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FREQUENTLY ASKED QUESTIONS

Republic of Serbia European Instrument for Democracy and Human Rights (EIDHR) Country Based Support Scheme (CBSS) 2018 & 2019

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No.	Question	Answer
1.	<p>Please, if you can clarify the award criteria will be used in evaluation of the applications in relation to the objectives and priorities set in guidelines. To be more precise what methodology will be used for the evaluation of financial capacity — which methodology will be used for evaluation of the 1.4. Does the lead applicant have stable and sufficient source of finance?</p>	<p>Please note that the full applications will be evaluated using the evaluation criteria in the evaluation grid as published in the Guidelines for applicants. There are two types of evaluation criteria: selection and award criteria.</p> <p><u>The selection criteria</u> help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity <u>and the lead applicant's financial capacity</u> and are used to verify that they:</p> <ul style="list-style-type: none">• <u>have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);</u>• have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies). <p>For the purpose of the evaluation of the financial capacity, lead applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial year and external audit report, where applicable) in their PADOR profile are up to date as these will be used for the evaluation.</p> <p>The assessments are made considering the action proposed, the applicable payment schedule of the contract and on the basis of the relevant supporting documents as defined in the guidelines for applicants. These include the profit and loss account and the balance sheet for the last financial year for which the accounts</p>

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		have been closed (of the lead applicant), as specified above.
2.	<p>Please if you can answer us what methodology will be used for the evaluation of the budget and cost-effectiveness of the action. Specifically, methodology use for the evaluation of the ration 6.2 between the estimated costs and the expected results satisfactory?</p>	<p>Please see answer to question No.1</p> <p>In addition, please note that:</p> <p>The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.</p> <p>The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.</p>
3.	<p>We are addressing you on behalf of the XX Agency for Economic Development, Ltd.</p> <p>By type, the Agency is managed as: body governed by public law; private partnership, non-profit;</p> <p>Please, would you be so kind to give as an answer if our organization is eligible, that is, can the Agency be considered as eligible LP?</p>	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 31, <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.8-9 of the Guidelines for applicants.</p> <p>The Contracting Authority cannot prejudice the eligibility of the applicant or assess the merits/details of the specific proposal at this stage, i.e. decisions are taken only upon assessment of complete information provided by the specific applicant and/or application in the course of particular evaluation procedure.</p>
4.	<p>We would like to verify if trade unions are considered civil society organizations for this call and therefore can be lead applicants and partners in this call.</p>	<p>Please see answer to question number 3.</p> <p>The broadest possible understanding about civil society organisations is applied under this call for proposals, as defined in 1999 by the European Economic and Social Committee (CES/1999/851) and further detailed by both the EESC (CES/1999/851, CES/2000/81) and the EC (COM/2002/0704 final, COM/2005/0290 final).</p>

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		In principle, in line with the above listed documents, trade unions are falling under the category of civil society organizations.
5.	<p>The first question concerns the text on page 12 at the end of section 2.1.4, about the number of applications and grants per (co-)applicant. Depending on which of the points in this section are put higher or lower in the hierarchy of rules, the outcome might be different. Concretely, our question is whether if an organization based and registered in Serbia applies and is awarded a grant under lot 1 (as lead applicant), at the same time a consortium in which they are co-applicant (and a non-Serbian organization the lead applicant) can apply and be awarded a grant under lot 2.</p>	<p>The rules defined under "<i>Number of applications and grants per applicants / affiliated entities</i>" of the Guidelines for Applicants (page 12) are applied regardless of the nationality of the applicants (lead applicant or co-applicants). The restrictions apply per role and/or lot/call.</p> <p>Therefore, as lead applicant, the organisation may not submit more than one application and may not be awarded more than one grant <u>under this call for proposals</u>. It also may not be a co-applicant or an affiliated entity in another application <u>of the same lot</u>.</p> <p>Different restrictions apply for co-applicants. Organisations applying as co-applicants may not submit more than one application <u>per lot</u> and consequently may not be awarded more than one grant <u>per lot</u> under this call for proposals.</p>
6.	<p>The second question (well, a set of questions) is about the requirements of the sub-granting scheme under lot 2. The Guidelines document states (page 11) that applicants 'shall propose financial support to third parties', and that the maximum amount per third party is EUR 30.000.</p> <p>Is there any minimum for the total amount of sub granting you want to be allocated under this lot?</p> <p>Can activities aimed at learning, coaching and other forms of capacity development in fields relevant for human rights action (and leading to better employment of the subgranted money) also be covered?</p> <p>and how would you evaluate the relative proportion of funds destined for subgrants and for these other activities supporting the work of subgrant recipients?</p>	<p>There are no limitations regarding the minimum amount per third party, as it is up to the Applicant to propose the amount of the support according to the planned financial support scheme.</p> <p>Financial support to third parties could be complemented by capacity building measures such as coaching and on-the-job training, to support the recipients of financial support in the implementation of their activities, as well as in the management of the financial support (i.e. related to financial and narrative reporting, budget execution and revisions, etc.).</p> <p>The applicants should ensure that a sufficient proportion of the action's budget (minimum 30% or even 40%) is kept for other activities than the financial support to third parties itself. This takes indeed in consideration that many</p>

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		<p>organisations' mandate or core mission is not to be an intermediary for providing financial support to third parties. Sufficient resources should therefore be left to the organisation for playing their core role alongside the financial support (advocacy, intervention etc.). Moreover, given the final financial responsibility borne by the Coordinator, resources are also required to fund selection, monitoring, control mechanisms etc.</p>
7.	<p>Is it possible that we use Simplified cost option for the organization of the conferences?</p>	<p>For more information please refer to Guidelines for applicants, section 2.1.5, page 12-14.</p> <p>Simplified costs options (SCOs) are divided in two categories:</p> <ol style="list-style-type: none"> 1. "output or result based SCOs" 2. "other/recurrent SCOs". <p>Category "output or result based SCOs" includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realization of a determined output/activity). Where possible and appropriate, lump sums, unit costs or flat rates shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the Beneficiary (no threshold is applicable) at proposal's stage. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.</p> <p>The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies).</p> <p>The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by</p>

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		<p>other sources of funding (no double funding). Refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.</p> <p>Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to 'UNIT COST' (per month/flight etc.), 'LUMPSUM', 'FLAT RATE' in the Unit column (see example in Annex K).</p> <p>Additionally in Annex B, in the second column of worksheet no.2, 'Justification of the estimated costs' per each of the corresponding budget item or heading applicants must:</p> <ul style="list-style-type: none"> - describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc for output or result based SCO. - clearly explain the formulas for calculation of the final eligible amount for output or result based SCO¹ - make reference to the previously obtained ex-ante assessment for other/recurrent SCOs.
8.	Is the financial support to third parties obligatory for Lot 2?	Yes, financial support to third parties is obligatory under Lot 2. Applicants <u>shall</u> propose financial support to third parties under Lot 2 in order to help achieving the objectives of the action. Under Lot 2, financial support to third parties is considered essential to achieve the objective of the action.
9.	Is it possible that bigger civil society organizations apply to Lot 1?	<p>Please see the eligibility criteria set under 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)), p.8-9 of the Guidelines for applicants.</p> <p>Please note that there is no limitation regarding "bigger" or "smaller" organizations. All organizations in line with the eligibility requirements set for this Call for Proposals, can</p>

¹ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

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		apply to Lot 1. Thematic focus of both lots is the same with the only difference being the size of the requested grants.
10.	Are activities regarding General Data Protection Regulation (GDPR) eligible within this Call for Proposals?	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 31, <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>In addition to that, please see the types of activity which may be financed under this call (the list is not exhaustive) on p.10-11 of the Guidelines for applicants.</p>
11.	<p>Are organizations from Kosovo* eligible to participate in this Call for Proposals?</p> <p>Can actions take place in Kosovo*?</p> <p><small>*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence</small></p>	<p>Please note that in line with the Guidelines for Applicants, section 2.1.1., p.7 lead applicants, co-applicants and affiliated entities must <i>“be established in a Member State of the European Union or any country, as all are eligible for participation in contracts financed under this Instrument, without prejudice to the limitations inherent in the nature and objectives of the action²”</i></p> <p>Also in line with the Guidelines for Applicants, section 2.1.4., p.10: "Actions must take place in the Republic of Serbia".</p>
12.	Is there need to be structural link between lead applicant and its co-applicant(s) like in the case affiliated entity(ies) and lead applicant and its co-applicant(s)?	<p>There is no need for a structural link between lead applicant and its co-applicant(s).</p> <p>Please note that in line with the Guidelines for Applicants, section 2.1.1., p.7: <i>“Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself”.</i></p>
13.	Do associates have to meet the eligibility criteria referred to in Section 2.1.1?	Please note that in line with the Guidelines for Applicants, section 2.1.3., p.9: <i>“Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.”</i>
14.	Can non-registered civil society	Please see answer to question number 13.

² Pursuant to REGULATION (EU) No 236/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL - Commission Implementation Rules (CIR), Article 11 *“Without prejudice to the limitations inherent in the nature and objectives of the action as provided for in Article 8(7), participation in the award of procurement contracts or grants, as well as the recruitment of experts, shall be open without limitations under the EIDHR and the Instrument contributing to Stability and Peace”.*

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	organisations be associates?	
15.	<p>Within the Instructions for the drafting the Concept note there is part 1.2 Description of the Action "vi. Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, support to youth, children's rights and indigenous peoples, environmental sustainability and combating HIV/AIDS (if there is a strong prevalence in the target country/region)". Is there any Guidance on democracy for more information?</p>	<p>For more information please see:</p> <p>EU Action Plan on Human Rights and Democracy(2015–2019): https://eeas.europa.eu/sites/eeas/files/eu_action_plan_on_human_rights_and_democracy_en_2.pdf;</p> <p>Council conclusions on the Action Plan on Human Rights and Democracy 2015 – 2019: https://ec.europa.eu/antitrafficking/sites/antitrafficking/files/action-plan-on-human-rights-and-democracy-2015-2019_en.pdf</p>

