



EUROPEAN UNION

Delegation of the European Commission to Bosnia and Herzegovina

Sarajevo, February 2009

Clarification No. 1

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

Publication reference: **EuropeAid/127-973/L/ACT/BA**

Tender No: **EC/BIH/CfP/08/008**

Applicants will find below a series of questions which have been sent to Delegation-BIH-Procurement@ec.europa.eu mailbox since the launch of the above-mentioned Call for Proposals.

In accordance with Guidelines for Applicants of the relevant Call for Proposals and its article 2.2.4 Further information for Concept Note:

"...In the interest of equal treatment of applicants, the European Commission cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site..."

All eligibility related criteria are specified in **Section 2.1.1. "Eligibility of Applicants: Who may apply?"** of the Guidelines for Grant Applicants, with further clarification provided in note no 2. in reference to nationality of applicant.

Question 1: We are an Italian NGO with an official office opened in BiH, legally established with Decree of Ministry of Justice of BiH and able to operate in the whole country. We'd intend to take part to the above mentioned tender, but we don't understand exactly whether we're eligible by nationality or not. Local office is established since 18/4/2008, but we're cooperating with the country since about ten years.

We'd like to have your opinion about our possible participation to this and other similar tenders. If yes, is the subscription to PADOR required for the local office as well, or the PADOR subscription made by the Italian main office can be considered valid also for the local office?

Answer 1: In regard to PADOR query, it is obvious that such registration of BiH's office will be necessary.

Question 2: In Guidelines for grant applicants (Budget line 19.04.01) – Section 2.1.2 *Partnerships and eligibility of partners* following is written "Applicants **MUST** act with partner organization(s) as specified hereafter....".

Since, in previous calls for proposals, it was never written that applicants **MUST** act with partner organization, we are interested to know will our proposal automatically be rejected if we propose to implement project on our own, meaning **WITHOUT** partner organization?

Answer 2: Your conclusion that acting **WITHOUT** partner will lead to automatic rejection of proposal is **CORRECT**.

Question 3: Ref. to 2.1.2 Partners and eligibility of partners, in terms of eligibility of associates, could the associate(s) be nationals of /registered in another country (i.e Croatia)?

Answer 3: As stated within section 2.1.2 "Partnerships and eligibility of partners", paragraph referring to the associates:

"...Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates **DO NOT HAVE** to meet the eligibility criteria referred to in section 2.1.1..."

Therefore, legal status of the associate(s) is **NOT** a requirement to affect proposal eligibility.

Question 4: Are there any restrictions related to legal status of associates? In other words, a) could national authority at state /entity /cantonal /municipal level (i.e entity Ministry) be included as associate? (b) Could some agency formed for example at entity level by the relevant government, be included as associate?

Answer 4: As stated within section 2.1.2 "Partnerships and eligibility of partners", paragraph referring to the associates:

"...Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates **DO NOT HAVE** to meet the eligibility criteria referred to in section 2.1.1..."

Therefore, legal status of the associate(s) is **NOT** a requirement to affect proposal eligibility.

Question 5: If answer on Question 4 ((a) and/or (b)) above is "yes", are such associates eligible to get per diem or travel costs?

Answer 5: As stated under Answer 3, associates costs in regard to per diem or travel costs will be consider as eligible if duly justified within project proposal.

Question 6: Could one project include activities (and consequently results, specific and overall objectives) that fall under more than one "areas of activity" (as elaborated on page 8 of the Guidelines document)? In other words: is this division into three areas of activity strictly established and we have to develop project objectives strictly under one of the three areas, or it serves just for general orientation, as many problems require combination of activities specified i.e. under type 1 and type 2?

Answer 6: Yes, it could. The Guidelines of the relevant Call for Proposals do not include a requirement to keep the project proposal within one area of activity.

Question 7: The last paragraph on page 11 states that "Organizations whose Concept notes are evaluated positively are invited to present a full proposal".

In the phase of full proposal they must fill in, save and submit information introduced in "all the fields of PADOR"..." Does this requirement relate only to the applicants, or it also covers all its partners? So, is full registration to PADOR required for the partners as well?

Answer 7: As specified under Section 2.2 of the Guidelines: "How to apply and procedures to follow": "...prior registration in PADOR **for applicants and their partners** for this Call for proposals **is obligatory**."

Question 8: Section 2.2 does not specify any requirement for registration in PADOR of the project associates. Annex IV of the Full Application Format (Associates of the Applicant Participating in the Action) however, requires the EuropeAid ID number. Is provision of this ID number mandatory for associates? If yes, are associates required to fully complete the procedure of registering in PADOR (as the main applicant), or just the initial /minimal steps required for obtaining the ID number?

Answer 8: Application form is universal for all calls launched. More specifically, registration in PADOR and provision of EuropeAid ID number is optional, NOT mandatory, for project **associates**.

Question 9: Is thematic focus strictly based on Objective 2 for applicant organizations from B&H?

Answer 9: Yes, the thematic focus should be strictly based on Objective 2 outlined in the CfP Guidelines.