



**EUROPEAN UNION**

DELEGATION TO BOSNIA AND HERZEGOVINA

Sarajevo, 25 May, 2018

### **Clarification no. 1 to Guidelines for grant applicants**

Call for Proposal Title: **European Instrument for Democracy and Human Rights Bosnia and Herzegovina - Country Based Support Scheme 2017**

Publication reference: **EuropeAid/159738/DD/ACT/BA**

Tender number: **EC/BIH/CfP/18/001**

#### **Question 1:**

According to EIDHR call for proposals/Reference: EuropeAid/159738/DD/ACT/BA for Bosnia and Herzegovina which is published last month we have one question.

Since organisation "XY" is representative office of the foreign humanitarian organization "XY England", we need confirmation that organizations registered in England and with representative office here in Bosnia and Herzegovina are eligible to apply as applicant to this call?

#### **Answer 1:**

As per section 2.2.4 of the Guidelines 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 sections 2.3 (STEP 3) and 2.4 of the Guidelines.

We draw your attention to section 2.1.1(2) of the Guidelines which details that:

*"If the applicant is established (\*) in Bosnia and Herzegovina, it must act with at least one (1) co-applicant, with no restrictions concerning co-applicant(s)'s nationality.*

*If the applicant is not established in Bosnia and Herzegovina, it must act with at least two (2) co-applicants established in Bosnia and Herzegovina.*

*(\*) To be determined on the basis of the organisation's statutes, which should 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 Bosnia and Herzegovina. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded."*

#### **Question 2:**

Our project ("AB") will be working directly with actors in state institutions ("different state institutions listed"). To my opinion are those actors our direct target group. Is this correct? And is it correct, that our indirect beneficiaries are persons in BiH who do not have a health insurance? Because of course, we want to implement this project, because we want to make it possible, that they can have a health insurance.

**Answer 2:**

The annex a1a (Glossary) of the Procurement and Grants for European Union external actions – A Practical Guide provides the following descriptions:

- Final beneficiaries of a grant are those who will benefit from the project in the long term at the level of the society or sector at large.
- Target groups of a grant are the groups/entities that will be directly positively affected by the project at the Project Purpose level.

**Question 3:**

Is it possible, to adapt activities during the lifetime of the project, if this is important for its outcome?

We are planning activities "AB". Because we will be working with actors on state level, it can easily happen that we must add or change activities foreseen in the proposal, in the course of the project implementation.

3a: Question: is this possible? My assumption is that the budget cannot be changed.

3b: Second question: do we need approval by the delegation for changing activities?

**Answer 3:**

3a and 3b:

Yes, it is possible to adapt activities during the project lifetime.

For the procedure to be followed please consult Article 9 (Amendment of the contract) of Annex II: General Conditions applicable to European Union-financed grant contracts for external actions,

**Question 4:**

Did I understand well, that we must in any case put the monthly gross salary (total amount to be paid by the employer) of staff in the budget. If the person is employed only part time (eg 50%), we put in the category "number of units" 15 (months), if the overall duration of the project is 30 months.

Please confirm that I understood it rightly.

**Answer 4:**

Yes, your understanding is correct.

If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not in the unit value).

**Question 5:**

Does every staff has to document working hours, paid by the project, and submit this with the final accounts?

**Answer 5:**

Yes, the evidence on staff engagement has to be kept and reported accordingly.

Please refer to the Article 16.9.k (Record keeping) of Annex II: General Conditions applicable to European Union-financed grant contracts for external actions,

**Question 6:**

I am not sure, how "indirect costs" are defined.

6a:

Does "indirect costs" encompass the following:

- salary/honorary for administrative staff (eg. preparing the financial report)
- costs for bookkeeping
- costs for bank fees

6 b: Second question:

Does the applicant have the choice either to put a lump sum of 7% in the budget (7% of direct costs) or concrete budget lines (see my question above).

**Answer 6:**

6a and 6b:

Costs that are defined as direct eligible costs as per article 14.1 of the General Conditions, shall be included under budget lines 1 to 6.

For indirect costs, please consult Article 14.7 (Indirect costs) of Annex II: General Conditions applicable to European Union-financed grant contracts for external actions which states inter alia:

*"The indirect costs for the Action are those eligible costs which may not be identified as specific costs directly linked to the implementation of the Action and may not be booked to it directly according to the conditions of eligibility in Article 14.1. However, they are incurred by the Beneficiary(ies) in connection with the eligible direct costs for the Action. They may not include ineligible costs as referred to in Article 14.9 or costs already declared under another costs item or heading of the budget of this Contract. [...]."*

All indirect costs shall be included in budget line 8 and please note that the 7% of the estimated total eligible direct costs mentioned in Section 2.1.5 of the Guidelines is a maximum percentage of indirect costs which may be eligible.