



**CONTRACTING AUTHORITY'S CLARIFICATIONS**

**“European Instrument for Democracy and Human Rights (EIDHR) – Country Based Support Scheme (CBSS) 2011 for Serbia”**

**Publication ref.: EuropeAid/131648/L/ACT/RS**

No	Question	Answer
1.	When is the partner's declaration submitted?	The partner's declaration is submitted only in the second phase, as part of the full application.
2.	Please elaborate on the mainstreaming segment as the requirement is that the mainstreaming of gender equality, the rights of the child, and the rights of persons with disabilities is ensured through every project.	Each project needs to cover at least one of required mainstreaming segments, but those dealing solely with these matters are also encouraged to apply.
3.	Since the registration in PADOR is mandatory and given that we need to upload financial reports for the past years, are newly founded civil society organizations eligible under this call for proposals?	<p>Yes, they are eligible.</p> <p>This is the reason why we have established a 'small' Lot 1 to enable participation of newly founded or organizations with lesser experience. Consequently, those organizations will be scored less in the section that refers to financial and operational capacity (Guidelines for grant applicants Section 2.3, Step 2: Evaluation grid (Section 1)).</p> <p>However, the lack of financial and/or operational capacity may result in an application being awarded less than the minimum of 12 points and therefore its rejection.</p>
4.	If the organization exists less than a year and consequently does not have annual financial report, will the organization be able to register in PADOR?	Yes. Please see also the previous answer.
5.	Could you please clarify other taxes apart from the VAT that are considered an ineligible cost?	<p>Taxes including indirect taxes such as value added taxes, customs and import duties, other fiscal charges and duties are ineligible direct costs and shall not be indicated in the budget for the action.</p> <p>Nevertheless, subject to Article 14.1 and 14.2 of the General Conditions, the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs, is considered as eligible direct cost.</p>
6.	Can trans-national organizations or international NGOs be partners or associates in this call for proposals?	Yes. However, if an international organization is a lead applicant, the obligation is to include organization from Serbia as a partner. Therefore, Serbian organization must be included in the application either as lead applicant or as partner.
7.	Is an organization founded as business association eligible to participate?	Following the Section 2.2.4 of the Guidelines for grant applicants, in the interest of equal treatment of

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		<p>applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</p> <p>Please check carefully the Section 2.1 of the Guidelines.</p>
8.	<p>Is there a clear distinction on which organizations can apply for which of the 2 Lots? Is there a difference in the criteria or it is up to the organizations to approximate?</p>	<p>Thematic focus of both lots is the same. There are no specific criteria for different Lots, and it is entirely up to the organizations to decide for which Lot to apply.</p> <p>The only difference between the Lots are the minimum and maximum amounts of EU contribution, and the level of co-financing.</p> <p>Please see the Section 1.3 of the Guidelines.</p>
9.	<p>Is sub-granting allowed?</p>	<p>No.</p>
10.	<p>With regards to public procurement, while planning the budget and consequent tender preparation, is there a threshold that needs to be followed, i.e. up to which sum the preparation is not required?</p>	<p>Please refer to Annex IV that forms a part of Standard Grant Contract which stipulates the rules for procurement procedure to be followed.</p>
11.	<p>If the amount is below EUR 10,000, which tender procedure is applicable? Does it apply also to procurement amounting to EUR 200?</p>	<p>The applicable procurement procedure for tenders equal to or below EUR 10,000 is a single tender procedure, where organizations may invite only one tenderer to participate.</p> <p>The Annex IV of the standard grant contract shall be applied for any amount, therefore also for any amount lower than EUR 10,000.</p>
12.	<p>Is there a possibility to submit the invoice with VAT included so that the relevant services of the Contracting Authority deduct the VAT?</p>	<p>The VAT cannot be accepted in any way and no VAT shall be included on invoices. One possible solution is to group the invoices thus avoiding processing of individual ones.</p>
13.	<p>If the organization is registered in PADOR and has all the documents uploaded, are we obliged to submit the copies in addition?</p>	<p>No. The organization is obliged to submit the PADOR registration number only. The only documents to be submitted in original are LEF and FIF.</p> <p>Please see the Section 2.4 of the Guidelines.</p>
14.	<p>Could you please clarify if the limitation that 'the action must take place in Serbia' (p.9 Call for proposals) applies to study visits to the EU?</p>	<p>Yes. All the actions and activities must take place in Serbia.</p>
15.	<p><i>Annex A - Grant Application Form EIDHR CBSS 2011 Serbia says: Describe which particular expected results mentioned in the guidelines of the call will be addressed. Can you tell which results are mentioned in guidelines?</i></p>	<p>The grant is made for an operation which is proposed to the Contracting Authority by a potential beneficiary (an "applicant").</p> <p>Contracting Authority can not stipulate the concrete activities and specific expected results.</p> <p>The expected results in a broad sense can be found in the Objective 2 of the EIDHR Strategy Paper, as well as in the priorities of this Call for Proposals and in the part "Sectors or themes".</p> <p>Please see Sections 1.2 and 2.1.3 of the Guidelines.</p>
16.	<p>Can the NGO apply in case when the registration process will only be completed after the submission deadline? Will the document confirming that the process was</p>	<p>No. The NGO must be registered before the submission deadline.</p>

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	initiated be sufficient?	
17.	Is it an inevitable condition, the gender equality, the rights of the child and the rights of persons with disabilities <b>must</b> by a part of the project as stated on the page 10 of the Guidelines for grant applicants?	Please see answer no 2.
18.	Would you recommend any of referred activities as the most relevant - which of the types of action/activities of the Guidelines are in Serbia most actual to solve?	All eligible actions/activities are very relevant. The non exhaustive lists are indicated in the Guidelines for applicants Section 2.1.3.
19.	If the organization exists for a year only, had implemented only few projects with small scale budget, was founded by NGO persons experienced in the fields of human rights, does such an organization satisfy the criteria for participation in this call for proposals?	Please see answers no 3 and 4.
20.	Is it possible for a partner organization to be from Kosovo or other countries in the region?	Please see answer no 7.
21.	Is a concept note to be submitted actually a part of Annex A Grant Application Form?	Yes.  In the first part (submission of concept notes), only :  1. concept note;  2. checklist for concept note; and  3. declaration by applicant for concept note  shall be submitted before the deadline for submission.  Those three documents can be found in the Annex A Grant Application Form, Part A. Concept Note, points 1, 2 and 3.
22.	When submitting the e-version of concept note, are we to submit the whole Annex A, or we can delete the part that does not relate to concept note?	Either of the two options is acceptable. Please see also the previous answer.
23.	Could you please describe in detail the actions and activities that are considered as priority?	Please see the answer 18.
24.	Which type of NGOs, i.e. the fields in which they operate, is eligible?	Please see answer 7.
25.	When LEF and FIF are to be submitted?	Both are to be submitted in the last step of the evaluation process, once provisionally selected applicants receive a letter to update PADOR with required information/documents.  Please see also answer 13
26.	Is the size of a grant the only difference between the lots?	Please see answer 8.
27.	Is the University being an Ltd (srb. d.o.o.), eligible to apply?	Only non profit making legal entities are eligible to apply. Please see also answer 7.

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28.	What is the project timeframe?	The contracts signature is planned for 10 <sup>th</sup> December 2011, with activities to commence the following day. As specified in the Guidelines, the planned duration of an action may not be lower than 12 months nor exceed 24 months.
29.	Can the organization that is beneficiary of another EU grant, apply in this call?	Yes. You can apply but the activities must differ so as to avoid duplication. The same action may give rise to the award of only one EU grant, and the same costs can not be financed twice by the EU funds.
30.	Do we have to develop a budget with concept note?	No. In the concept note it is only required to indicate the amount of requested EU contribution. The detailed budget is prepared only in the second phase of the evaluation process i.e. if an applicant is invited to submit a full application. Please see also the Section 2.2.5 of the Guidelines.
31.	Could you please elaborate on the payments dynamic?	The 80% of EU contribution is paid within 45 days following the contact signature and the balance within 45 days of the Contracting Authority approving the final report, accompanied by a request for payment of the balance conforming to the model in Annex V.
32.	When applying with concept note, is it necessary to submit supporting documents regarding registration, etc.?	No. At this stage, the applicants need to submit only the Concept note, checklist and the Declaration. Please see the answer 21.
33.	Can private person, in partnership with legal person, apply for this grant?	No. The applicant and/or partner must be legal person.
34.	If the applicant is foreign organization, are there any limitations with regards to budget planning, i.e. disbursement of funds in their home country?	All the actions and activities must take place in Serbia.
35.	If a member of a project team is a foreigner, does s/he has to have a working permit in Serbia?	S/he can be employed with international/foreign organization, but project actions and activities have to be carried out in Serbia.
36.	What are the consequences in case if the associate decides to withdraw from the project before the submission of full application?	If the change has implications on the activities or affects the quality of the project, this may lead to exclusion. The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The Contracting Authority will examine the situation and decide on case-by-case basis.
37.	If leader in one is the partner in another application, does this fact can have negative impact on the application in which the organization is a partner?	No. This call allows for applicant to be at the same time partner in another application whereas partners may take part in more than one application.
38.	Given that currency exchange losses are considered ineligible costs, are the payment done in EUR or RSD? Is there a timeframe within which this exchange has to occur?	All the Contracting Authority payments are in EUR. Once the contract is signed, 80 % of the EU contribution is paid, with the remaining amount after approval of the final report. See also answer 31. In addition, certain banks do not require automatic currency exchange, which enables grant beneficiaries to

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		minimize currency exchange losses.
39.	What is the call for proposal timetable?	The indicative timetable can be found in the Guidelines, Section 2.5.2.
40.	Is the contract to be signed in English or Serbia language as certain banks require additional costs to translate the contract in Serbian language when opening the accounts?	The grant contracts will be signed in English.
41.	Is the implementation period of action commencing in February 2012, approx. 45 days following the contract signature and last for 12 or 24 months?	No. The contracts signature is planned for 10 <sup>th</sup> December 2011, with activities to commence the following day. As specified in the Guidelines, the planned duration of an action may not be lower than 12 months nor exceed 24 months.
42.	In the Guidelines it is stated that in case of LOT 2 maximum grant requested can be 100, 000e. Does that mean that we can, for example request 100,000e and make 20,000eur (20%) our contribution which will make our total budget 120,000e or it means that our total budget cannot exceed 100, 000e including 20% contribution (Grant+20%)?	Minimum and maximum amounts to be requested under this Call for Proposals, indicated in the Section 1.3 of the Guidelines, refer to the EU contribution.
43.	Can we participate to the EIDHR call given that our Association was founded in June 2011, we do not have any experience nor business results from previous years?	Please see answer no 3.
44.	Could you please confirm which of the checklists is to be filled and submitted given that corresponding internet link lists several versions?	In the first phase of this Call (submission of concept notes), only checklist for concept note should be submitted.  Please see also answer 21.
45.	Is the Statute to be submitted in English language?	Please see the Section 2.4 of the Guidelines.  Where documents to be provided are not in one of the official languages of the EU or in Serbian, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.  Where these documents are in an official language of the EU other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.
46.	What is "Contribution in kind" and what would be a typical example?	Contribution in kind means provision of goods or services to the beneficiary free of charge.  Contributions in kind do not involve any expenditure for the beneficiary and are not entered in his accounts.  Typical example would be provision of office space or goods by a third party or voluntary workers, without any costs for the grant beneficiary.

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		<a href="#">Please see also the section 2.1.4 of the Guidelines.</a>
47.	In the Guidelines for Grant Applicants, whereas the footnote Nr 9 indicates "See <i>the above footnotes 9 and 10.</i> ", should it be "See <i>the above footnotes 6 and 7</i> " instead?	Correct. The footnote Nr 9 in the Guidelines for Grant Applicants shall stipulate "See the above footnotes 6 and 7".