



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF SERBIA

Belgrade, 18.02.2011

FREQUENTLY ASKED QUESTIONS No. 2

Developing Community-based Services for Children with Disabilities and their Families

Publication ref.: EuropeAid/130732/L/ACT/RS

Tender no.: 08SER01/10/31

No	Question	Answer
1.	Guidelines in Section 2.1.1 stipulates that "applicants must be able to prove that the funding that they are applying for is programmatically in line with local strategies or action plans that direct local authorities efforts in the area of social protection and social inclusion". As our municipality Vračar is a part of the city of Belgrade, I would like to know if the city's strategies can be considered under the local strategies.	If a city's Strategy directs local authority efforts in the area of social protection and social inclusion, it represents the appropriate local strategy that your local authority can refer to in the project application.
2.	Guidelines demands that lead municipality forms a consortium with minimum three other municipalities and with minimum one service provider as a partner. Is it necessary to form partnership with NGOs and other specialized institutions in order to apply to call for proposal?	The Guidelines stipulate that you may form partnerships with non-governmental organisations registered in the Republic of Serbia or other institutions or organisations fully or partially funded from the budget of the Republic of Serbia and/or local budget, with experience in working with children with disabilities. (Please see: Section 2.1.2. Partnerships and eligibility of partners of the Guidelines EuropeAid/130732/L/ACT/RS). The Guidelines also stipulate that the process of selection of partners must follow a transparent procedures (Please see Section 2.1.2. Partnerships and eligibility of partners, of the Guidelines EuropeAid/130732/L/ACT/RS).

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		Please note that the prior registration in PADOR ¹ for applicants and all partners is obligatory (Section 2.2 of the guidelines EuropeAid/130732/L/ACT/RS). In addition, all partners must sign a Consortium statement (Section 2.1.2. Partnerships and eligibility of partners of the Guidelines EuropeAid/130732/L/ACT/RS).
3.	How long does it take to select service provider? Are there any special requirements requested by EC that we need to take into account when publishing tenders selection for service providers?	<p>Guidelines for Grant Applications Ref. EuropeAid/130732/L/ACT/RS under Section 2.1.2. specify the following: Local authorities are to abide to the principles of transparency, open competition and above all good governance and follow EU procurement rules when pre-selecting partners for this action.</p> <p>ANNEX IV of the grant contract (Rules common to all tender procedures) stipulate that requests to participate must be long enough to allow interested parties a reasonable and appropriate period to prepare and submit their tenders.</p>
4.	Can project activities be implemented in both urban and rural parts of Zemun municipality?	Project activities can be implemented in both urban and rural areas. Guidelines for Grant Applications Ref. EuropeAid/130732/L/ACT/RS under Section 2.1.3. call attention to specific needs of target group that resides in rural areas: "The applicants should pay particular attention to meeting the needs of children with disabilities residing in rural areas and plan activities (transport, for example) to enable their coverage with services."
5.	Can city municipality Zemun apply with the project proposal that aims to develop Day care centre within Dispensary for Mental Health Service for children and youth, which is situated within Zemun Health Centre?	The Guidelines stipulate that you may form partnerships with non-governmental organisations registered in the Republic of Serbia or other institutions or organisations fully or partially funded from the budget of the Republic of Serbia and/or local budget, with experience in working with children with disabilities. (Please see: Section 2.1.2.

¹ For further information on PADOR, please consult the following website:
http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm
 Helpdesk for questions related to the functioning of PADOR:
Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

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		<p>Partnerships and eligibility of partners of the Guidelines EuropeAid/130732/L/ACT/RS).</p> <p>Please note that the partner must be selected in line with the principles stipulated in the Guidelines: “Local authorities are to abide to the principles of transparency, open competition and above all good governance and follow EU procurement rules when pre-selecting partners for this action”. (please see Section 2.1.2. of the Guidelines EuropeAid/130732/L/ACT/RS).</p> <p>Please have a look on eligible activities and side activities stated in the Guidelines for applicants (section 2.1.3) covering themes and activities for project proposals.</p>
6.	<p>Is organisation Red Cross eligible as a service provider in this call for proposal?</p>	<p>If a potential partner is a non-government organization registered in the Republic of Serbia with experience in working with children with disabilities or other institutions or organisations fully or partially funded from the budget of the Republic of Serbia and/or local budget, it is eligible as a partner. (Please see: Section 2.1.2. on Partnerships and eligibility of partners of the Guidelines EuropeAid/130732/L/ACT/RS).</p> <p>Please note that “Local authorities are to abide to the principles of transparency, open competition and above all good governance and follow EU procurement rules when pre-selecting partners for this action” (please see: Section 2.1.2. of the Guidelines EuropeAid/130732/L/ACT/RS)</p>
7.	<p>Can one municipality apply as a co-beneficiary on more than one project proposal?</p>	<p>One local authority may participate in maximum 2 proposals, where it may act as a Lead applicant in only one application, and can act as Co-beneficiary in only one application. (Please See Guidelines Ref. EuropeAid/130732/L/ACT/RS under Section 2.1.3.)</p>

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8.	Can one municipality, in cooperation with three other municipalities submit more than one project proposal?	<u>Please see answer to question 7</u>
9.	Our consortium does not contain any municipality that is listed as 3 rd or 4 th group in Decision on the establishment of unified list of the development of regions and self-government units for 2010. Does this fact disqualify our consortium, considering that this call for proposal gives clear advantage to less developed municipalities?	Guidelines for Grant Applications Ref. EuropeAid/130732/L/ACT/RS do not disqualify consortiums that do not contain any municipality that is listed as 3 rd or 4 th group in Decision on the establishment of unified list of the development of regions and self-government units for 2010. However, in section 2.3. on Evaluation and selection of applicants, under Step 2. on Evaluation of the concept note it is stated that the relevance criterion includes a sub-criterion that will award proportionately more points to those proposals coming from less developed municipalities. However, the Evaluation of the Concept note <u>also</u> includes <u>other</u> criteria listed under section 2.3, Step 2 and Step 3 of the Guidelines EuropeAid/130732/L/ACT/RS.
10.	My question is related to The Declaration of Honour. According to guidelines (page 23, Supporting documents), Declaration of honour is a document that must be submitted during application. Where I can find such a document? Do municipalities need to produce such a document independently or we can find a template that is suitable for EU funded project?	Declaration of Honour can be found in Annex A Application form Social inclusion, under Section 7. listed as " <u>Declaration by the Applicant</u> "
11.	Our consortium consists of four municipalities and three service providers for four services. Does each municipality needs to go into procedure of service provider selection, or it can be done by consortium as an independent body, or by a lead applicant?	Guidelines for Grant Applications Ref. EuropeAid/130732/L/ACT/RS section 2.1.2 state that each participating local authority (the Lead Applicant and the Co-beneficiaries) submits copies of the documents demonstrating a transparent process of selection of the organizations that will act as Action partners/deliver community based services, should the grant be obtained. Therefore, municipalities can <u>jointly or independently</u> organize the transparent process of selection of partners. However, the process of selection of a partner by one municipality, cannot be used as justification for that partner to be partner in another municipality – which may have other service providers that are interested in providing the given service.
12.	Are consortium contract, consortium statement and memorandum of	The Guidelines refer to the Consortium statement (and not to consortium contracts

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	cooperation same thing, or are they separate documents? Is there a certain form that dictates how such documents should look like and what should such document contain?	or memorandums of understanding). The Consortium statement is a document signed by Mayors and/or municipal representatives authorized by the Mayors with co-funding commitments stated and clear agreements to confer the power of attorney to the appointed co-ordinator of the action (the Lead Applicant), signed also by the partners involved.

Note: Please note that in Annex A Application form, within the section 1.4 Relevance of the action (page 10 Annex A), the following subsections

- Link with the adopted municipal strategic document and
- Link with the adopted national strategy,

are listed as sections 1.61 and 1.6.2 instead of being listed as sections 1.4.1 and 1.4.2.