

**Civil Society Fund II  
Call for Proposals for Large Grants 2012  
10th European Development Fund**

**Reference: EuropeAid/133-781/L/ACT/ET**

**CLARIFICATIONS No.1**

**A. ELIGIBILITY OF ORGANISATIONS AND ACTIONS**

| <b>No.</b> | <b>Question</b>  | <b>Answers</b>  |
|------------|--|---|
| <b>1</b>   | Does the Call for Proposals also foresee to support actions promoting the rights and participation of disabled people?                               | <i>Yes. Please note that according to the Guidelines for Applicants (section 1.2.2, page 5) the priorities of the CfP include: "...other key governance focused actions, for example in peace building, promotion of rule of law and rights of children and other weaker segments of society are encouraged" and assistance services to marginalised and vulnerable groups. Further, projects anticipated under lot 1 are expected to contribute to improving and expanding civic education and assistance services to marginalised segments of society, including women empowerment.</i>   |
| <b>2</b>   | Does the Call for Proposals and the programme focus on hardcore development activities such as construction of health facilities, water supply etc.? | <i>Please refer to Page 11 of the Guidelines. Lot 3 aims at piloting and promoting innovative actions to address key local level development issues. It is also clearly indicated that the activities to be implemented should be alternative and complementary to mainstream efforts of other key development actors. The actions should also foster inclusive processes in the planning and management of the initiative, incorporating phase-out and scale-up plans. Note also under Lot 1, grantees may establish and run centres that provide assistance services as complementary to legal aid and information based actions benefiting the vulnerable and marginalised groups.</i> |
| <b>3</b>   | Does previous experience of an organisation count for this Call for Proposals?   | <i>Please refer to the point 1.1 of the Evaluation Grid for Full Applications on Page 21 of the Guidelines for Applicants.</i>  |

|          |  |  |
|----------|--|--|
| <b>4</b> | We hope that lot 1 would be attempted both by Ethiopian Charities & Societies and Ethiopian Resident Charities to contribute to MDGs. So, we hope that the current Call would include Ethiopian Resident Charities to undertake lot 1. | <i>Please refer to section 2.1.1 of the Guidelines for Applicants where the eligibility for Lot 1 application is restricted to 'Ethiopian' Charities and Societies and their consortia or NSAs for which the CSP does not apply.</i>                   |
| <b>5</b> | Are 'Ethiopian Resident Charities' (according to the definition provided in the Charities and Societies Proclamation) eligible for this Call for Proposals?  | <i>Please refer to Section 2.1.1 of the Guidelines for Applicants. Only Lot 1 is restricted to 'Ethiopian' Charities or Societies or a consortium of such organisations or NSAs for which the Charities and Societies Proclamation does not apply.</i> |
| <b>6</b> | Can international NGOs apply for funding?  | <i>According to 2.1.1 and 2.1.2 of the Guidelines for Applicants international organisations can only apply as partners but not as lead applicants.</i>  |
| <b>7</b> | Can the actions also address emerging needs in other than emerging regions?  | <i>It is up to the applicant to propose actions within the priorities of the CfP and contributing to its objective.</i>  |

## **B. APPLICATION PROCEDURES**

| <b>No.</b> | <b>Question</b>  | <b>Answer</b>  |
|------------|--|--|
| <b>8</b>   | Is there any other address except the one mentioned in the Guidelines for Applicants where organisations outside Addis can deliver the applications to?                          | <i>No, all applications have to be sent by registered mail or by a private courier service or submitted by-hand to the Finance and Contracts Section of the EU Delegation in Addis Ababa. The option of sending by a registered mail should save applicants from travelling to Addis Ababa and the office of the EU Delegation.</i>  |
| <b>9</b>   | Supposing we send the Concept Note on February 1 or earlier by registered mail, and if it does not reach the EU Delegation by 4th February will that lead to a disqualification? | <i>Please refer to Section 2.2.3 of the Guidelines for Applicants. The Contracting Authority checks the date of dispatch, the postmark or the date of the deposit slip of the registered mail to verify if the deadline for submission was met or not. Applicants are advised to submit in good time so that the mail reaches either in advance or during the 1st week after the deadline.</i> |

|           |   |   |
|-----------|---|---|
| <b>10</b> | PADOR registration is obligatory, and this might create a burden for some applicants. Is there a possibility to derogate from this obligation?  | <i>Please refer to section 2.2 of the Guidelines for Applicants. If an organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR off-line form" in annex of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6.</i> |
| <b>11</b> | Getting registered in PADOR for grants application above EURO 25,000 is obligatory. While checking the database online, it says: "Following the entry into force of the new Financial Regulation the PADOR database will be temporarily unavailable for implementing the necessary developments from 01.01.2013 until 07.01.2013 until 00.00. ...." So how can we register for the obligatory PADOR under such situation? | <i>Please note that all questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: <a href="mailto:Europeaid-pador@ec.europa.eu">Europeaid-pador@ec.europa.eu</a>. Also one may consider filling the PADOR off-line form included in the Annex to the Call for Proposals if online registration is objectively impossible. However, the temporarily unavailability of PADOR does not prevent applicants from registering outside these days.</i>  |
| <b>12</b> | Is there a specific template for the Concept Notes?   | <i>Please see Part A of the Grant Application Form. There is no specific template but please follow the clear instructions of Part A.</i>   |

### C. CO-FINANCING AND BUDGET

| <b>No</b> | <b>Question</b>   | <b>Answer</b>  |
|-----------|---|--|
| <b>13</b> | What does the grant size exactly mean?  | <i>The grant size indicates the amount of the EU contribution one can request for a single project. It does not include the contribution (co-financing) from the applicants' own sources, which should be a minimum of 10% (unless the request is for full-financing).</i> |
| <b>14</b> | Does the maximum grant amount cover the whole proposed project implementation period or is it per year? | <i>The maximum grant amount covers the whole project implementation period.</i>  |

|           |   |   |
|-----------|---|---|
| <b>15</b> | What is meant by contribution in kind?  | <i>Contributions in kind usually includes the provision or allocation of existing goods or services by the grant beneficiary. Contributions in kind do not, therefore, involve any expenditure from the project budget and cannot be entered in project accounts.</i>   |
| <b>16</b> | Is the provision of staff a contribution in kind?   | <i>According to articles 14.2 and 14.5 of the General Conditions, the cost of staff assigned to the action is considered as an eligible cost, not a contribution in kind.</i>   |
| <b>17</b> | What if the beneficiary is providing its own equipment for the implementation of the action? Can this not be taken as part of the co-financing? | <i>The Contracting Authority is aware that the beneficiary might also use already purchased equipment, or even labour for the implementation of the action. However, this cannot be converted into monetary form and considered as co-financing. When the beneficiary's own equipment is provided for an action, the running cost may be charged as direct costs, but the cost of use is normally considered to be covered within indirect costs.</i>   |
| <b>18</b> | Is there a possibility of revising the provision related to contribution in-kind so that it is considered as co-financing?                      | <i>There is no possibility of revising the provision or the rule on contribution in kind.</i>   |
| <b>19</b> | Mobilising the 10% co-financing can be challenging for a beneficiary. Is there a possibility to increase the EU contribution?                   | <i>The Guidelines for Applicants clearly stipulate that the maximum percentage of the grant (EU contribution) is 90%. There is no possibility to request a grant size of more than 90% of the total eligible costs. However, in exceptional cases the grant may cover the entire eligible costs if financing in full is duly justified and deemed essential to carry out the action.</i>  |
| <b>20</b> | Please explain to us the co-financing rule of a minimum of 50% from the Contracting Authority.  | <i>It means, for example if the total eligible project cost is 300,000 EUR one can request from the Contracting Authority (European Commission) a minimum of 50% of the total project cost which would be 150,000. The balance 50% (150,000 EUR) should be the co-financing or contribution by the grantee from other sources. On the other hand, if the total eligible project cost is 200,000 EUR, the minimum 50% contribution (which is 100,000 EUR) is not applicable and acceptable as the Contracting Authority has also set the minimum amount to be requested per project to be 150,000 EUR.</i> |

|           |  |  |
|-----------|--|--|
| <b>21</b> | Can one apply for a smaller grant amount than the minimum indicated, say 100,000 Euro?   | <i>No, under this Call for Proposals the minimum amount to be requested from the Contracting Authority for a single project is 150,000 Euro.</i>   |
| <b>22</b> | Is CSF II exempted from the application of the 70:30 Guideline of the Charities and Societies Proclamation?  | <i>No. Applicants are expected to comply with the provisions of the 70:30 Guideline.</i>   |
| <b>23</b> | Will the max. 7% of eligible indirect costs be considered as administrative costs according to the Charities and Societies Proclamation and its 70:30 Guideline? | <i>Generally it is not up to the Contracting Authority to decide which costs of the actions will be categorised as administrative costs according to the CSP and the 70:30 Guideline. However, the 7% indirect costs are meant to cover overheads/administrative costs that are not included in the budget for the action (Annex B: Budget).</i> |

#### **D. GEOGRAPHICAL AND REGIONAL TARGETS**

| <b>No</b> | <b>Question</b>  | <b>Answer</b>  |
|-----------|--|--|
| <b>24</b> | Are applications expected to cover a certain number of kebeles, woredas or regions?  | <i>No, the Guidelines for Applicants do not foresee that proposed actions need to cover a specific number of Woredas or Regions.</i>   |
| <b>25</b> | Is there a regional lot foreseen? Is it an added value to target remote regions in the proposed action?  | <i>This CfP does not have a regional lot but lot 3 foresees projects improving maternal health in emerging regions (refer to foot-note number 4 on page 9 of the Guideline for Applicants). It is up to the applicant to identify regions and justify needs.</i> |
| <b>26</b> | If we want to apply for Lot 3, can we apply to work in the regions out of the four emerging regions you specified on the Call for Proposals?   | <i>Please note that according to the Guidelines for Applicants only maternal health related actions are restricted to the four emerging regions.</i>   |
| <b>27</b> | You are considering remote areas that are pastoral and peripheral ones such as Somalia, Afar, Benshangul Gumuz, Gambella and Afar regions. Still there zones that are of the same ecosystem with these emerging regions. For example, in Oromia region Hararge has similar ecosystem with Somali, Ilubabor has with Gambella, kelem Wollega with Benishangul Gumuz, as well as East Shoa with Afar regions. So, we hope that you also consider environmentally sustainable | <i>Please note that there are no geographical restrictions to implement environmental sustainability related actions under lot 3. Only maternal health related actions are restricted to the four emerging regions.</i>  |

|  |   |  |
|--|---|--|
|  | these zones of Oromia like other emerging regions. Excluding major regions for environmental sustainability would directly or indirectly affect the emerging regions. So we hope that you consider environmental sustainability of major regions as well like Oromia regions. |  |
|--|---|--|

## E. PARTNERSHIPS

| No | Question  | Answer  |
|----|---|---|
| 28 | Is it obligatory to include partners in the application?  | <i>No, as indicated under section 2.1.2, applicants may apply and act individually. However, partnerships are generally encouraged.</i>   |
| 29 | Can governmental institutions be included in the applications as partners?  | <i>It is stipulated under section 2.1.2 of the Guidelines for Applicants that partners also need to satisfy the same eligibility criteria as the lead applicant. However, it should be noted that strengthening the dialogue and cooperation with governmental institutions at all levels is an encouraged actionable area.</i> |
| 30 | Can organisations partner with different lead applicants and thus be involved in different lots?                        | <i>Please refer to the last paragraph under section 2.1.3 (on page 12) of the Guidelines for Applicants where it is clearly indicated that partners may take part in more than one application.</i>   |
| 31 | Can we partner with CSOs located outside of our locality, and in other Regions?   | <i>The Guidelines for Applicants have no geographical limitation or restriction on partnering among CSOs working in different regions within Ethiopia.</i>  |
| 32 | How is the modality for partnership with registered Ethiopian CSOs to apply for the three lots by an international NGO? | <i>Please refer to section 2.1.1. of the Guidelines for Applicants. Under the current Call for Proposals eligibility is limited to national non-state actors of Ethiopia. NGOs with their headquarters in the European Union can be 'partners' in applications of national NSAs.</i>  |
| 33 | How can we establish an effective partnership?  | <i>It is generally advisable that one partners with another CSO on the basis of good understanding of objectives, track-record of experiences, and by recognising the complementarity qualities. A thorough discussion and understanding is needed at early stage on roles and responsibilities.</i>                            |

|           |   |   |
|-----------|---|---|
| <b>34</b> | How can we involve smaller organisations with less management capacity in the actions?  | <i>It is up to the applicant to propose how to involve partners, associates and sub-grantees.</i>   |
| <b>35</b> | The guidelines say organisations that have their headquarters in a Member State of the European Union and also having established offices in Ethiopia are eligible as partners. We are not clear about the modality of partnership for organizations such as Concern. Does this mean partner to European Union or some other local CSOs?                            | <i>NGOs having their headquarters in an EU Member State can only appear as partners in applications of national NSAs.</i>                               |
| <b>36</b> | It is written as an applicant may not submit more than one application under the announced call for proposals, it is also written that partners may take part in more than one application. These statements are ambiguous. And as a local organisation working in different rural targeted developmental areas, is it possible for us to submit two concept notes. | <i>As stipulated in the Guidelines, applicants can only submit only one concept note. However, partners may take part in more than one application.</i> |