentence refers to a financing of the running and staff costs by the applicant, will the latter have to recruit staff and as a consequence include the recruitment of staff members in the proposal? If yes, how many part-time and/or full time staff members will the applicant have to consider in the proposal?

Answer 2:

The recruitment of necessary staff in the EUICs should be envisaged under the Application Form and should be discussed with the EUICs management on a basis of which it should be determined would the staff be engaged on a part-time or full time basis (what will be also reflected in the Application budget breakdown). At the project proposal stage the Applicant should provide a detailed and strong methodological approach, which upon the contract signature will be used for the comprehensive assessment of the capacities of the EUIC's to carry out the tasks envisaged. It is expected that the proposed methodology will address or at least indicate the needs/division of staff and parties involved in the project implementation. The project proposal should offer alternative methodologies of work depending on the different estimated capacities of a EUIC's, availability of potential local partners relevant for the project and general environment for the project implementation in a particular area. The fine tuning of the proposed methodology/methodologies, including a detailed work plan, partnership arrangements not yet entered into (MoUs, partnership contracts), definition of the project micro-locations and steering arrangements with other stakeholders would be finalised during the

contract inception phase. In a case of an associate agreement signed with local authorities no fees for their staff will be allowed.

Question 3:

We would be pleased to know whether external consultants working on permanent basis with the applicant's organisation can be considered as applicants' staff and consequently mentioned under point 1 of the Budget for the Action to be filled, or if such costs shall be calculated under the item n° 5 : "other costs and services".

Answer 3:

It is up to the Applicant to determine and present the staff engagement adequately in the Application form and Budget proposal (please refer to the Answer No. 2 above for more details).

Question 4:

In the Guidelines for grant applicants, Article 2.1.1, Eligibility of applicants: who may apply?: I could not realize does the Applicant have to be the Non- Governmental organisation or it could be the Non-Profit organisation of the Private type, such as the Chamber of Commerce or other Non –profit organisation?

Answer 4:

Article 2.1.1 of the Guidelines for grant applicants clearly states that applicants have to be both, NGO's and non-profit making legal persons, either public or private type. International organisations are also eligible as stated in the Guidelines for grant applicants.

Question 5:

I would appreciate if you could clarify the required two years experience of the Applicant: does it refers to the realization of the EU Info centers or the general experience in the implementation of the EU funds and information on the activities of the EU?

Answer 5:

Any general experience over the two past years.

Question 6:

I would like to ask you the following question: Are we allowed to participate in the call for proposal: "Support to the EU Info Centres in Sarajevo, Banja Luka, Mostar, Tuzla and Brcko-EC/BiH/CFP/09/006" having in mind that the EC Delegation co-funding of the EICC activities is around 60%.?

Answer 6:

"In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities", however, bear in mind that it is very important to respect the provisions of the Article 1.3, Financial allocation provided by the contracting authority of the Guidelines for Applicants which states:

"In addition, no grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund." In addition, EICC

cannot use finances or grant obtained under the Instrument for Pre-accession Funds (IPA) to co-finance other IPA activities and there should not be double-invoicing for the same activities.

Question 7:

We have a query regarding the tender issued for the provision of Info centres in Sarajevo, Banja Luka, Mostar, Tuzla and Brcko.

According to the Guidelines for grant applicants IPA 2009 Open Call for Proposal Budget Line: BGUE-B2009-22.020200-C8-ELARG DELBIH

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At the section 2.1.3. Eligible actions: actions for which an application may be made says that:

Actions must take place in Bosnia and Herzegovina in the EUICs and EUIPs as specified below: EUIC Tuzla, Patriotske lige br.3, 75000 Tuzla with corresponding EUIPs in Municipalities of: Srebrenica, Visegrad and Zvornik

Does this mean we have to provide the service in all the localities or can we apply to provide the service in just one location?

Answer 7:

You have to provide the service in all the localities.