



EUROPEAN UNION

DELEGATION TO BOSNIA AND HERZEGOVINA

Sarajevo, November, 2012

Clarification no. 1

to Call for Proposal, EC/BIH/CfP/12/005

Location: Europe (non-EU) — Bosnia and Herzegovina

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Question 1. Is it allowed to increase the total number of families (more than 60) if it is possible thanks to local co-funding?

Answer 1: Yes, it is allowed to increase the total number of families (more than 60) provided it is within the limits set for Lot 2 in the Guidelines for Applicants, i.e. indicative available budget, percentage of the total eligible costs for the action, duration of the action.

Question 2. As the needs in Federation BiH are 77% of total needs for social housing (as stated in the Background) is it possible to increase the number of social housing premises/locations i.e. to take more than one location in the Federation BiH but not misbalancing the total number of housing units in all three locations, a bit higher number in the Federation BiH (for example 16 families in each RS and Brcko (total 32) and 28-32 (if the number 60 can be increased) housing units in three locations in Federation BiH)?

Answer 2: Yes, it is possible to increase the number of social housing premises/locations i.e. to take more than one location. Three buildings (social housing premises), one of each located in FBiH, RS and Brcko, should be considered as an estimated minimum in order to provide for a balanced territorial inclusion of entities and Brcko district. To this end, if the number of locations could be increased it should be considered as an advantage of such a project proposal.

The idea of one location/social housing premises in both entities, and Brcko district has been guided by the principle of equal accessing rights of the most needy households at the whole BiH territory regardless to their distribution. However, when it comes to additional building sites there is no need for further balancing due to the divergent scope of requirements. With this regard the approach should not take balancing into account merely for the sake of uniform coverage but should be needs based.

Question 3: Is it allowed to construct more than 3 social housing premises through the project in Federation BiH, Republic Srpska and Brcko District with use of local co-funding?

Answer 3: Yes, it is allowed to construct more than 3 social housing premises through the project. Situational analysis (background) clearly identifies preponderate needs for social housing in Federation of BiH that should be duly addressed. Identification of locations should follow the distribution/concentration of households in need of social housing. Likewise, methodology for selection of final beneficiaries should correspond to needs of most vulnerable, in particular those who fall under more categories of vulnerability. Please also see the Answer 1.

Question 4: Is the maximum amount that should be allocated to the sub-grants for the associations of persons with disabilities 100.000 EUR? Does the rule provided in the document General Conditions applicable to European Union-financed grant contracts for external actions that „The maximum amount of a sub-grant shall be limited to EUR 10 000 per third party while the total amount which may be awarded as sub-grants to third parties shall be limited to EUR 100.000“ applies to this call for proposal and these sub-grants too?

Answer 4: See Corrigendum 1 for clarification.

Question 5: Is there a minimum and maximum period for the projects implemented by the sub-grantees (the associations of persons with disabilities)?

Answer 5: A minimum and maximum period for implementation of the sub grants will fall within the duration of an action implemented by grant beneficiary, but in any case shall not go beyond the time limits set in the Guidelines article 2.1.3.

Question 6: In the guiding documents it is stated that there are two advanced-payments and one balance-payment: Month 1–2: one installment of 80% for the first year, month 13: a second installment of % to be defined with the Delegation, based on volume of costs incurred in the first year, and based on the approval of the interim report and the first expenditure check report. Is this rule valid only for the payments from the contracting authority to the beneficiary or the grant beneficiary has to apply the same rule to the payments it makes towards its project partners or this is decided and agreed upon by the grant beneficiary and partners?

Answer 6: Payment modalities between the Contracting Authority and the potential Beneficiary are governed by Article 15 of the General Conditions. It is up to the Applicant (potential Beneficiary) to develop payment modalities with their partners and sub grantees.

Question 7: What is the planned time for the start of the project's implementation? The foreseen date for the contracts signing is July 25, 2013, but it is not indicated if the project's implementation starts right after the contracts are signed?

Answer 7: Please note that the date of contract signing is tentative. According to the published Call for Proposals, Special Conditions, Article 2 foresees- Implementation period of the Action as follows:

"2.1 This Contract shall enter into force on the date when the last of the two Parties signs.

2.2 Implementation of the Action shall begin on the day following that on which the last of the two Parties signs."

Question 8: Who signs the contracts with the sub-grantees (the associations of persons with disabilities)? Is it the contracting authority or the grant beneficiary that signs the contracts with the sub-grantees?

Answer 8: It is the grant beneficiary who is responsible for contract signature with the sub grantees. Please refer to the General Conditions, Article 1.

Question 9: What is the exact percentage of the beneficiary's own contribution i.e. co-financing? Is it 10% of the total budget or more?

Answer 9: As per Article 1.3 of the Guidelines:

"Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

Minimum percentage: 50% of the total estimated eligible costs of the action.

Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund."

All contributions must be clearly presented in the Budget for the Action, Source of Funding table.

Question 10: Should the contribution be provided only by the grant beneficiary or the partners should also take part in providing the contribution? Is this regulated by the EU rules and procedures or it is decided and agreed upon by the grant beneficiary and partners?

Question 10: It is up to the applicant to propose the contribution modalities. It shall be agreed between the grant beneficiary and partners.

Question 11: We are a Social Cooperative. Can we be considered as a NGO?

Answer 11: In accordance with Guidelines for Applicants of the relevant Call for Proposals and its article 2.2.4 Further information for the Application:

"...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

Nevertheless we draw your attention to the Article 2.1.1 of the Guidelines for applicants Eligibility of Applicants: who may apply?

Question 12: Whether considered useful for the implementation of the project, is it possible to foresee that some of the activities could take place in EU member state and /or in any IPA eligible countries? such as study visits or trainings.

Answer 12: Please refer to the Guidelines for Applicants, Article 2.1.3 Eligible actions: actions for which an application may be made: "**Location:** For **all Lots:** Actions must take place in the whole territory of Bosnia and Herzegovina (both Entities and Brcko District)."

Therefore, all activities should take place in Bosnia and Herzegovina only.

Question 13: 2.1.3. Lot 1: At least 10 grants awarded to proposed programs and projects by associations of persons with disabilities and other NGOs that are working in this field and related point Type of activities (the list is not exhaustive) Lot 1,- To award at least 10 grants to the associations of persons with disabilities based on defined criteria

In particular we would like to know if we have to allocate from the project budget an amount reserved to award the grants?

If so, is there any minimum amount to be guaranteed for the grants (% of financment)?

Answer 13: See corrigendum No. 1 for answer.

Question 14: Enabling access to social services for vulnerable and socially disadvantages groups/LOT 1, Please explain the following paragraph of the Guidelines (pg. 16/Guidelines): especially the red parts: "Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot". What in practice does it mean (please provide example)?

Answer 14: The concept notes which have been given a score of minimum 30 points in the concept note evaluation will be ranked according to the scores obtained. The ones with the highest scores and whose sum of requested contributions amounts to twice the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot" will be preselected to the next step-Full application evaluation.

Question 15: It is envisaged that: "The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund".

- a) Does it mean that it is enough for the applicant to present their contribution or is it needed from each partner?
- b) Can this “applicant's or partners' own resources”, be presented as salaries of the staff seconded for the project implementation? What else is to be considered as “applicant's or partners' own resources”?

Answer 15: See answer No. 9.

a) Please refer to the last two paragraphs of the answer 9.

b) The cost of staff assigned to the action may be considered as co-financing in the budget of the action when paid by the Beneficiaries or their partners. Please also see Article 14.2 of the General Conditions.

Question 16: Would it be acceptable that some of the Associations of disabled people be the partners to the project, or are they only envisaged as the target group?

Answer 16: See Answer No. 11.

Question 17: Do the “Financial and operational capacity” have to be presented for partners also or only for applicants (i.e. is it in this case applicable for partners also)?

Answer 17: Please refer to the Guidelines for Call for Proposals, Evaluation grid, points 1.1; 1.2; 1.3; 1.4. as well as p. 3.3.3. of the Application form.

Question 18: Does the experience of similar actions **have to be presented for partners also in requested form** (table/Part/2.3.Applicant's experience of similar actions of the Submission Form) **or only for applicants? (i.e. is it enough to give only description of experience of similar actions for partners)**.

Answer 18: It has to be presented for applicant and partners.

Question 19: What does it mean “Other relevant resources”? (See Part 4.1 Partner Description/pg. 25 Application Form/ part B)

Answer 19: All resources which are relevant for the implementation of the action.

Question 20: Does the Financial data and Financing Source(s) have to be submitted for partners also or only for applicants?

Answer 20: For Applicant only, please see p.3.3.3. of the Application Form.

Question 21: It is requested that the “organizational structure and the team proposed to be presented”. Does it mean that also CVs of experts should be submitted or not? Is it allowed to engage external experts for key and non key positions?

Answer 21: Yes, it is necessary to present the organisational structure and team proposed for the Action. It is not required to present the experts CVs and it is up to the Applicant to determine the engagement of experts under the organisational structure clearly indicating the way of their engagement respecting the provisions of the General Conditions and Annex IV of the Contract.

Question 22: What is exactly needed for partners within the Chapter: **Capacity to manage and implement actions** (Experience by sector, Experience by geographical area, Cross-reference of experience by Sector and by Geographical area).

Answer 22: This chapter is to be filled in by the Applicant only.

Question 23: It is indicated in the Guidelines that some of the activities should be: *“To define and harmonize criteria for grant approval”*

- Is it intended that the project fully design the Grant scheme?

Answer 23: See Corrigendum No. 1 for answer.

Question 24: Is it envisaged for the grants to the associations of persons with disabilities, to be the part of the project budget?

Answer 24: The Budget for the Action must present the budget proposed for the sub-granting following the provision of the Corrigendum 1.

Question 25: What of supporting documents is it necessary to be submitted together with the application form? (Annex D: legal entity sheet and Annex E: financial identification form?) Or ARE ALL SUPPORTING DOCUMENTS necessary TO BE SUBMITTED only for the ones who pass the 1st phase?

Answer 25: Please refer to the Guidelines for Call for Proposal, Article 2.4 submission of supporting documents for provisionally selected applications and those on the reserve list. Please note that both Applicant and their partners, if any, have to be registered in PADOR as per p.2.2. of the Guidelines, and their PADOR registration number (EuropeAid ID) is to be specified in the Application.

Question 26: Who is submitting the Annex D: legal entity sheet and Annex E: financial identification form?

Answer 26: Only applicant, please refer to Articles 2.4.4 and 2.4.5 of Guidelines.

Question 27:

a) Referring to the award at least 10 grants to the associations of persons with disabilities based on defined criteria, and the necessary support to be provided to the DPOs, should the projects for which the grants are awarded be fully implemented and reported (through both narrative and financial reports) before the end of the action?

b) In case the answer to the previous question be NO, may the monitoring of the implementation be assigned to a body different from the applicant, in order to guarantee the technical sustainability?

Answer 27:

a) yes

b) N/A

Question 28:

According to the Location paragraph (chapter 2.1.3 of Guidelines) all actions must take place in Bosnia Herzegovina. Nevertheless in our experience study visits of delegation of beneficiaries to Italy, in order to get a deeper knowledge of Italian system and best practices has often proved to be a very effective way to get inputs for the development of national policies. Given the contribution of such an activity to the objectives of the Call, may a study visit to Italy, of the duration of one week for a delegation of 10-15 representatives of Authorities and Institutions of Bosnia Herzegovina, be included in the Action?

Answer 28:

No, it may not. See answer 12.

All other Terms and Conditions of this Call for Proposal remain unchanged.

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