



EUROPEAN UNION
DELEGATION TO NEPAL

Call for proposals published under Civil society organisation's contribution to governance and development processes in Nepal

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Questions & Answers information session, 13th MARCH 2015

1) Would a social entrepreneur be eligible for this call?

Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities."

2) Regarding lot 3, what kind of light infrastructure would be eligible, would health or education facilities qualify?

Investments in light infrastructure have to be innovative and to have a direct economic impact.

Please refer to the Guidelines for Applicants paragraph "1.2 Objectives of the programme and priority issues" - Lot 3

The priorities are written in such a way that a range of possibilities are kept open, and therefore it will not be further specified which type of infrastructure.

3) Can a proposal be crosscutting to the three lots?

The applicants have to choose the lots they want to apply for. Proposals can eventually include components from different lots. The proposal will be assessed in line with the requirements of the lot concerned.

We also would like to remind you that, as per the Guidelines paragraph "2.1.4 Eligible actions: actions for which an application may be made, the applicant may not submit more than 1 application per lot under this Call for Proposals."

4) Regarding lot 1: does it refer to primary level education or secondary level? Would it cover only Government schools, or also semi government and private schools?

The focus is on primary and secondary levels (up to grade 12).

Please also refer to the second corrigendum published.

5) Media: Our organisation works on governance issues through media. Does this kind of action enter in the scope of the call under the Lot 1?

The guidelines provide orientation on possible actions to be financed under the Lot 1.

6) Regarding lot 3: What type of organisation does the EU want to support – Large NGOs, small local CBOs?

All eligible organisations are welcome to apply provided they have the capacity to manage a programme of that size. It would be appreciated if a capacity development plan for the Nepali NGOs is included in the proposal.

7) Regarding lot 3: Given the exodus of men in the targeted areas, would women's group be good partners?

The EU is not prescriptive in the type of partners and/or activities and therefore is open to various proposals.

8) Regarding lot 3: Is there a budget criterion for defining "light infrastructure"?

No there is no threshold defined, however, as the financial size of proposals has to be between 0.5 million and 1.5 million Euro, a balanced proposal would not devote a too large proportion of that amount to light infrastructure.

Please also refer to the ANNEX II (General Conditions of a grant contract) and in particular to the article 14.9 regarding non-eligible costs and in particular d): purchase of land or building,"

9) Regarding lot 2: can you clarify the geographic focus?

As indicated in the guidelines the focus will be on areas with high prevalence and severity of out of school children.

10) Regarding lot 2: the guidelines mention the education equity strategy. Could you share this strategy?



Consolidated Equity
Strategy.pdf

The Consolidated Equity Strategy can be found here

11) Regarding lot 2: what should be the focus under this lot: government schools, or private schools?

The targeted schools can be public, semi-public, or private schools working with the Government in some form.

12) Regarding lot 1 and 2: we are a media organisation working with a network of community radios in different indigenous languages. Would this kind of proposal be eligible?

CSOs have the right of initiative to present proposals under the different lots. We cannot provide a final response to the eligibility of your action for this specific case. Your proposed action should respond to the priorities set under the lots (as defined in the guidelines).

13) Regarding lot 2: can we focus on quality alone?

CSOs have the right of initiative to present proposals under the different lots. We cannot provide a final response to the eligibility of your action for this specific case. Your proposed action should respond to the priorities set under the lot as defined in the guidelines.

14) Regarding lot 2: if the applicant is a local CSO, can the co-applicant be an international CSO not registered in Nepal?

Please refer to the second corrigendum published.

15) Is there any specific file format for loading the CN in PROSPECT? Is word format (.doc) acceptable?

Yes, there are some specific file formats which are acceptable. You can refer to the PROSPECT tutorial/ Manual where it is confirmed that the Word format (.doc) is one of the acceptable formats.

16) Why does not EU finance 100 % of the total costs generally and specifically under this call?

The nature of the grant is generally such that we finance the activities where the organizations have their own expertise and experience. The EU will finance only the EU part of the cost even if there is eventually no co-financing found at the end of the project. We support CSOs who also have their own different resources for funding.

Another reason why EU does not finance 100% is for the OWNERSHIP and PARTICIPATION feeling among the CSOs and the final beneficiaries.

The objective of the EU while providing grants is not financing projects for the interest of the EU but for the interest of the country at large scale and the CSOs in the case of this call.

For this call, also refer to the Guidelines for Applicants, paragraph "1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY:

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: N.A.
- Maximum percentage:

- 90% of the total eligible costs of the action (in the case of Nepali applicant) and
- 75% of the total eligible costs of the action in case of non-Nepali applicant (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget

Questions & Answers : Mailbox DELEGATION-NEPAL-NSA@eeas.europa.eu

1) Is an NGO registered in Canada but having local partner in Nepal eligible to apply for this proposal?

Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity (ies), an action or specific activities." To be eligible, an organization should fall under eligibility criteria stated in the guidelines.

2) On p13 of the guidelines, there is a requirement for the applicant to *'be allowed to work in Nepal according to the national legislation in force'*. We were considering presenting an application to work entirely through co applicants and we do not have a local office or local registration - are we still eligible to apply to this call?

Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities." To be eligible, an organization should fall under eligibility criteria stated in the guidelines. Please also refer to the second corrigendum published.

3) Do all the eligibility rules as per regulation No 236/2014 apply to this call as well?

To be eligible, an organization should fall under eligibility criteria stated in the guidelines.

See also second corrigendum.

The regulation NO 236/2014 will be the Legal Basis applicable in the context of the implementation of the future contract.

4) Can a school be a co-applicant? Is it mandatory to have a co-applicant?

Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities."

As per the Guidelines for Applicants "2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s))", "The applicant may act individually or with co-applicant(s). Nepali applicants are encouraged to act at least with one co-applicant. For Non-Nepali applicants it is mandatory to act with at least one Nepali co-applicant"

5)

5. 1-Cost Sharing: the beneficiary earns a wage of Rs. 600-750 a day and they contribute this to our program while coming for our program. Can it be considered?

5. 2-Again, we share the learning from program on similar nature in other districts. Can that be a match?

Please clarify a bit more on cost sharing- if it is only as a money that we need to put into it.

Budgeting for Management and program staff - do you expect Mgmt staff to be under an overhead cost of 7% as it becomes difficult to maintain a ratio 30/70 while making it staff Vs activities

5. 3-What is the deadline for the result of concept note?

5. 1

Please refer to the guidelines, paragraph "2.1.5 Eligibility of costs: costs that can be included"

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party.

As contributions in kind do not involve any expenditure for a Beneficiary (ies) or affiliated entity (ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

5. 2- Regarding the cost sharing please refer to the Guidelines for Applicants paragraph "1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY": Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

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- Maximum percentage:
 - 90% of the total eligible costs of the action (in the case of Nepali applicant) and
 - 75% of the total eligible costs of the action in case of non-Nepali applicant (see also Section 2.1.5).

Regarding the indirect costs, as per the guidelines "the indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the Grant Contract is signed. However, once the flat rate has been fixed in the special conditions of the Grant Contract, no supporting documents need to be provided."

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 the Contract.

Please refer to point 19.3.1.5. INDIRECT COSTS of DEVCO COMPANION published on DEVCO website

5. 3- Please refer to the guidelines for tentative timetable.

The deadline for **the submission** of the Concept Notes is **16th April 2015 (16h Kathmandu time)**.

See second corrigendum

6) Our organisation is registered in and operating from Switzerland, an EFTA membership country, and has a delegation in Nepal registered with the Government of Nepal.

Could you please be so kind to inform us whether it is eligible as applicant for the mentioned call of proposals?

Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity (ies), an action or specific activities."

To be eligible, an organization should fall under eligibility criteria stated in the guidelines.

7) What are the requirement of audit and external Evaluation? Do we need to allocate the budget for that purpose or EU will send the external consultant? If we need to allocate the budget, is there any specific % or we shall take amount as per need?

Please refer to the ANNEX II (General Conditions of a grant contract) and in particular to the article 15.7 where you can verify the cases when verification report is required. In this context, the costs have to be foreseen in the budget and the procurement rules have to be followed.

8) During the information session, it was presented that VAT amount is also eligible for this call. But the organization has to proof about the ineligibility of VAT refund or the organization has to pay VAT.

We consulted the tax office and tried to get that certificate but they are not ready to give any paper. We are replied that "If we are not allowed to get back the paid VAT amount and don't have any agreement paper facilitating not to pay VAT, it is clear that we have to pay VAT as mentioned in the VAT act 1996 and Tax office doesn't provide the separate letter for any organization."

In this case is not VAT act sufficient for the VAT payment?

Regarding the VAT, a letter issued by the Ministry in Nepal in charge of TAXES confirming that an organisation will not be refunded or any other external justification, has to be provided but only at the stage of the contract for its future implementation, not at this step of the call for proposals procedure.

9) Is ECAS user needed to be a member of the applicant's (organization) PADOR? If I am not a member of the applicant's (no 1) PADOR but I have an ECAS and a member of other organization's (no 2) PADOR, is possible to apply for first organization (applicant no 1) via PROSPECT?

ECAS is the European Commission Authentication Service. This system is only used to receive a password in order to be able to register. So this ECAS number is valid for any application.

See point 2.2 of the guidelines for mandatory registration in PADOR.

See point 2.1.1 & 2.1.2 for definition of applicant, co-applicant and affiliated entities.

See prospect manual and specially below point of the manual:

3.2.2.1. Submitting a Concept Note for a Restricted Call

c) 'Co-applicants' tab

In this tab you can enter any co-applicants or affiliated entities you have in the project.

10) If one organization is already an applicant of the call, is it possible to be a co-applicant for another applicant or not?

Please refer to the Guidelines for Applicants paragraph "2.1.4 Eligible actions: actions for which an application may be made": "The applicant may not be a co-applicant or an affiliated entity in another application per lot at the same time."

11) "According to page 13 of the guidelines for grant applicants, the eligibility criteria for applicants state that they must be established in a Member State of the European Union and contracting parties to the Agreement on the European Economic Area or in Nepal or in developing countries that are included in the list of recipients of ODA..... However, given that this call is financed under the DCI Instrument, and referring to Annex A2a, "Rules on participation in procurement procedures and grants" of the PRAG guide 2014, NGOs established in OECD Member States are eligible when the action takes place in a Least Developed Country. Can you please confirm that this is correct?

The call is financed under the DCI Instrument, concerning the eligibility conditions/rules, please refer to the guidelines 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s))

Please also refer to the second corrigendum published paragraph "2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s))"

12)

12. 1. Although the guideline (Page 18 of 29) says that only one application can be submitted per lot, we are assuming that applicants can submit proposals for more than one lot. But we do understand that only one award will be granted.

12. 2. Do Universities qualify as applicants, co-applicants, or associates?

12. 1 Please refer to the second corrigendum

12. 2 Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity (ies), an action or specific activities." To be eligible, an organization should fall under eligibility criteria stated in the guidelines.

13).

13.1) In the chapter mentioned above, at page 13 of the guidelines, a key point is highlighted for the eligibility of the applicant: *be allowed to work in Nepal according to the national legislation in force.*

In the specific case of XXXXX (the applicant), we do not possess this specific requirement but our affiliated entities in country, XXXXXXXX Nepal, does possess all the legal permits to be able to work in country.

To better explain our internal roles, please note that:

- XXXXXXX is responsible of the coordination and monitoring the action, of supporting XXXXX Nepal in the thematic, programmatic and financial areas and CSOs capacity building, of ensuring compliance with donor requirements;
- XXXXX Nepal is responsible for implementing the action in the country with the coordination, support and supervision of XXXX

In addition, please note that this is the mechanism of working of all the XXXX family and this has been communicated and agreed with EuropeAid at central and country level.

Please could you confirm, taking this detail into account, if XXXX is eligible as Applicant for this specific call? And if not, what possible alternative role may XXXXX have within this call?

13.2) The question is if the eligibility criteria - "be allowed to work in Nepal according to the national legislation in force" - indicated at pag.13 of the guidelines for the Applicant is applicable even to the Co-applicants and to the Affiliated entities.

We noticed that in the guidelines is clearly indicated that Co-applicant(s) (and Affiliated entities) must satisfy the eligibility criteria as applicable to the applicant himself. Could you please confirm or in case correct?

13. 1 Please refer to the second corrigendum

13. 2 Please refer to the point 2.1.2 *Affiliated entities* of the guidelines for the eligibility criteria to be fulfilled by the affiliated entities.

14)

14. 1 I would like request to clarify regarding the 10 % contribution in total budget of EC call for proposal (Reference: EuropeAid/150038/DD/ACT/Multi)" Enhance Civil Society Organization's contribution to governance and development process in Nepal" and my questions are as following.

We are Nepali organization interested to submit our application for this EC all for proposal. As Nepali organization, we have to contribute at least 10% of the total budget of the project. So, will EC agree if we organize 10% contribution from the targeted community or population which could be both in kind or cash?

14. 2 For the 10 % contribution, can we ask or organize other funding partners to contribute 10 % budget and they may join sometime later after starting the project?

The only requirements regarding the co-financing part are described in the Guidelines for Applicants, paragraph "1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY:

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- Maximum percentage:
 - 90% of the total eligible costs of the action (in the case of Nepali applicant) and
 - 75% of the total eligible costs of the action in case of non-Nepali applicant (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Union.

Please also refer to the guidelines, paragraph "2.1.5 Eligibility of costs: costs that can be included"

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary (ies) or affiliated entity (ies), **they are not eligible costs.**

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

14. 2 The applicant has to describe in the second page of the Budget table of the proposal how the budget will be funded.

15) We have planned to form a Consortium led by Nepali NGO in partnership with EU based CSO as the Co-applicant. However, our experience of implementing European Commission supported project in Nepal showed that Nepali NGO as the Applicant has to pay additional 15% Tax while sending the instalments to the EU based Co-applicant directly operating from the EU member state.

This an obligatory provision set out by the Government of Nepal and it seems to apply also to EU funds. Do you confirm this rule applies or is there a legal basis to elude it? And, if not, under which budget heading might these expenses be claimed?

Please refer to the second corrigendum

Regarding the eligibility of costs, please refer to the Guidelines for Applicant "2.1.5 Eligibility of costs: costs that can be included" but also refer to the ANNEX II "General Conditions applicable to European Union-financed grant contracts for external actions" that have been published on the web site.

16) Lot 3: CSOs as stakeholders in promoting inclusive and sustainable growth through actions in the rural development sector. I would appreciate if I can have quick answer to the following four questions:

16.1 · Is it O.K. for a Nepali NGO to submit the concept note together with two or three DDCs, government agencies and local CSOs as associates but no co-applicant?

16.2 Is it necessary to attach a log-frame and detailed budget estimate together with the concept note

16.3 Is it necessary for the concept note under this lot to narrow down its focus on areas and activities that will not or thinly be covered by ADS?

16.4 Is it necessary for the concept note to focus on action in the karnali area or Bajura and Bajhang districts and target small farmers in less potential area not the commercial farmers in the medium or high potential areas?

16. 1 Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities."

16. 2 The log frame and detailed budget estimate need to be submitted along with the full proposal only.

16. 3 While evaluating the concept notes we will take into account the criteria listed under "priorities". Hence please see point 1.2. LOT 3 priorities.

16. 4 Please see point 1.2. LOT 3 for target group & geographical focus.

17) We heard about that there has been some indication during the info session in Nepal that the EU prefers a concept/proposal asking for the maximum amount of funds available in regard to Lot 3. Can you confirm that?

Please refer to the point 1.3 of the guidelines for eligible minimum & maximum thresholds amount for grants to be asked;

Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and

Maximum amounts:

Lot 3:

- minimum amount: EUR 500,000
- maximum amount: EUR 1,500,000

18) Could an international organization (one that's in the EU) be a 'contractor' in our proposal? If yes, the contractor would be hired to:

- Extend the project outcomes beyond Teach For Nepal and disseminate them broadly to other education community stakeholders in the MENASA region and the European Union**

b. Assistance to accelerate the impact of Teach For Nepal in promoting enhanced equity and quality education

c. Develop and share tools that will benefit multiple education stakeholders and generate dialogue

Would the above be helpful in any way? We are still battling on whether or not our network partner would enhance or decrease our chances in the call.

If we did have the partner as a contractor to disseminate information- we would need to wire the payment overseas- meaning the money would be going abroad:

1. It is technically not feasible and

2. Would it serve the EU's purpose?

18.) Please refer to the point 2.1.3 of the guidelines "Contractors: the grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract."

Please refer to the Guidelines for Applicants paragraph "2.2.4 Further information about Concept Notes": "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities."

