

**European Instrument for Democracy & Human Rights (EIDHR)  
Country-Based Support Schemes (CBSS)**

**BOTSWANA**

Call reference: **EuropeAid/133894/L/ACT/BW**

**CLARIFICATIONS**

**Q1:** When going through the guidelines, we found the following phrase (pag 7 - Eligibility criteria): *"However, in case of a multi-beneficiary grant, an International Organisation cannot be the applicant"*.

Does this mean that an International Organisation is eligible only when it applies alone for the grant, not in combination with another International Organisation?

**A1:** An International Organisation could apply only as a co-applicant in the case of multi-beneficiary grants provided that it is complying with the rest of the eligibility criteria listed under point 2.1.1.

Please note that in case of grants with a single applicant, this applicant must be a national of Botswana. Other than that of Botswana must act together with at least one national organisation acting as a co-applicant or as an affiliate.

**Q2:** If X organisation is listed as an affiliated entity, they can only take part in ONE application, meaning (I believe) they cannot be LEAD or Co-Applicant in any other application. Is that correct?

**A2:** Indeed, that is correct.

**Q3:** What is meant by "contribution in kind"?

**A3:** By contributions in kind we usually mean the provision of goods or services to the grant beneficiary free of charge by a third party. Contributions in kind do not, therefore, involve any expenditure for the beneficiary and are not entered in his accounts (example: someone volunteering his/her time in an organisation: He/she is providing a service free of charge)

**Q4:** Is the provision of staff a "contribution in kind"?

**A4:** According to the article 14.2 of the Annex II-General Conditions attached to the call for proposals, the cost of staff assigned to the Action is considered as an eligible cost, not a contribution in kind.

**Q5:** Can the beneficiary's own equipment be an eligible cost?

**A5:** When the beneficiary's own equipment is provided for an action, the running cost (example: maintenance cost) may be charged as direct costs, but the cost of use (example: depreciation) is normally considered to be covered within indirect costs.

**Q6:** Which procurement rules apply to the beneficiaries of the grant?

**A6:** The procurement rules to be applied are those in "Annex IV-Procurement by grant Beneficiaries in the context of European Union External Actions" attached to the call for proposals.

**Q7:** According to Annex IV of the standard grant contract, we need to provide proof of origin for supplies which unit cost is above EUR 5.000. Does that imply that supplies with a unit cost up to EUR 5.000 may originate from any country?

**A7: No, not at all.** Rules of origin are subject to the applicable regulation and must be respected from the 1st euro, unless derogation has been granted. However, there is a general exemption to provide supporting documents for the origin, where the unit cost is €5000 or less. It is not considered cost-effective to collect and control certificates of origin with regard to the nature of such purchases (commonly office supplies like pencils etc. where it might be objectively impossible to obtain proper certificates of origin) and in view of the relatively small amounts involved.

**Q8:** If the acquisition of a car is needed for the implementation of the action, can a used car be purchased or it must be a new one?

**A8:** The acquisition of a used car can be eligible as long as the purchase respects and follows the provisions of Annex IV.

**Q9:** What is the exchange rate to be used when preparing the budget for the application?

**A9:** There is no particular rule about which exchange rate to be used at the stage of preparation of the budget.

However, for the applicants who finally would sign a grant contract with the EU, the exchange rate to be applied during the lifetime of the project is detailed in Article 15.9 of the Annex II-General Conditions attached to the call for proposals.

**Q10:** As mentioned in the guidelines, an applicant may not submit more than 1 (one) proposal. In the case of a University which is composed by a number of different departments, can they apply as different applicants? How the departments will know if another department from the same University is preparing an application?

**A10:** Normally, in the case of a University, its departments and faculties are legally dependent on the University. Therefore, the University is the only legal entity that can apply. The guidelines state that the applicant can submit only one proposal, whereas the co-applicant may be part in two different proposals. Failing to comply with these principles will result in the rejection of the proposals. It is up to the applicant to make sure that it complies with the number of applications and grants per applicant.

**Q11:** If the staff assigned to the Action is already on the payroll of the applicant, how his/her salary will be considered?

**A11:** If staff already on payroll is assigned to the Action, their costs may be eligible provided they are incurred during the implementation of the Action, they are indicated in the budget, they are necessary for the implementation of the action, they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary, they comply with the requirements of applicable tax and social legislation and they are reasonable.

Articles 14.1 and 14.2.a) of the Annex II-General Conditions, provide detailed information on the eligibility of the costs.

**Q12:** Is there any mechanism for evaluation (pre-submission) where we can have some expert advice on our readiness to submit an application?

**A12:** The pre-support provided by the Delegation is the training held on 29-30 April 2013 and the information sessions of 11 April and 7 May 2013. The EU does not offer a quality assurance or pre-submission service in order to verify accuracy and quality of individual applications. The EU may not get involved with any individual application at any stage before the final submission.

**Q13:** According to this call, Parliamentary Bodies are eligible to be Beneficiary of the Action. However, the PADOR registration form doesn't seem to be designed for such an institution, especially the part related to the capacity to manage and implement actions. It seems complicated for this type of body, to justify two years of action in the field of Human Rights & Democracy, out of its usual activities.

Should they complete the off-line form, leaving the part non-relevant to a parliamentary body blank?

**A13:** Registration in PADOR is compulsory for all: applicants, co-applicants and affiliated entity(ies). In the case of Public Bodies (such as Parliamentary Bodies), you can find which are the required fields and the optional ones in the Annex 11 included in the "Frequently Asked Questions on P.A.D.O.R." following this link: [http://ec.europa.eu/europeaid/work/onlineservices/pador/documents/faq\\_pador\\_en.pdf](http://ec.europa.eu/europeaid/work/onlineservices/pador/documents/faq_pador_en.pdf)

The applicants have to make sure that they are compliant with all the eligibility criteria listed in point 2.1.1. of the "Guidelines for applicants".

**Q14:** Does an affiliated entity need to contribute to the co-financing or can the Lead / Co-Applicants cover the 5-50% co-financing?

In other words, if the affiliated entity has no money in the bank can they still act as affiliated entity?

**A14:** Affiliates can participate to the Action even if they don't contribute financially, provided that the co-financing condition for the Action is covered by sources other than the European Union Budget or the European Development Fund.

**Q15:** Is there a maximum amount for "per diems"?

**A15:** "Per diems" may not exceed the scales published by the E.C. at the time of each mission. Such scales can be found in the following link: [http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm) It is not necessary to apply the maximum amount. Lower amounts can be used, e.g. the per diems used by the applying organization.

**Q16:** If an organisation is successfully registered in PADOR on-line and gets the "EuropeAid ID" number, does it still need to submit the "PADOR off-line form"?

**A16:** No, it doesn't. For the organisations successfully registered in PADOR, they just need to fill in their "EuropeAid ID" number in the Grant Application Form.

**Q17:** Some of us are still facing connectivity challenges to register for PADOR on line and time is running out. The next option is to register for PADOR off line. Once the off line registration form is completed, where should it be sent?

**A17:** The "PADOR off-line form" has to be submitted **together** with the application no later than 30 May at 16.00 hrs to the address indicated in the Guidelines and copied below. Do not forget to also include a justification that the registration is impossible and beyond the control of the applicants.

Postal address:

The Delegation of the European Union to Botswana and SADC,  
PO Box 1253  
Gaborone

Address for hand delivery or by private courier service:

The Delegation of the European Union to Botswana and SADC.  
Plot 758, Robinson Road.  
Gaborone