



Montenegro

Ministry of Finance

Directorate for Finance and Contracting of the EU Assistance Funds

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Address: Stanka Dragojevića 2,
81000 Podgorica, Montenegro
tel: +382 20 230 657
www.mif.gov.me

Contracting Authority's Clarifications

**Grant scheme: “Support to Provision of Social and Child Protection Services”;
EuropeAid/162650/ID/ACT/ME**

Following the info sessions held 14th - 22nd March 2019, below are presented the answers on questions raised by the participants. Also, the table contains the answers on questions received on the functional e-mail address cfcu@mif.gov.me.

| Q1 | Is VAT an eligible cost? |
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| A1 | <p>Please refer to the GfA section 2.1.5- Eligibility of costs: costs that can be included:</p> <p><u>Ineligible costs</u></p> <p><i>The following costs are not eligible:</i></p> <p>(...)</p> <ul style="list-style-type: none">– taxes, customs and import duties and levies and/or charges having equivalent effect; <p>(...)</p> <p>Additionally, for all information on the tax regime please refer to the Annex J in the Application package.</p> |
| Q2 | Whether co-financing can be done through money or human resources? |
| A2 | <p>Please refer to the GfA section 1.3. Financial allocation provided by the contracting authority:</p> <p><i>“Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</i></p> <ul style="list-style-type: none">• <i>Minimum percentage: 70 % of the total eligible costs of the action.</i>• <i>Maximum percentage: 95 % of the total eligible costs of the action (see also Section 2.1.5).</i> <p><i>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 general budget of the Union or the European Development Fund.”</i></p> <p>Furthermore, please refer to the GfA section 2.1.5- Eligibility of costs: costs that can be included:</p> |

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| | <p>(...)</p> <p><i>„Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.“</i></p> <p>(...)</p> <p><u>“Contributions in kind</u></p> <p><i>Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs. (...)</i></p> <p><i>Contributions in kind may not be treated as co-financing.”</i></p> <p>Additionally, please refer to article 14.9. of the General Conditions:</p> <p><i>“Any contributions in kind, which shall be listed separately in Annex III, do not represent actual expenditure and are not eligible costs. Unless otherwise specified in the special conditions, contributions in kind may not be treated as co-financing by the beneficiary(ies).“</i></p> |
| Q3 | Do you have a vision where the municipalities could contribute? |
| A3 | To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on specific activities/actions. The applicant needs to ensure that the action is closely aligned with the objectives and priorities of the Call for Proposals as defined in the Section 1.2., as well as with the eligible actions and eligible activities (Section 2.1.4). |
| Q4 | Is the number of co-applicants limited? |
| A4 | <p>The number of co-applicants is not limited, but please note that:</p> <p>According to the point 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) of the Guidelines for applicants:</p> <p>(...)</p> <p><i>The lead applicant may act individually or with co-applicant(s).</i></p> <p>Additionally, according to the point 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for applicants:</p> <p>(...)</p> <p><i>A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per lot under this call for proposals.</i></p> <p><i>A co-applicant/affiliated entity may not be awarded more than 1 grant per lot under this call for proposals.</i></p> |
| Q5 | At what stage the Budget has to be submitted? |
| A5 | <p>The budget has to be submitted in the second stage – the stage of Full Application. It is Annex B – Budget – Excel format of the Application package in the folder named „Documents to be completed“.</p> <p>Referring to the Grant Application Form, PART B. FULL APPLICATION FORM - To be completed only by applicants who receive an invitation to submit a full application (at the time of the invitation). As per footnote 20 of the Grant Application Form <i>The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C).</i></p> |

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| Q6 | Should the CD ROM be submitted in an envelope together with the rest of the documentation? |
| A6 | Yes. An electronic version should be submitted together in the envelope. Please refer to the point 2.2.2 <i>Where and how to send concept notes</i> of GfA: <i>An electronic version of the Concept Note must also be submitted. A CD-ROM or USB with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain exactly the same application as the paper version enclosed.</i> |
| Q7 | When the Concept Note is sent by post service on the last day (the deadline day), whether the exact time will be taken into account? |
| A7 | Please refer to the point 2.2.3. <i>Deadline for submission of concept notes</i> of GfA: <i>The applicants' attention is drawn to the fact that there are two different systems for sending concept notes: one is by post or private courier service, the other is by hand delivery.</i> <i>In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.</i> Furthermore, please also refer to the point 2.5.2. <i>Indicative timetable</i> of the GfA where the set <i>Deadline for submission of concept notes is 19th April 2019, at 14:30h</i> . The time of delivery should be emphasized on the postmark or deposit slip. |
| Q8 | May the EU contribution vary from the initial estimate given in the Concept Note stage? |
| A8 | Please refer to the point 2.2.5. <i>Full applications</i> of the GfA: <i>The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The EU contribution may not vary from the initial estimate by more than 20 %, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under Section 1.3.</i> |
| Q9 | The EU contribution of applicants may not vary more than 20% between the Concept Note and Full applications phase. Please explain what does it mean exactly? |
| A9 | Please refer to the A8. |
| Q10 | For submission of Concept Notes via postal services, is it necessary that the exact time of submission is indicated on the postmark or the date of submission is sufficient? |
| A10 | Please refer to the A7. |
| Q11 | Apart from the hard copy of the Concept Note, the electronic version should be put in the envelope as well? |
| A11 | Please refer to the A6. |
| Q12 | Is there a requirement in relation to the minimum turnover of applicants for the previous year? |
| A12 | There is no such requirement under this Call for Proposals. However, please refer to the section 2.3 Evaluation and selection of applications of GfA: |

¹ It is recommended to use registered mail in case the postmark would not be readable.

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| | <p>(2)Step 2: <i>Opening & administrative checks and evaluation of the full application</i></p> <p>Evaluation grid, Section 1</p> <p><i>“1.4 Does the lead applicant have stable and sufficient sources of finance?”</i></p> <p>(...)</p> <p><i>„If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.“</i></p> <p>Additionally, please refer to the section 2.4. Submission of supporting documents for provisionally selected applications of the GfA:</p> <p><i>„2. A copy of the lead applicant’s latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) . A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).“</i></p> |
| Q13 | When it comes to the private contribution of applicants, is it in place that their contribution is reflected through staff salaries? |
| A13 | <p>Please refer to the section 2.1.5. Eligibility of costs: costs that can be included of the GfA:</p> <p><i>To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).</i></p> <p><i>Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.</i></p> |
| Q14 | Does the institution of social and child protection at the local level may act as an applicant? |
| A14 | <p>In accordance with the Guidelines for grant applicants (GfA), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to the 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))</p> <p>(1) <i>In order to be eligible for a grant, the lead applicant must:</i></p> <ul style="list-style-type: none"> • <i>be a legal person and</i> • <i>be non-profit-making and/or profit making and</i> • <i>be a specific type of organisation such as:</i> <ul style="list-style-type: none"> ○ <i>non-governmental organisation/association,</i> ○ <i>Centre for Social Work,</i> ○ <i>Social and child protection institution,</i> ○ <i>Local self-government authority,</i> ○ <i>Private service provider. (...)</i> |

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| | Also, please refer to the Corrigendum no. 1 to the Guidelines for grant applicants published on 29.03.2019. |
| Q15 | Due to lack of funds we could not be licensed since the process of licensing is demanding and requires the engagement of professionals (experts), can we apply for this Call if we are not licensed applicant? |
| A15 | <p>Please refer to the answer A14.</p> <p>Also please refer to the parts of the GfA under Section 2.1.4 Eligible actions: actions for which an application may be made defining <u>types of action which are eligible</u>:</p> <ul style="list-style-type: none"> • <i>Actions aiming at provision of high quality social and child protection services that are in line with the needs of vulnerable population and national quality standards;</i> • <i>Actions supporting local social services providers in achieving professional and infrastructural preconditions for licensing process;</i> • <i>Actions supporting delivery of local social and child protection services that will prevent institutional placement or enable deinstitutionalization or transformation of institutions².</i> <p><u>And types of action which are ineligible:</u></p> <ul style="list-style-type: none"> • <i>the actions of non-licenced providers of social and child protection services concerned solely with activities for achieving professional and infrastructure preconditions for licencing process and do not include provision of service upon obtaining a licence, are ineligible;</i> • <i>Actions concerned with provision of social and child protection services which are not in line with national quality standards;</i> <p>(...)</p> |
| Q16 | Whether professional staff (experts), which is necessary for licensing, can be engaged through a project, through e.g. Service contract? |
| A16 | <p>In accordance with the Guidelines for grant applicants (Gfa), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please note that the Article 3 of the Rulebook on detailed conditions for the issuance, renewal, suspension and revocation of the operating license for social and child protection (OJ of Montenegro no. 038/18) defines what is required to be submitted with the request for obtaining a license. It is stated that a service provider, among other things, shall submit work licence of professional workers/staff and employment contract with professional workers/staff together with the mentioned request.</p> |
| Q17 | Can we apply for two grant schemes at the same time? |
| A17 | Yes. There is no restriction for applying for the two different grants schemes at the same time. |

² Institutions for placement of beneficiaries: the Children’s Home “Mladost“ in Bijela, PI “Komanski most”, homes for elderly (Bijelo Polje, Risan, Pljevlja) and Centre for Children and Youth „Ljubović“.

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| Q18 | Whether co-financing by an applicant (5%) must be in money? |
| A18 | Please refer to the Answer A2. |
| Q19 | Whether through the grant action the activities concerning geronto housekeepers can be financed? |
| A19 | <p>In accordance with the Guidelines for grant applicants (Gfa), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to the 2.1.4. Eligible actions: actions for which an application may be made of the GfA:</p> <p>(...)</p> <p><i>Types of activity</i></p> <p><i>Types of activity which may be financed under this call:</i></p> <ul style="list-style-type: none"> • <i>Designing and delivering social and child protection services that are in accordance with local social inclusion plans, quality standards, plans for deinstitutionalization and national priorities such as, but not limited to:</i> <ul style="list-style-type: none"> - <i>Support services for life in the community (daily stay, help in the house, supported housing, daily care centre, personal assistance, interpretation and translation into sign language and other support services in the community which aim at support the beneficiary to stay in the family or local community, or to prepare the beneficiary for independent living);</i> - <i>Counselling-therapy and social-educational services (counselling, therapy, mediation, SOS telephone and other services with the objective of overcoming situations of crisis and improving family relations);</i> - <i>Accommodation (accommodation as family placement - fostering, family placement, accommodation in an emergency reception unit – shelter and other types of accommodation);</i> <p>(...)</p> |
| Q20 | What type of the action is eligible in order to be financed by the grant? |
| A20 | <p>Please refer to the Section 2.1.4. Eligible actions: actions for which an application may be made of the GfA:</p> <p><i>Types of action</i></p> <ul style="list-style-type: none"> • <i>Actions aiming at provision of high quality social and child protection services that are in line with the needs of vulnerable population and national quality standards;</i> • <i>Actions supporting local social services providers in achieving professional and infrastructural preconditions for licensing process;</i> • <i>Actions supporting delivery of local social and child protection services that will prevent institutional placement or enable deinstitutionalization or</i> |

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| | <i>transformation of institutions³.</i> |
| Q21 | Is the cost of a co-applicant for the purchase of an industrial machine eligible? |
| A21 | <p>Please refer to the point 2.1.4. Eligible actions: actions for which an application may be made of the GfA:</p> <p><i>The purchase of equipment and adaptation works⁴ for the purpose of achieving the project objectives must not exceed 30% of total eligible costs of the project.</i></p> <p>Please also note that, in accordance with the Guidelines for grant applicants (Gfa), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> |
| Q22 | Are there criteria for ranking, i.e. does the municipalities from the I and II group have a priority? |
| A22 | <p>Please refer to the GfA <i>Section 1.2 Objectives of the programme and priority issues</i> where the priorities are defined and where it is stated, among others, as follows: <i>Priority will be given to the development of social and child protection services in the municipalities of second and third group of the level of development, according to the Rulebook on determining the list of development of local governments (Official Gazette of Montenegro, no. 82/16, http://www.sluzbenilist.me/pregled-dokumenta-2/?id={993D0052-ED55-4E5F-A0C1-A3E7983AB93B}).</i></p> <p>Additionally, please refer to <i>Section 2.3 Evaluation and selection of applications</i> stating that: (...) <i>*Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses development of social and child protection services in priority municipalities, as indicated in Section 1.2 (priority 1 of the programme) of these guidelines.</i></p> |
| Q23 | What is considered under the type of eligible action <i>Actions supporting local social services providers in achieving professional and infrastructural preconditions for licensing process?</i> |
| A23 | <p>Please refer to the Guidelines for grant applicants (GfA), <i>Section 2.1.4. Eligible actions: actions for which an application may be made</i> and the part defining the eligible <i>types of activities</i> stating as follows: (...) <ul style="list-style-type: none"> • <i>Preparation and implementation of interventions required for local social and child protection service to meet the needs of beneficiaries in local communities or needs of service providers to obtain licenses, including, and not limited to increasing capacities to deliver services to new beneficiaries, development of service delivery programmes and protocols, adaptation of the premises, procurement of equipment, etc.;</i> (...) </p> |

³ Institutions for placement of beneficiaries: the Children’s Home “Mladost“ in Bijela, PI “Komanski most”, homes for elderly (Bijelo Polje, Risan, Pljevlja) and Centre for Children and Youth „Ljubović“.

⁴ Defined as per the Law on Spatial Planning and Construction of Structures (Official Gazette No. 063/18)

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| Q24 | Is it recommendable to apply as a developed municipality? |
| A24 | Please refer to the answer A22. |
| Q25 | Does the co-financing of the project include the applicant's staff salary? |
| A25 | Please refer to the A2 and A13. |
| Q26 | Can the value of co-financing from the applicant's side be increased during the implementation? |
| A26 | <p>There is no such provision forbidding that the value of co-financing from the applicant's side can be increased during the implementation period.</p> <p>However, please refer to the article 9.2. of the General Conditions, defining contracting authority's contribution: (...) <i>The maximum grant referred to in Article 3.2 of the special conditions shall not be increased.</i></p> |
| Q27 | Does the contract change up to 25% of the total budget require approval by the Contracting Authority? |
| A27 | <p>Please refer to the point 9.4. of the General Conditions:</p> <p><i>Where the amendment to the budget and/or description of the action does not affect the basic purpose of the action (i.e. Overall Objective and/or Specific Objective), and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 25% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the coordinator may amend the budget and/or description of the action and inform the contracting authority accordingly, in writing and at the latest in the next report. This method may not be used to amend the headings for indirect costs, for the contingency reserve, for in-kind contributions or the amounts or rates of simplified cost options defined in the contract.</i></p> |
| Q28 | Is the pre-financing foreseen to be paid? |
| A28 | <p>In accordance with the <i>Article 15 of the General Conditions applicable to European Union-financed grant contracts for external actions</i>, the Contracting Authority must pay the grant to the Coordinator following one of the payment procedures below, as set out in Article 4 of the Special Conditions.</p> <p><u>Option 1: Actions with an implementation period of 12 months or less or grant of EUR 100 000 or less</u></p> <p>(i) an initial pre-financing payment of 80 % of the maximum amount referred to in Article 3.2 of the special conditions (excluding contingencies); (ii) the balance of the final amount of the grant.</p> <p><u>Option 2: Actions with an implementation period of more than 12 months and grant of more than EUR 100 000</u></p> <p>(i) an initial pre-financing payment of 100 % of the part of the estimated budget financed by the contracting authority for the first reporting period (excluding contingencies). The part of the budget financed by the contracting authority is calculated by applying the percentage set out in Article 3.2 of the special conditions; (ii) further pre-financing payments of 100 % of the part of the estimated budget financed by the contracting authority for the following reporting period (excluding not authorised contingencies): - the reporting period is intended as a twelve-month period unless otherwise provided for in the special conditions. When the remaining period to the end of the action is up</p> |

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| | <p>to 18 months, the reporting period shall cover it entirely;</p> <ul style="list-style-type: none"> - within 60 days following the end of the reporting period, the coordinator shall present an interim report or, if unable to do so, it shall inform the contracting authority of the reasons and provide a summary of progress of the action; - if at the end of the reporting period the part of the expenditure actually incurred which is financed by the contracting authority is less than 70 % of the previous payment (and 100 % of any previous payments), the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the previous pre-financing payment and the part of the expenditure actually incurred which is financed by the contracting authority; - the coordinator may submit a request for further pre-financing payment before the end of the reporting period, when the part of the expenditure actually incurred which is financed by the contracting authority is more than 70 % of the previous payment (and 100 % of any previous payments). In this case, the following reporting period starts anew from the end date of the period covered by this payment request; - in addition, for grants of more than EUR 5 000 000, a further pre-financing payment may be made only if the part financed by the contracting authority of the eligible costs approved is at least equal to the total amount of all the previous payments excluding the last one; - the total sum of pre-financing payments may not exceed 90 % of the amount referred to in Article 3.2 of the special conditions, excluding not authorised contingencies; <p>(iii) the balance of the final amount of the grant.</p> |
| Q29 | What is meant by the contribution of 70%? |
| A29 | <p>Please refer to the point 1.3. Financial allocation provided by the contracting authority of the GfA:</p> <p>(...)</p> <p><i>Size of grants</i></p> <p><i>Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:</i></p> <ul style="list-style-type: none"> • <i>minimum amount: € 60.000</i> • <i>maximum amount: € 200.000</i> <p><i>Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</i></p> <ul style="list-style-type: none"> • <i>Minimum percentage: 70 % of the total eligible costs of the action.</i> • <i>Maximum percentage: 95 % of the total eligible costs of the action (see also Section 2.1.5).</i> <p><i>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 general budget of the Union or the European Development Fund.</i></p> <p>Co-financing percentage/portion of the applicant, which can range from 5-30% depending on the percentage of co-financing chosen during the preparation of an application, must be financed from resources other than EU budget or European Development Fund.</p> |
| Q30 | What is considered under the supply of equipment? |
| A30 | <p>As per PRAG definition 4. <i>Supply contracts 4.1. Introduction Supply contracts cover the purchase, leasing, rental or hire purchase (with or without option to buy) of products.</i></p> |

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| | Furthermore, please refer to the A21. |
| Q31 | Is the construction/building of facilities eligible? |
| A31 | Please refer to the A21. |
| Q32 | Can one Municipality be co-applicant to the other Municipality? |
| A32 | <p>There is no such restriction under this Call for Proposals.</p> <p>In accordance with the Guidelines for grant applicants (GfA), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Also please refer to answer A4.</p> |
| Q33 | Is the maximum number of co-applicants and affiliated entities established? |
| A33 | Please refer to the A4. |
| Q34 | Can the NGO co-finance 5% from the funds that are provided from the government of Montenegro? |
| A34 | <p>Please refer to the point <i>1.3. Financial allocation provided by the contracting authority</i> of the GfA: <i>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 general budget of the Union or the European Development Fund⁵.</i></p> <p>Also, for more details please refer to the Law on NGOs (Official Gazette of Montenegro, No39/11 and 37/17) and the Regulation on the procedure and method for co-financing projects and programs of non-governmental organizations supported from the funds of the European Union ("Official Gazette of Montenegro", No.64 / 2018).</p> |
| Q35 | Are the costs for the work carried out by volunteers eligible costs? |
| A35 | <p>According to the section 2.1.5. Eligibility of costs: costs that can be included of GfA costs for the work carried out by volunteers are ineligible costs:</p> <p><u>„Contributions in kind</u></p> <p>Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs.</p> <p>As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).</p> <p>(...)</p> <p>However, contributions in kind may not be treated as co-financing in this Call for Proposal.”</p> <p>Additionally, please refer to the same GfA Section stating the types of ineligible costs:</p> |

⁵ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

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| | <p><u>“Ineligible costs</u></p> <p>The following costs are not eligible:</p> <p>(...)</p> <p>– in kind contributions;</p> <p>(...)”</p> |
| Q36 | Whether the PRAG procurement procedures or national legislation is to be used for secondary procurement? |
| A36 | <p>Please refer to the <i>Annex IV Procurement by grant beneficiaries in the context of European Union external actions</i> in the Application package:</p> <p><i>If the implementation of an action requires procurement by the beneficiary(ies), the contract must be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio) or, as appropriate, to the tender offering the lowest price. In doing so, the beneficiary(ies) shall avoid any conflict of interests and respect the following basic principles:</i></p> <p><i>Where the beneficiary does not launch an open tender procedure it shall justify the choice of tenderers that are invited to submit an offer.</i></p> <p><i>The beneficiary shall evaluate the offers received against objective criteria which enable measuring the quality of the offers and which take into account the price (the offer with the lowest price shall be awarded the highest score for the price criterion).</i></p> <p><i>The beneficiary shall keep sufficient and appropriate documentation with regard to the procedures applied and which justify the decision on the pre-selection of tenderers (where an open tender procedure is not used) and the award decision.</i></p> <p><i>With reference to Section 2.4 of PRAG, the beneficiary shall be responsible for the respect of EU restrictive measures in the award of contracts.</i></p> <p><i>The beneficiary may decide to apply the procurement procedures set forth in the practical guide. If these procedures are correctly followed the principles above will be deemed to be complied with.</i></p> |
| Q37 | Is the cost of use of the private vehicle acceptable? |
| A37 | <p>The Article 25 of the Rulebook on reimbursement of expenses of public employees defines that the private car can be used for official purposes where the amount is calculated with the formula: number of crossed KM*fuel price*25%.</p> <p>In additional, non-governmental organisations may use their internal procedures.</p> <p>Additionally, please refer to the Article 14 Eligible costs of the General Conditions.</p> |
| Q38 | Are the supply of equipment and works eligible cost and what is considered under the adaptation and reconstruction works? |
| A38 | Please refer to the A21. |

The questions and answers sent to the e-mail address cfcu@mif.gov.me:

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| Q39 | Is it possible, under this Call, when it comes to the adaptation work to invest in facilities that are not owned by the applicant of the project proposal, but the facility is allocated for usage to that applicant? |
| A39 | Please refer to the answer A21. |

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| Q40 | How the licensing system functions for the organizations providing social and child protection services, as well as for the professional staff (experts)? |
| A40 | <p>The Law on Social and Child Protection (OJ of Montenegro no. 27/2013, 1/2015, 42/2015, 47/2015, 56/2016, 66/2016, 1/2017, 31/2017, 42/2017 and 50/2017) stipulates that before starting with the provision of services, a service provider shall obtain operating licence in accordance with this Law. The mentioned licence is issued to a service provider who:</p> <p>a) is registered in the Register on social service providers;</p> <p>b) meets the standards for the provision of services for which the licence is requested and which relate to: location, facilities, equipment, number and type of professional staff and programme for provision of the service.</p> <p>Also, the professional workers at service provider must have an operating (work) licence. This licence is issued to a professional worker who: a) has the appropriate professional (education) qualification and has passed the professional/vocational exam in accordance with this Law; b) has a certificate proving that he/she has successfully completed an accredited training program.</p> |
| Q41 | Who is in charge for licensing of organizations and verifying of the quality assurance of services? |
| A41 | As per the Law on Social and Child Protection, the request for the issuance, renewal, suspension and revocation of operating licence, in the first instance is to be resolved by the competent state administration body, i.e the Ministry of Labour and Social Welfare. |
| Q42 | <p>Under the section 2.1.4 of the GfA “The actions for which the applications may be made”,</p> <p>Under “ineligible actions”, under “actions linked to political or religious activities” in relation to the perceived “link with religious activities”:</p> <p>1. Could you please elaborate what is considered „religious activities“ and the related definitions for the purpose of this Call?</p> |
| A42 | The activities which would engage planned or organized spreading of various religious or religious-related ideas, opinions, information, data in order to influence people's perceptions and behaviours are considered ineligible. |
| Q43 | <p>Under the section 2.1.4 of the GfA “The actions for which the applications may be made”,</p> <p>Under “ineligible actions”, under “actions linked to political or religious activities” in relation to the perceived “link with religious activities”:</p> <p>2. Could you please clarify if the mere reachout to target groups is conducted through and in cooperation with religious communities (identification of potential participants, vulnerable children, families of vulnerable groups that participate in religious community life identified as target groups, facilitation of activities in cooperation with religious communities) is considered a „link to religious activities“, if no activities in the context of question No.1 are conducted?</p> <p>a. Please consider this question in the following context: Often times, children in danger, in need of counseling and other means of social support are, together with their families involved in local religious community, seeking refuge and comfort, as the „safe space“ in otherwise socially exclusionary context.</p> |
| A43 | In accordance with the Guidelines for grant applicants (GfA), <i>Section 2.2.4. Further</i> |

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| | <p><i>information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>The applicant needs to ensure that the activities are closely aligned with the objectives and priorities of the Call for Proposals as defined in the Section 1.2., as well as with the eligible actions and eligible activities (Section 2.1.4).</p> <p>Additionally, please refer to the answer A19.</p> |
| Q44 | <p>(...) With this letter we propose to realize the idea of this Grant through making a video content, short film, commercial or social video that we would be able to present at variety of social institutions, film festivals, public places in different cities and internet platforms. Please, let us know if it is possible so that we could apply our project to this Grant.</p> |
| A44 | <p>In accordance with the Guidelines for grant applicants (GfA), Section 2.2.4. Further information about concept notes, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to the answers A14 and A20.</p> |
| Q45 | <p>Is it possible for Daily care centre for children with disabilities to apply and act individually in this call for proposals, or with the PI Daily Care Centre for children with disabilities „Tisa“ as they acted in partnership previously in other project?</p> |
| A45 | <p>In accordance with the Guidelines for grant applicants (GfA), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Also please refer to answers A4 and A14.</p> |
| Q46 | <p>Is it possible act in this call for proposals individually or in partnership?</p> |
| A46 | <p>Please refer to the answer A4.</p> |
| Q47 | <p>Is it possible to engage a licensed social worker through a service contract, taking into account that currently there is no unemployed licensed social workers registered at the Employment Agency of Montenegro?</p> |
| A47 | <p>Please refer to the answer A16.</p> |
| Q48 | <p>Is it eligible and applicable for applicant to increase its co-financing percentage/portion during the project implementation, if the need occurs?</p> |
| A48 | <p>Please refer to the answer A26.</p> |
| Q49 | <p>Is the lead applicant's annual financial turnover amount defined and is it a restrictive criteria in that sense?</p> |
| A49 | <p>Please refer to the answer A12.</p> |
| A50 | <p>Are the Montenegrin municipal Red Cross organizations eligible applicants under this CFP?</p> |
| A50 | <p>Please refer to the answer A14.</p> |