



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

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CLARIFICATION No. 1

Promoting competitiveness through higher employment capacity of human resources

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Disclaimer:

Applicants will find below a series of questions which have been sent to Delegation-BIH-Procurement@ec.europa.eu mailbox since the launch of the above-mentioned Call for Proposals.

In accordance with Guidelines for Applicants of the relevant Call for Proposals and its article 2.2.4 Further information for Concept Note:

"...In the interest of equal treatment of applicants, the European Commission cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities."

All eligibility related criteria are specified in **Sections 2.1.1 and 2.1.2** of the Guidelines for Grant Applicants.

In reference to **eligibility of an action**, please refer to Section 2.1.3. "Eligible actions: actions for which an application may be made" of the Guidelines for Grant Applicants, which clearly states all actions that could be considered eligible or ineligible.

Question 1:

According to the criteria stated in the Guidelines for Applicants, Applicants must act with at least one partner organisation and the partnership must include at least one educational institution. Does this mean that an educational institution must be formal, acknowledged by the State (school/university), or it may be a non-governmental organisation professionally engaged in the field of non-formal education?

Answer 1:

As it was clearly defined in chapter 2.1.1 Eligibility of applicants in the Guidelines for Applicants possible applicants to this call for proposals can be:

"educational institutions such as schools or school networks, higher education institutions and other educational and research institutions" and also "non-governmental organisations".

As it is evident from this text non-governmental organisations can not be considered as educational institutions. The educational institution must be registered and acknowledged by relevant authority as an institution providing education and training.

Question 2:

Would you please give me additional explanation on what you mean referring to Other educational and research institutions in section Eligibility of applicants?

Is non-governmental organization which has education as one of its registered activities eligible to apply and could it be considered as educational institution?

Answer 2:

Please refer to the Answer No.1

Question 3:

Does a profit organisation that provides services of training (foreign languages, computers and business skills) may participate in the above-mentioned CfP exclusively as a partner organisation or they can participate on their own, as an applicant without partner?

Answer 3:

As clearly stated under Guidelines to Applicants, article 2.1.1 *Eligibility of applicants: who may apply?*, point 1)

"In order to be eligible for a grant, applicants must be non for profit."

The same applies to partners (see article 2.1.2 *Partnerships and eligibility of partners*)

Question 4:

For the submission of the project proposals, is it needed except the Concept note together with the Checklist for the Concept note, and the Declaration by the applicant for the Concept Note (one original and two copies) and the electronic format (CD-Rom), to send also FIF, Logical Framework and Budget?

Answer 4:

In accordance to the Guidelines for Applicants for this restricted Call for proposals, Article 2.2.2 *Where and how to send concept notes*, the Concept note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one (1) original and two (2) copies in A4 size, each bound. Concept Notes must be submitted as well in electronic format (CD-Rom).

In accordance to the Guidelines for Applicants, Article 3 *LIST OF ANNEXES*, Logical Framework, FIF and Budget are to be submitted with Full application form as duly completed annexes. Please note that the Legal entity sheet and the financial identification form must always be submitted in original.

Question 5:

As stated in paragraph 2.1.2 of Guidelines for Applicant, the partnership must include an educational institution. We are interested in what was meant by the educational institution, more specifically whether it is required that the institution is a public institution such as school or college, or it can be a non-governmental institution or company dealing with different types of education.

Answer 5:

Please refer to the Answer No.1

Question 6:

In the Guidelines for Applicants of the above mentioned Call for Proposal, section 2.1.4 Eligibility of costs... (page 13), it is stressed that operating costs are considered as ineligible.

Does it mean that costs necessary for project implementation, such as vehicle costs (fuel, maintenance...), office supplies, communication costs etc. are not eligible although that costs are related to the activities of the project to be financed within this Call for Proposal ?

Answer 6:

Operating costs are costs listed under item 4 of Annex III – Budget for the Action

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