



Call for proposals in vocational education and training

**INNOVATIVE STRATEGIES AND APPROACHES TO IMPROVE EMPLOYMENT OPPORTUNITIES
FOR DISADVANTAGED AND VULNERABLE GROUPS THROUGH VOCATIONAL EDUCATION
AND TRAINING (VET)**

QUESTIONS AND ANSWERS to submit full application proposal

Updated version from 13 May 2019

Contracting authority: Enabel, the Belgian Development Agency



Question 1

Question:

In the full proposal template under section 4 the co-applicants, we are required to provide information on:

- **Category (refer to Section 3.2.1):**
- **Sector(s) (refer to Section 3.2.2):**
- **Target group(s) (refer to section 3.2.3):**

Answer:

Concerning '**Category**': Categories refer to the type of organisation your lead applicant belongs to. All categories are listed in section 2.1.1 of the guidelines. Two examples of a categories "for-profit institutions" or "public sector institutions and organisations".

Concerning '**Sectors**': We do not list sectors in the guidelines for applicants but refer to the "priorities" in section 1.2 for the priorities and themes. Please treat sectors as priorities.

Concerning '**target group**': The target group is defined in section 1.2 of the guidelines. Please insert the target group that you have chosen, in line with the target group described in section 1.2. of the guidelines.

Question 2

Question:

You mentioned referring to Point 3.2.2. from point 3 in section 2.2. (Principal Applicant's experience) with respect to the project area, but we find that the guideline document does not include either bullet 3 or sector information.

Answer:

Please be aware that there is no section 3.2.2 on 'sectors'. We do not list sectors in the guidelines for applicants but refer to the "priorities" in section 1.2 for the priorities and themes. Please treat sectors as 'priorities'. See also question number one.

Question 3

Question:

Do we submit the document with the concept note followed by the full proposal? If not, how do we deal with page numbering?

Answer:

Following section 2.2.6. of the guidelines, you need to submit the full application that is composed of this full application form (part B of Annex A), the budget (Annex B) and the logical framework (Annex C) *and the signed declaration of the lead applicant* being all part of the files you can download from our website. Part A of Annex A on the concept note is no longer requested.

Don't worry about the page numbering.

Question 4

Question:

Should annexes D and E be submitted with the full proposal, or at a later date in the process?

Answer:

Annexes D and E should not be submitted together with the full proposal. They will be asked at a later stage to the applicants who are selected for grant financing.

Question 5

Question:

In the concept note template, there was specific guidance on total maximum page count (5 pages), font type and size and page margins (*Arial 10 characters with 2 cm margins, single line spacing*). However, there is no mention of this for the full application. Does the same apply? Is there a total maximum page count, in addition to the advice provided on page numbers for each section?

Answer:

There are strict page limits listed in brackets behind every section starting from Part B. For example, 2.1.1 Description (**max 13 pages**). With regards to the font type, size and page margin, please follow the same format specified in the template under “instruction for drafting the concept note”: *Arial 10 characters with 2 cm margins, single line spacing*.

Question 6

Question:

Are the statutes or articles of associations for the lead application, co-applicants and affiliated entities needed to be submitted with the full application?

Answer:

Statutes or articles of associations for the lead application, co-applicants and affiliated entities need to be filled in through the ‘legal entity form’ in annex D, where you shall proof the statutes of your organisation, e.g. a local organisation must show that it is established under the national law of the country.

Question 7

Question:

Are we allowed to reformulate the results presented in the concept note and to create a hierarchy among them (outcomes, outputs) in the log frame of the main proposal? The overall content of the action will remain the same and so will the overall objective.

Answer:

Yes, you are allowed as long as you do not change the content of the action.

Question 8

Question:

“If we provide all the equipment for the vocational training, can the use of this be considered as in-kind own financing?”

Answer:

As specified in the Guidelines on p.14, “Contributions in kind” is defined as the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party.

So if you provide the equipment yourselves, this is not considered an in kind contribution. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs and we will not finance them.

Enabel as the contracting authority decided it may accept co-financing (not own financing) in kind, if considered necessary or appropriate. It is up to the Contracting Authority to assess the value of such contribution (case by case basis).

If co-financing in kind is proposed, it must be included in Annex B (worksheet 3) to the guidelines for applicants on the expected sources of funding for the action. The same amount must be indicated in the budget (worksheet 1).

Question 9

Question:

“Can you advise what source should be used for the EUR exchanges rates when converting from local currency costs? Is it from info euro? Or is there another source that we need to be using <http://ec.europa.eu/budg/inforeuro/index#!/converter>”

Answer:

Following the section on the rules for currency conversion that can be found in section 15.9 and 15.10 of ANNEX II General conditions applicable to European Union-financed grant contracts for external actions to the Grant agreement (published on our website).

Unless otherwise provided for in the special conditions of the contract to be drafted, costs incurred in other currencies than euro, shall be converted according to your usual accounting practices, provided they respect the following basic requirements mentioned under 15.10.

In the event of an exceptional exchange-rate fluctuation, Enabel, as the contracting authority, and the beneficiary shall consult each other with a view to amending the action in order to lessen the impact of such a fluctuation.

Currency exchange losses are generally not eligible, so in case you expect big fluctuations, we can only advice to hedge the risk.

Furthermore, under section 14.7. ANNEX II General conditions applicable to European Union-financed grant contracts for external actions to the Grant agreement: “A reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5 % of the direct eligible costs may be included in the budget for the action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the

ground. It can be used only with the prior written authorisation of the contracting authority, upon duly justified request by the coordinator.”

Question 10

Question:

Is annual inflation allowed in the budget and if yes are there specific sources or guidance for which rates must be used?

Answer:

The grant has a duration of only 2 years and so inflation should be moderate. However, in case of unforeseen high inflation, we might check whether the reserve for contingencies can be used – see section 14.7. of ANNEX II General conditions applicable to European Union-financed grant contracts for external actions to the Grant agreement: “A reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5 % of the direct eligible costs may be included in the budget for the action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the ground. It can be used only with the prior written authorisation of the contracting authority, upon duly justified request by the coordinator”. Please see also question 9.