



EUROPEAN UNION

Delegation of the European Commission to Bosnia and Herzegovina

Sarajevo, August 2009

### **Clarification No. 2**

Project Title: **European Instrument for Democracy and Human Rights (EIDHR)  
Bosnia and Herzegovina's Country Based Support Scheme  
2008**

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- Question 1:** When should we supply the supporting documentation – together with the application form or upon request from the Contracting authority that will be sent by Contracting authority after evaluation of the Application form?
- Question 2:** In case that organization is registered in PADOR, should the supporting documentation be sent anyway in hardcopies together with the application form or upon the request from the Contracting authority?
- Question 3:** Should Financial Identification form and Legal entity sheet be submitted in printed form (originals) together with the Application form (in accordance with Guidelines for Applicants, 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS) or upon request from the Contracting authority after evaluation of the Application form?
- Question 4:** Is it needed to submit Financial Identification form and Legal entity sheet even if the applicant and the partner are registered in PADOR?

#### **Answer to questions 1 - 4:**

The organization registration, as well as upload of supporting documents in PADOR is **OBLIGATORY**

The supporting documents are requested to be uploaded in PADOR at the time when sending the full Application Form.

The Guidelines for Grant applicants (Section 2.4, page 21) outline the documents that must always be submitted in original. Those documents are the Financial Identification Form and the Legal entity sheet. All other documents should be

uploaded in PADOR and hardcopies are not required to be sent with the Application Form.

The Financial Identification Form and the Legal entity sheet should be submitted in printed form (original), duly signed, together with the Application Form.

**Question 5:** Should Financial Identification form and Legal entity sheet be submitted for both, the applicant and the partner?

**Answer 5:** The Financial Identification Form and Legal entity sheet should be submitted for the applicant only.

**Question 6:** In case that the project foresees sub-granting for NGOs that will be involved in implementation of some of project activities in respective municipalities involved in the project (in accordance with Guidelines for Applicants, 2.1.3 *Eligible actions: actions for which an application may be made*, Sub-granting), and if the municipalities involved in the project provide grants for these NGOs and these funds are to be considered as co-financing, is it necessary that these funds for grants are first transferred to the project account (identified in the Financial Identification form) or the payment can be made directly from the accounts of these municipalities to respective NGOs and still be considered as co-financing if appropriately documented?

**Answer 6:** The European Commission funds to be provided within this Call for Proposals are to be exclusively considered in support to project activities. In this regard, the applicant (the only legal entity as the other contractual side) is expected to use methods and tools that will allow sound management of project and its funds. A single project account is one of those tools. The co-financing from municipalities paid to the applicant's account would be considered co-financing but direct transfer to sub-grantees would not be considered co-financing.

**Question 7:** Should CVs of the experts that should participate in implementation of the project be sent together with the application form?

**Answer 7:** The expert CVs are not mentioned in the Guidelines for this Call for Proposals and are not required.

**Question 8:** Is it mandatory to include a Contingency reserve in the budget?

**Answer 8:** No, it is not mandatory to include Contingency reserve.

**Question 9:** Is it possible to change the description of micro activities enlisted in Concept Note?

**Answer 9:** Yes. Certain modifications of activities are allowed as long as these modifications do not jeopardize general and specific objectives of the proposal indicated in the Concept note.

**Question 10:** Does the per diem of 135 Eur for local travel include (beside accommodation, food and in-city transport) also transport between different cities within one state

as per stated activity? Or these transport costs between different cities need to be specified as a separate budget item?

**Answer 10:** The mentioned travel costs should be indicated in the separate budget line - 2. Travel – as specified in the Annex B - Budget Form. Also, please see the footnote No. 5 of the Budget Form regarding per diem rates, which are updated regularly (approx. every 6 months).

**Question 11:** Do sections 2, 3 and 4 of the application form need to be filled in despite of the fact that the organization is registered in PADOR?

**Answer 11:** Some sections of the Application Form do not have to be filled in, as clearly indicated in the relevant notes in each of the sections of the application form. However, it is strongly recommended to fill in all sections containing information that is not available in PADOR, such as information about partner's involvement in the project, as well as the history of cooperation, etc.

**Question 12:** When we deliver full application form, is there any need to deliver the concept note again (together with full application form), which we have delivered before?

**Answer 12:** No, it is not necessary to include the concept note with the submitted application form.

**Question 13:** When we complete and deliver Annexes A, B and C in electronic form (CD-ROM), do we have to deliver them in three separated files or together? For example: Annex A in one file, Annex B in another etc.?

**Answer 13:** All Annexes should be in separate files, even when submitted in electronic forms, in order to have a clearer overview of the documents.