



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF SERBIA

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FREQUENTLY ASKED QUESTIONS

Project title: Supporting Access to Rights, Employment and livelihood enhancement of Refugees and IDPs in Serbia

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Tender no.: 09SER01/02/21

No	Question	Answer
1.	<p>An applicant may not be awarded more than one grant under this call for proposals. This Regulation excludes the receipt of two grants as applicant under this call regardless of the LOT, our question would however be if an entity who is awarded a grant in a LOT as the applicant can be the partner on another awarded grant in another of the two LOTs. Or does the fact that one entity has received a grant as applicant exclude them from any further successful participation in other application as the project partner?</p>	<p>The situation your are describing is actually not possible since:</p> <p><i>An applicant may not at the same time be partner in another application.(article 2.1.3 of the Guidelines for applicants).</i></p>
2.	<p>LOT 3 According to the guidelines the actions falling under LOT 3 should take place in Serbia.</p> <p>A. However in Action 1 there is the following sub-activity:</p> <p>Prepare informative visits to relevant areas in Kosovo and Metohija. Does it mean that the implementing organisation will not only prepare but also organise and conduct the visits of the potential returnees in Kosovo and Metohija?</p> <p>B. The title of the LOT 3 is "Sustainable return encouragement and facilitation.</p> <p>Does facilitation include also establishment of communication with relevant authorities in Kosovo and Metohija? From our experience from similar projects in the past the close cooperation / documented agreement of the authorities in the place of return was a prerequisite of any submitted application. Relevant to the above point raised is also another point related to the second sub-activity of the Action 2 which is the following: Provide assistance in respect of administrative and legal issues</p> <p>Where should this activity take place? Solely in Serbia?</p>	<p>A. Yes. Implementing organizations should organize and conduct “go and see visits” to Kosovo and Metohija.</p> <p>B. Yes, it does. All stakeholders will be duly involved and informed during the process.</p> <p>Legal and Administrative assistance will be provided in Kosovo and Metohija and also in central Serbia.</p>

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3.	<p>In Action 3 we read two sub-activities which require some further clarification:</p> <ul style="list-style-type: none"> - Develop and deliver vocational and professional training programmes - conduction of trainings <p>What is the difference between the trainings in the first and second sub-activity?</p>	<p>There is no difference. Please read only: Develop and deliver vocational and professional training programmes.</p>
4.	<p>According to the guidelines of the Call "1212 families with 4875 members were registered and have expressed an interest in returning to Kosovo and Metohija". Should this group of the already identified potential returnees be part of the target group of the proposals that will be submitted to you?</p>	<p>Yes it should.</p>
5.	<p><i>Partnerships and eligibility of partners</i> Page 8</p> <p>Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.</p> <p>We would appreciate if you could confirm whether or not applicants' partners need to submit audit report?</p>	<p>Partners need to submit an external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available if the grant requested exceeds EUR 500 000. This obligation does not apply to international organisations.</p> <p>Documents to be provided by selected applicants are listed in article 2.4 of the guidelines for applicants.</p>

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6.	<p>Could you please provide more detailed clarification relevant to:</p> <p>“An expert from the Applicant will have to work in parallel with the local trustee and in close cooperation with Commissariat for Refugees, in the collective center, making sure that solutions are found for all final beneficiaries.”</p> <p>Under LOT 2: Provision of residential facilities for the most vulnerable categories of refugees and IDPs (page 9).</p>	<p>We request that an expert from the Implementing Agency (i.e. social worker) work on the spot and be very well aware informed of the situation in the collective centres making sure that all foreseen solutions for refugees and Idps are followed with the target of closing the collective centres.</p>
7.	<p>Is it necessary that the partner organization also has a track record of implemented projects related to refugees or IDPs in case when the Lead Applicant has a clear and relevant track record for the LOT 1?</p>	<p>Yes. <i>Partners must satisfy the eligibility criteria as applicable to the grant beneficiary.</i> (Article 2.1.2 Partner and eligibility of partners of the Guidelines).</p>
8.	<p>What is maximum percentage of total contract value allowed for subcontracting for the LOT 1?</p>	<p>There is no fixed percentage. The General conditions of contracts (article 1.3) states that:</p> <p><i>The Beneficiary shall act alone or in partnership with one or more NGOs or other bodies identified in the Description of the Action. <u>It may subcontract a limited portion of the Action. The bulk of the Action must, however, be undertaken by the Beneficiary and, where applicable, his partners.</u></i></p>
9.	<p>Does the eligibility criteria for the Lead Applicant: “have at least two years experience in implementing actions dealing with refugees and IDPs and similar issues”, refer to any two years of experience in project implementation related to refugees or IDPs?</p>	<p>This criterion means that the body/institution has been implementing actions dealing with refugees and IDPs and similar issues during the last two years as a minimum.</p> <p>Projects implemented have to be listed in point 4 of the Grant application form.</p>
10.	<p>In regard to page 7 of the guidelines – “Contribution declarations from other organisations must be submitted together with the application”.</p> <p>Could you please clarify if this only refers to financial contributions from other organisations or also to contributions from EU Member States and/or other non EU governments?</p>	<p>All financial contributions to the project have to be supported by declarations from the contributing body/institution.</p>
11.	<p>Could you please clarify if the legal registration of the income generation activities (LOT 1) in line with Serbian Governmental regulations is obligatory?</p>	<p>It is highly recommended as the beneficiaries should be willing to register their business.</p>
12.	<p>Could you please clarify if a financial contribution of the clients/ beneficiaries in Lot 1 is acceptable in this call for proposal and is in line with the IPA regulations in Serbia? Please note that we are planning to indicate the financial contribution transparently in the budget, but are not intending to declare it as the own financial contribution (ref.: 95%/5%).</p>	<p>A financial contribution by the applicant is acceptable. The total value of this contribution has to be indicated in the second part of the budget called “Sources of Funding”.</p>

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13.	<p>Is the EC request that the project beneficiaries should be selected among the inhabitants of the collective centers valid for all three LOTs, or just for LOT2?</p>	IT is valid only for lot 2.
14.	<p>Quote: <i>Grant beneficiaries implementing the actions will have to work in close coordination with the Commissariat for Refugees during all phases of project implementation, particularly in selecting specific locations and identifying final beneficiaries. In addition the selected organizations should work closely with municipalities who support the national strategy for solving the problems of refugees and IDPs.</i></p> <p>Is the cooperation with the Commissariat for Refugees necessary for the selection of locations even for the LOT1?</p>	Yes it is.
15.	<p>At the information meeting, held on 08/10/2010, the Applicants were encouraged to include narrative budget explanations to the Application.</p> <p>Is there a particular form for this additional document? Should the narrative budget explanations be attached as an additional Annex, or as an additional worksheet to the present budget file?</p>	<p>There is no specific format for the narrative description of the budget. However, it is advisable to use the same excel sheet used for the budget and add one column for the description of each budget item.</p> <p>The narrative description will be an attachment to the budget.</p>
16.	<p>LOT 3, the Action 3 and the following sub-activity: - Prepare technical documentation for houses and planned infrastructure</p> <p>What are the technical standards based on which, the designs of the houses will be elaborated? i.e. IMG standards with specific categories of houses or the house shall be brought in the original state after the (re)construction is completed?</p> <p>What is meant by planned infrastructure?</p>	<p>Technical standards based on which the designs of the houses will be elaborated will be JUS standards.</p> <p>Planned infrastructure, is that connected with the construction of the houses i.e. electricity, sewage, water supply etc.</p>
17.	<p>LOT 3, in Action 1: Implementation of an outreach campaign; Here it is mentioned twice that the target group is IDP/Refugee population.</p> <p>- Regularly prepare and distribute print media, radio programmes and other media events for regular and wide broadcast specifically targeting IDP/refugee population and the main stakeholders in the field in cooperation with IDP/refugee associations</p> <p>Should the target group of LOT 3 include Refugees too?</p>	Yes it should. The main focus will be on IDPs but the programme should also cover refugees (possibilities to return to Croatia and BH etc..)
18.	<p>Guidelines for Grant Applicants - p.10</p> <p>The listed activities within Lot 3 do not include the reconstruction of returnees' houses/infrastructure in Kosovo and Metohija.</p> <p>Is the Action supposed to refer IDPs wishing to return to Authorities providing reconstruction and to reconstruction agencies in Kosovo and Metohija?</p>	Yes it is referred to Idps wishing to return but there is no reconstruction action foreseen in these guidelines.

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19.	As the Lot 3 does not foresee direct houses reconstruction activities, kindly clarify what it is intended by the activity listed under Action 3 "Prepare technical documentation for houses and planned infrastructure".	Please refer to answer n. 2 C.
20.	Where is the procurement and delivery of income-generation kits and the conduction of vocational and professional trainings supposed to take place, is it in Serbia or specifically within Kosovo 1244?	Please refer to answer n. 2 C
21.	We would kindly ask for a clarification of the Action 2 within Lot 3, specifically on what it is intended by "returnees' relocation"	"Returnees re-location" is whenever the returnees due to security, sustainability etc reasons will be relocated in another location different from the one of previous residence.
22.	We would kindly ask for a clarification on the following provision "If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action". Is the provision intended to apply only for the overlapping period between the grants?	Bodies/institutions receiving funds from an operating grant (for the definition of operating grant, please refer to chapter 6 of the PRAG) cannot claim indirect costs from an action grant (action grants are awarded under this call) during the period covered by the operating grant.
23.	Lot 3, Action 3 "Delivery of assistance kits": under assistance kits, the Action foresees the provision of the income generation grants/vocational training or as well the provision of the basic return assistance package (food, non-food items, basic furniture)?	Both supplies can be included.
24.	Lot 3: In order for applicants to provide a standardised value of income-generation package to returnees, kindly specify if the average value is intended to be 2.000 Euro per returnee family, as it is the current standard, or higher.	The average standard should be higher.
25.	Could you please provide more detailed clarification relevant to "An expert from the Applicant will have to work in parallel with the local trustee and in close cooperation with Commissariat for Refugees, in the collective center, making sure that solutions are found for all final beneficiaries."	Please refer to answer n.6