



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Sarajevo, November 2016

CLARIFICATION No. 1 to Guidelines for grant applicants

Call for Proposal Title: 1st Call for Proposals Cross-border Co-operation Bosnia and Herzegovina - Montenegro (2014-2020)
Publication reference: EuropeAid/153071/DD/ACT/
Tender No: EC/BiH/CfP/16/004

Question 1:

I would like to confirm the eligibility requirements for the applicant and co-applicant(s) for the CfP153071. The Guidelines state that "In order to be eligible for a grant, the lead applicant must be effectively established in either Bosnia and Herzegovina or Montenegro".

Could you confirm if a branch office of international NGO registered in BIH is also considered "effectively established" in BiH?

Answer 1:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Please see Corrigendum no 4.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 *STEP 3*.

Question 2:

I am interested for the call and have one key question: can you please provide us with definition of vulnerable group? Does the group include unemployed women, longer unemployed people etc.

Answer 2:

Vulnerable groups are groups that experience a higher risk of poverty and social exclusion than the general population. There is no universal or common definition of vulnerability, but, in relation to employment, the concept of vulnerable groups denotes the risk of marginalisation from the labour market and social exclusion.

In the context of this Programme, please refer also to the Programme document and its "Specific objective 1.2: Employment opportunities and social inclusion of vulnerable groups are enhanced" for examples as well as to the list of indicative activities in the Guidelines for applicants.

Question 3:

Can an Organisation, registered as Public enterprise be a lead applicant for the call?

I am asking this question, since the guidelines note that the applicant has to be not for profit organization, and in this case, the Organisation is registered as the public enterprise.

Answer 3:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 *STEP 3*.

Question 4:

Our Organisation is a Czech Republic based international NGO with full registration in the Czech Republic and many other countries around the world including three countries in the Balkans. In the recent months



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our Organisation has initiated its first project in Bosnia and Herzegovina and has established a fully functional office in Sarajevo. Simultaneously, the local registration of our branch office is in process and will be completed by end of 2016/beginning of 2017.

Having said that, it would be highly appreciated if you could confirm for us if the following eligibility criteria: "be effectively established in either Bosnia and Herzegovina or Montenegro", means having established operations in the country(ies) – which we have, or it means having local registration – which we will have in the next couple of months but not before the deadline for submission of the concept note.

Our Organisation is interested in applying as a Lead Applicant to this call with a partner from Montenegro.

Answer 4:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Please see Corrigendum no 4.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 *STEP 3*.

Please note that all legal entities must be effectively established at the deadline of submission of the concept note.

Question 5:

An organisation in BiH – HQ in Mostar is in possession of long-term rent of a section of the ex-railway owned by Railways FBiH (section is on the territory of Federation of BiH: Čapljina – Trebinje – Dubrovnik (Nikšić)) and in possession of rent of part of the land by the railway in the Municipality Trebinje. The rented land is in function of resting place for cyclists and tourists that use this path (that was to some extent part of IPA CBC BiH RH).

- Can the Organisation in BiH – HQ in Mostar apply to the call? Or the owner of the land is eligible for applying to the call? Or we can apply together?
- Which real costs of the setup ("stvarni troškovi uređenja") are eligible / or at the section that was covered by CBC BiH RH?
- What is the ratio of investment?
- Can staff costs be recognised as participation in the total budget of the project?

Answer 5:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 *STEP 3*.

Please note that costs incurred under other projects will not be considered eligible under this Call for Proposals. However, actions that are continuation but not duplication of previous initiatives/projects may be considered if all other criteria of this Call for Proposals are met. Furthermore, Article 2.1.5. of the Guidelines for grant applicants specifies what are "Eligible costs". When it comes to Eligible direct costs (p.17), *"To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex G of the guidelines)...."*

This Call for Proposals does not specify the percentage of investments. However, please note that the infrastructure works and/or supply cannot be stand-alone project and must be a part of an integrated effort (see the Guidelines for grant applicants, Types of activities, p.14).

As specified in the General Conditions, Article 14.2. Eligible direct costs:

Article 14.2 of the General Conditions "Eligible direct costs" states:



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Answer 8:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Please see Corrigendum no 4.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 *STEP 3*.

Question 9:

Are these kinds of organizations eligible to be applicants in the Lot 2 of the Call (The quality and diversification of tourism offer building on natural and cultural heritage is improved)? :

- Public self-financed institute, supervised by the Ministry, not on the state budget, working in the field of spatial planning and ecology, and
- Non-profit architectural organization (NGO) working in the field of cultural heritage.

Both organizations work on the issues of natural and cultural heritage, but just to make sure that they definitely fit to Lot 2 and not Lot 1 (where civil society organizations are mentioned).

Answer 9:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 *STEP 3*.

Question 10:

Regarding 1st Call for Proposals Cross-border Co-operation Bosnia and Herzegovina - Montenegro (2014-2020), Publication reference: EuropeAid/153071/DD/ACT/, Tender No: EC/BiH/CfP/16/004, we have a question for „Specific Objective 1.2: Employment opportunities and social inclusion of vulnerable groups are enhanced” – what do groups are considered as “vulnerable groups”?

Answer 10:

Please refer to the Answer 2.

Question 11:

I am writing you regarding the announced EuropeAid/153071/DD/ACT call for proposals.

In the published guidelines it is stated:

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Does this mean that no pre-financing of the awarded grant is available i.e. that the costs will be covered after the activities implementation?

Answer 11:

According to the General Conditions applicable to European Union- financed grant contracts for external actions, pre-financing depends on implementation period and amount of grant. Please refer to General Conditions Article 15.1, Options 1 and 2 for details on pre-financing and payment of balance.



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"a) the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action;"

Also, according to the Guidelines for grant applicants, Eligible direct costs (p.17):

"Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken."

Staff directly involved in project implementation paid by the grant beneficiary(ies) or its partners/affiliated entities are not considered as in-kind contributions, and may be considered as co-financing.

Question 6:

I am contacting you on behalf of a Public Institution of Canton Sarajevo. We would like to apply for a Cross-border Co-operation Bosnia and Herzegovina - Montenegro (2014-2020), but in order to apply for PADOR we need to fulfil Financial Identification form. As a Public Cantonal Institution we don't have separate account, but we use the joint account for all institutions under the Ministry of Social Affairs of a Canton Sarajevo.

We asked about this at the presentation of the Call Proposals and they told us to ask for a specific country number for our institution.

Answer 6:

As a Public Cantonal Institution you can consult the Ministry of Social Affairs of a Canton Sarajevo for the account to be used for this project. You can use the joint account for all institutions under the Ministry of Social Affairs of a Canton Sarajevo for the application.

However, please note that for the projects selected for funding, it is a specific requirement that the funds received from the Commission are clearly identified and segregated from the general account of the Beneficiary so as to ensure clarity in case of audit.

Question 7:

In relation to the 1st Call for Proposals Cross-border Co-operation Bosnia and Herzegovina-Montenegro (2014-2020), Publication reference: EuropeAid/153071/DD/ACT/, Tender No: EC/BiH/CfP/16/004, we have a question related to eligibility of applicant:

An Organisation is a limited liability company established and fully owned by the municipality for the purpose of management of the Nature Park in 2016 according to Article 21 of the declaration of the Nature Park.

Is the Organisation eligible as applicant for the Lot 2 of the above tender?

Answer 7:

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Deliberations of the Evaluation Committee concerning the eligibility criteria will be based on supporting documents as specified in the Guidelines for grant applicants, Article 2.4 and procedures in Article 2.3 STEP 3.

Question 8:

In previous European Commission's Calls for Proposals it was specified that applicants are only eligible when their statutes "demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country." This footnote is absent in the Call for Proposal 153071. Are we therefore right to assume that an Organisation in Switzerland, through its Country Office Bosnia-Herzegovina, duly registered in Sarajevo, headquartered in Lucerne/Switzerland, is eligible for a grant under the Call for Proposals 153071?