



## 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

Updated version from 4 February 2019

**Contracting authority:** Enabel, the Belgian Development Agency



Visit [www.vettoolbox.eu](http://www.vettoolbox.eu) and download the documents of this Call for Proposals



## **New questions published during period of 25 January – 4 February 2019**

### **1. Is it possible to co-finance our project presented to the VET Toolbox with AFD funds??**

**Answer:**

The co-financing can come from AFD as long as AFD is not applicant, co-applicant or affiliated entity.

### **2. With regards to the budget, the 10% that the "lead" organization must cover. Is it possible to receive funds from other international organizations? Normally the 10% of 400,000 for an NGO is a lot of money. For example, can we receive financial support from the EU or other international organizations? GIZ, etc. it's up to them, can we help economically and financially?**

**Answer:**

Yes, this is possible. In section 1.3 of the guidelines, we specify that the co-financing may take the form of the beneficiary's own resources (self-financing), or/and financial contributions from third parties. It is to be noticed that the beneficiary must declare the co-financing provided in the final report. The beneficiary(ies) may at that point replace any planned contribution from its own resources by contributions financed from sources other than from the Contracting Authority.

### **3. The VET Toolbox covers 90% of the total amount of the project, therefore 10% has to be covered by the NGO. This 10% has to be divided into two when there is two applicants? 10% out of e 400 000 = 40 000 Euros this amount can be divided into the co-applicants? or it is just the lead applicant who has to cover this amount?**

**Answer:**

In the end we will only finance 90% of the eligible cost as declared by the auditors + 7% remuneration on top of that. We do not put any requirements on who provides the other 10% whether the lead applicant, the co-applicant or a third party.

### **4. The concept note can vary 20% of the total amount, which means around € 80 000. However, if during the second stage we realize that we need less money we will be rejected?**

**Answer:**

The budget you propose in the full application proposals during the second stage can only vary up to 20 per cent from the total budget you proposed in the concept note. For example, if you requested € 300.000 in the concept note, then at the stage of the full proposal you can



ask for max. € 360.000, being 20% more or for min. of €240.000, being 20% less than what you initially requested in your concept note.

**5. Do we need 10% of the total amount in our accounts to prove you that we can carried out the project?**

**Answer:**

No, at the end of the project our auditors will certify the amount of eligible costs. From the total eligible cost (+7% remuneration) we will only pay 90%. Since we already pre-financed a part, only the difference will be paid. For instance, even though you would get a grant of €400.000 but eligible costs were only € 420.000, then we will finance € 420.000 x 90% = €378.000 and not the full € 400.000.

**6. Volume of the activity and grant: Is our understanding correct that Enabel grants up to 90% = EUR 400 k of the eligible costs of the action, meaning that the overall action could have a volume of (up to) EUR 444 k, whereof (up to) EUR 44 k would have to be financed by other sources (co-financing by the applicant)?**

**Answer:**

Indeed, the 90% of Enabel equals max € 400.000. In case the total budget of your action is € 444.000 euro, we can finance max € 400.000 (provided all expenses of € 444.000 are eligible).

**7. Eligible direct costs: Would the costs specifically incurred for the action at the head office (and not at the local office where the Activity is implemented), e.g. for accounting and audit as well as monitoring and result measurement, be considered as eligible direct costs? And could these services (audit, accounting, MRM) therefore contribute to the co-financing, if offered for free by the applicant?**

**Answer:**

The global budget (max. € 444.000) consists of direct eligible costs, reserve and 7% remuneration. For the audit of the action, a specific budget line (5.3 expenditure verification/audit) is foreseen in 'Annex B Budget' and is clearly eligible.

Scenario I: If you were to hire an accountant or an M&E officer in the field, then their cost can be budgeted as an eligible cost under salaries. According to article 14.2 a) Annex II General Conditions: "the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding performance-based bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action."

In other words, the clearly proven link with the project determines whether it is eligible, even if the person is based at headquarters.



Scenario II: General staff at head office (for instance a main accountant), who is not mainly linked to the project, should be considered as overhead and is therefore an indirect cost (= maximum 7% the direct eligible costs of the action). From your total budget, including direct eligible costs and reserve and remuneration, Enabel will finance max. 90%.

If the remaining 10% is financed by you, then this is indeed your co financing.

**8. A letter expressing support for the said nomination should be added at the concept note stage. Do you have a specific model?**

**Answer:**

No, we have no template for a letter expressing its support for the application. Please add a formal standardized letter to the concept note.

**9. We plan to work on online-tools which integrate in our field activities. For that purpose, we work with a software-developer (freelancer) from Europe and a few developers in Nepal, which are hired by the lead applicant and supervised by that freelancer from Europe. I did understand that as a contractor we need to follow the procurement rules (so basically open teh call also for otehr software-developers and make this transparent). When we would take him in as co-applicant in opposite we could budget for his salary costs, correct? What else is the the difference if we keep him as a co-applicant or plan to work with him as an contractor? In particular is there any difference if he would be ready to contribute a certain share of his work as volunteer?**

**Answer:**

Indeed, if you outsource a job (buy services) you should follow procurement principles. In that case the software-developer can make a profit. Only if the software-developer is a legal person (see question 61), it can be considered as a co-applicant. However, they cannot raise a profit in that case (see question N°62). Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made. If the software developer would be the co-applicant, then the same costs as the ones for the applicant are eligible, also staff cost. His work as a volunteer can be considered as a contribution in kind. Please check chapter 2.1.5 of the guidelines and art. 14.10 of the General conditions under Annex G.

**10. Our main organization has been working as social business start-up in the last years. As we had to handle our money with a lot of care, we have limited the salaries of all staff (including founders) to around € 90. Everyone involved has been convinced by the mission and has been willing to contribute the difference between the € 90 and the actual market salary as a voluntarily contribution to the organization. Yet we have never shown that in our accounting. Similarly I and other experts from Europe have contributed our expertise for nominal amounts. While this has allowed us to achieve much impact with limited budget, this has also limited us in hiring new staff members.**



**In the Q&A of 11.1.-18.1. you write, that the reference for fees and tariffs is what has been paid in the past in our organization. While all actors included in the project will continue to contribute a share of their work voluntarily (and we plan to make use of the 50 % voluntarily expenses from that share) we still plan to increase the salaries of all stuff to a bit higher value as well as we might need to hire new staffs for the project, which we cannot hire for that nominal fee. Would you accept higher than historical salary levels if the historical salary / fee levels are clearly below the country standards?**

**Answer:**

As we launch this call under European procedures, we cannot deviate from the EU guidelines. Art 14.2 of the General Conditions (under Annex G) indeed specifies "Subject to Article 14.1 and, where relevant, to the provisions of Annex IV being respected, the following direct costs of the beneficiary(ies) shall be eligible: a) the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding performance-based bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action".

**11. One of the co-applicants would be a company registered under my name as a sole proprietor company in Austria, which would apply for the cost of operating an temporary office here to work on the software and dissemination results, but also for salary for the sole proprietor. The company has not had any recently accounted salary bookings as it has been on hold due to a maternity leave and before that I have been paid a salary directly from the lead applicant. So again here the same question applies: will you accept any salary / fees which are common in the market even though they are not backed up by historical levels.**

**Answer:**

Scenario I: the salary has been paid before the maternity leave (directly from the lead applicant). In that case you can start from this salary and apply eventually a rise as a consequence of rising living costs (only in case indexation of the salary is the habit in Austria and was done before - auditors will check on it).

Scenario II: Another option is to keep on paying the salary you got from the lead applicant as it was done before. We do not know why you want to separate these costs in a separate company but in case you prefer to work as an external consultant please be aware that as per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity (in the context of this call, profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made).



**12. If we would in our piloting establish a assessment center in a district headquarter with different tools and equipment, by the end of the project, paragraph 7.5 of the standard grant contract says, that this needs to be transferred to the beneficiaries. Yet the NEET which are now in employment, do not have a need for these tools, yet we as the lead applicant could continue to operate that assessment center. Would that be a possible interpretation of paragraph 7.5? Or alternatively could we create an NGO / new organization together with local partners and transfer the assessment center to them? do we need to decide that now or can that be decided during the implementation of the project?**

**Answer:**

This varies from case to case and would need to be checked on individual basis and in accordance with article 7.5 Annex II General conditions applicable to European Union-financed grant contracts for external actions under annex G.

**13. The part on in-kind contribution and staff costs is still not clear from me even from guidelines Chapter 2.1.5. Do I understand it correct that staff costs of the applicants that are performing work activities in the project can serve as in-kind contribution? On what cost price are the staff hours than calculated? Real costs? Gross salary. Can it work that if a staff member costs a 10 euro per hour (based on her/his salary) and that Enable funds 9 euro as its funding and the other 1 euro counts as in-kind contribution?**

**Answer:**

Other than Chapter 2.1.5 the guidelines (p.14) also refer to the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines). Please carefully read the General conditions. Art 14.2 a) gives a bit more detail on the eligible cost for staff: "the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding performance-based bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action". This means that the clearly proven link with the project determines whether it is eligible. The part of chapter 2.1.5 on contributions in kind refers to personnel costs for the work carried out by volunteers not staff costs.

Related to the 90% financing by Enabel, you should not see it per person/per cost but consider it as a whole. The global budget (see Annex B budget that can be used to estimate your budget) consists of direct eligible costs, reserve and 7% remuneration.

From your total budget, Enabel will finance max. 90%. If the remaining 10% is financed by you, then this is your co financing, not contribution in kind since it comes with a cost. Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. At the end of the project, the auditors will confirm the total eligible cost of your action. Enabel will only finance 90% of this total eligible cost + 7% remuneration on top.



## **New questions published during period of 18-25 January 2019**

**14. The submission of the concept note should not exceed 5 pages as stated. The cover page; is this included within the total 5 pages?**

**Answer:**

The cover page is not counted to the 5 pages of text. You can write up to 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing, and add an additional cover page. In other words, 5 pages of text plus 1 cover page.

**15. Should we delete part B, as well as all informative paragraphs, and only keep (i.e. fill in and print) the chapters/paragraphs where we have filled actual grant information?**

**Should we stick to the formatting?**

**Answer:**

Yes, you can delete part B but all other pages/parts should remain. Kindly print, sign and send the grant application form from the start including part A. Please stick to the correct format and only modify where requested.

**16. With regards to the concept note, I have question on the budget: do we fill out the 3 sheets in the budget file?**

**Answer:**

You do not need to fill in any of these three budget sheets at concept note stage. Please check the guidelines section 2.2.1: "In the concept note, lead applicants must only provide an estimate of the requested contracting authority contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase." The submission of Annex B (detailed budget) is only required in part B of the grant application form, being the part for the full proposal. However, we advise applicants for now to use Annex B already for internal purposes in order not to forget anything since the final requested contribution should not change by more than 20% compared to the amount requested at the concept note stage (for those who make it to the second round of the full application stage). Please be advised that the amount requested in the concept note shall not differ much from the amount you will propose in Annex B for the full proposal (i.e. for those who make it to the second round of the full application stage).



**17. Our company, ..., focuses among its activities on training ... . For this purpose (and not any other) we have constructed in 2018 two buildings - a training centre and accommodation with capacity of 16 people. The training ... is conducted on site ..., thus the importance of having facilities to support this activity.**

**Can you please clarify for me whether the cost of construction (labour and material) of these buildings can be accepted as co-finance contribution?**

**Answer:**

Please check section 2.1.5 of the guidelines. Concerning the eligibility of costs, the following costs are not eligible: Purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the beneficiaries and if there are no direct beneficiaries it must be realised in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action. Furthermore, 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). Art 14.1 (a) specifies that costs should be incurred during the implementation of the action. Consequently, the cost of construction (labour and material) of these buildings cannot be accepted as co-finance contribution. These costs are not eligible.

**18. We have some questions regarding the filing of the Concept Note. Should co-applicants be registered in PADOR?**

**Answer:**

No, co-applicants do not have to be registered in PADOR.

**19. For the filing of the complete proposal, must the signature of the mandate of our co-applicant be submitted in original version, or a simple scan suffices??**

**Answer:**

The original version is required. A copy is not enough.

**20. Are we allowed to use a portion of the Grant to pay for the Vocational training of underprivileged learners for programs which we do not offer? IE: training with a partner organization or coapplicant.**

**Answer:**

Actions concerned only or mainly with training programs, involving the pursuance of higher education leading to the award of an advanced diploma, graduate diploma, degree or post degree qualification; are not eligible. If the training constitutes only a minor part of the proposal, it is eligible.



**21. If we plan to place our learners at a workplace for experiential learning after their training, are we allowed to allocate them a stipend for traveling to the workplace?**

**Answer:**

We refer to article 14.2 of Annex G II General conditions under 'Eligible direct costs'. The following direct costs of the beneficiary(ies) shall be eligible: see (b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. Please be aware however that actions concerned only or mainly with individual scholarships for studies or training courses are not eligible.

**22. Are we allowed to use a portion of the Grant to give work place partners a small hosting fee?**

**Answer:**

As per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity. If the 'small hosting fee' is re-invested or used to cover expenses and therefore does not lead to any kind of profit, then this is acceptable.

**23. Would the Grant allow us to transport learners from rural areas to our training facility for the training component, before they can be placed at a workplace? Would the Grant Allow for us to pay Accommodation costs for learners who come from rural areas and need to work in the City or urban areas that are far from their homes?**

**Answer:**

Actions concerned only or mainly with transport and accommodation are not eligible. If transportation and accommodation costs constitute only a minor part of the proposal, then this is acceptable.

We refer to article 14.2 of Annex G II General conditions under 'Eligible direct costs'. The following direct costs of the beneficiary(ies) shall be eligible: (b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations.



**24. According to the guidelines p 14, if one of the applicants or one of the affiliated entities benefits from an EU-funded operating grant, he / she cannot include indirect costs on the costs that he / she proposed budget for the action ". Is it possible to co-finance our project presented to the Vettoolbox with EU funding (Europeaid FED)? Could you define the term operating grant?**

**Answer:**

Please check section 2.1.5. of the guidelines: If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action. An operating grant is a grant that has been awarded to your organisation by the contracting authority.

**25. Is it possible to present as co-applicant a vocational high school?**

**Answer:**

The co-applicant(s) can be a VET centre. If the 'vocational high school' leads to a vocational degree while preparing students for an occupational field, then you fulfil the eligibility. If your high school is an ordinary secondary high school, without a vocational track, then you are not eligible. Please read section 2.1.1 of the guidelines.

**26. Regarding deadline which is 15/02/2018, 12.00 Brussels time, shall the proposal be at Enabel on that date or does only the date of the postmark (of public or private postal services) count? What happens to a proposal sent by courier service arriving in Brussels on the 17th (for example) would be admitted?**

**Answer:**

As for the deadline to submit the concept note, it is evidenced by the date of dispatch or by the postmark or by the date of the deposit slip.

Regarding private courier service, hence hand-delivery, this must arrive before 12h00 Brussels time. Please read section 2.2.3 of the guidelines.

**27. My NGO will be the lead applicant, however in the place where work for TVET there is a big project of the European Union and the British Council. We would like to work closely with them in order to not duplicate activities, therefore they will be co-applicant. Is this possible? We have a big strategy to align all the efforts and to work together.**

**Answer:**

No, neither British Council nor EU entities can apply for this grant. Strategies can be certainly aligned with both the EU and British Council to avoid duplications of activities or actions.



**28. With regards to the concept note, is the first page classified as front and back of a single A4 page or 1 side of A4 is classified as 1 page?**

**Answer:**

One side of A4 is classified as one page as part of the concept note application.

**29. Monitoring and evaluation: are there any specific requirements from the EU with regards to M&E beyond an end term and possible mid-term evaluation ?**

**Answer:**

Please take a look at Annex C - logical framework and activity matrix (annex E3d). The Logical framework (logframe) matrix should evolve during the Action (i.e. the projects) lifetime. The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the general conditions). Yes, the M&E requirements will go six months beyond the end term and imply an evaluation in the beginning of the action through a 'maturity index', continues monitoring activities during the overall duration of the action and a final evaluation, i.e. a beneficiary survey handed to the beneficiaries 6 months after the completion of the action. Enabel will provide detailed instructions to those who have been awarded grant funding.

### **New questions published during period of 11 - 18 January 2019**

**30. We have noted that the purchase of equipment is excluded, however, the rental of equipment is it possible?**

**Answer:**

With regards to the purchase of equipment, the guidelines prohibit actions concerned only or mainly improvement of facilities, infrastructure and/or equipment. However, acquisition of necessary goods and equipment as well as the rental of equipment can be a part of your project management if the purchase of equipment is not the only or mainly action you propose. In some cases, this can be more cost-effective rather than renting equipment. Please read section 2.1.4 of the guidelines.

**31. The webinar referenced that no profit could be made on grant funds. Is it possible to collect a small, but symbolic fee from beneficiaries, which would then be re-invested back into the vocational training?**

**Answer:**

Indeed, as per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity. If the small and symbolic fee you would ask beneficiaries to pay is re-



invested or used to cover expenses and therefore does not lead to any kind of profit, then this is acceptable.

**32. What are the fees and tariffs that may be applied? The only indication that I could find was "the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding performance-based bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action". Could you perhaps clarify what is permitted?**

**Answer:**

The fees and tariffs to be applied shall be the same that your organisation would normally put in place. It is advised to use the common budgeting rules and practices of your organisation. Please note that during an audit, it can be checked whether salaries, fees and tariffs applied in the project are the same as applied within your organisation or your partner organisations. Fees and tariffs higher than the ones that you usually apply, will not be accepted.

**33. On the Eligibility check box (page 30 of the guidelines), criteria no. 15 reads; "The action will be implemented in [an] eligible [country(ies)] [region(s)] and in the minimum required number of eligible [countries] [regions]". Is there a minimum number of countries required for this application?**

**Answer:**

There is no minimum number of countries required for this application. The required number of eligible [countries] [regions] is only one. In other words, it is sufficient to apply for only one out of the 69 countries eligible countries listed in annex L.

**34. I would like more information on the types of activities mentioned on page 13 of the Appeal Guidelines. For type of activity 2, can you confirm that it is important to capitalize on the experiences and good practices established by type of activity 1? The type of activity 2 will be done in a second time during the implementation of the project? In addition, regarding type of activity 3, can you clarify to which audience will the awareness be directed? Is it the state authorities, the private sector companies, the communities or the target group, or are all these groups at the same time?**

**Answer:**

Indeed, activity type 2 is based on activity type 1 and follows consecutively.

Regarding type of activity 3, each organization can be addressed, the audience is not limited to one specific type.



**35. Can you confirm that this means that only this grant should not give rise to profits. Or will the organisation be expected to prove that it does not issue dividends to shareholders?**

**Answer:**

We confirm that this grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity. In the context of this call, profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made. However, your organisation can still be a for-profit company which may issue dividends to shareholders if the grant funding is not used for this purpose. Please read section 2.1.1 of the guidelines.

**36. You say training and development can be a component of our plan but on slide 21 in the webinar you say no capacity building programmes are eligible. In my country training is considered a capacity building training – please clarify?**

**Answer:**

Capacity building programmes shall not be the only or mainly action you offer. In other words, actions concerned only or mainly training programs, involving the pursuance of higher education leading to the award of an advanced diploma, graduate diploma, degree or post degree qualification are not eligible unless the action goes beyond the training programs and offers additional activities.

**37. Our organisation is also a grantee and provides funding to more than 300 legal NGOs across South Africa, can we apply as a lead applicant and list more than one co applicant, who will help us to perform the implementation of the programmes, optimally across the country. They will thus serve as an implementation partner – not receive funding from us/from the grant. Is this permitted?**

**Answer:**

Your organisation can apply as the lead applicant if you fulfil the requirements for lead applicants described in section 2.1.1. on eligibility of applicants (i.e. lead applicant and co-applicants) of the guidelines.

You can list more than one co-applicant. Although the lead applicant represents and acts on behalf of any other co-applicant and coordinates the design and implementation of the action, the co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.



**38. Some of our training and development programmes lead into a registered qualification with one of our partnering organisations (VET) – are we allowed to then pay the beneficiaries who have been through our programme’s tuition fee with a grant.**

**Answer:**

Yes, you can pay parts of the grant funding to beneficiaries if this is rather limited amount and not the only action you would offer in your project. Please read section 2.1.4 on eligible actions: actions for which an application may be made of the guidelines.

**39. We are applying as a consortium of 03 national and INGO. We don’t want to involve any Affiliated Entities or Associates as we don’t see its strong necessity for this call.**

**Answer:**

There is no obligation to involve any affiliated entity or associates.

**40. In the “Co-Applicant format Template” of Point number 4 in the last three row it is mention as below :**

Category (refer to Section 3.2.1)	We didn’t find the section 3.2.1 So wants to know- what does category meant here?
Sector(s) (refer to Section 3.2.2)	We didn’t find the section 3.2.2 So wants to know- what does Sector meant here?
Target Group(s) (refer to Section 3.2.3)	We didn’t find the section 3.2.3 So wants to know- what does target group meant here?

**Answer:**

Concerning ‘**Category**’: Categories refer to the type of organisation your lead applicant belongs to. All categories are listed ins section 2.1.1 of the guidelines. Two examples of a categories could be for instance (i) “for-profit institutions” or (ii) “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, and which shall be in line with the target group described in section 1.2. of the guidelines.



**41. Should we attach the Co-Applicant filled up format at the Concept Note Stage.**

**Answer:**

For the application form, please fill in Annex A Part A about the concept note; do not fill in Part B about the full application. Part B would be filled in at a later stage for those who have made it through the first round.

**New questions during the period 14 December 2018 to 11 January 2019**

**42. Question: Have you already registered project proposals for Senegal? Only one project is retained per country, we noted it. Considering your expertise on Senegal, which authorities or NGOs could they contact?**

**Answer:**

We ask to receive concept notes in a sealed envelope with the words 'Not to be opened before the opening session'. Therefore, we will not know which countries will send concept notes as we will not open any envelope before the opening session. Please read section 2.2.2 of the guidelines.

For the selection of authorities or NGOs, you are free to choose the authorities and NGOs as long as they fulfil the eligibility criteria of lead and co-applicant(s) listed in section 2.1.1 of the guidelines.

**43. Question: Please advise if this grant is applicable for South Africans as well?**

**Answer:**

All eligible countries are listed in annex L. South Africa belongs to the eligible countries. Please read section 2.1.1 of the guidelines.

**44. Question: Does proposed ideas and activities we sent you by email qualify for grant? If not, why and what needs to be addressed? I just want to make sure we are eligible - could you please help me confirm this?**

**Answer:**

To ensure equal treatment of applicants, we cannot give a prior opinion on the action or specific activities you listed and shared with us. Please read section 2.1.4 on types of activities.

**45. Question: I just want to make sure we are eligible [the requester added a list of activities] - could you please help me confirm this?**



**Answer:**

To ensure equal treatment of applicants, we cannot give a prior opinion on the eligibility of the action or specific activities you described and shared with us. Please read section 2.1.4 on types of activities.

**46. Question: Does both lead, and co-applicants necessarily have to have, at least some, common management team members? Or can both be independent entities which were pursuing their individual goals (in area of vocational training related), but tied up for a common cause of VET and apply together with an innovative solution can a co-applicant management team jointly represent along with lead applicant management team??**

**Answer:**

The lead applicant and the co-applicant(s) can be independent entities. We only accept concept notes with one lead applicant (submitting the concept note) and at least one or more co-applicants. Please look at this Q&A sheet, section 2.1, which you can find by scrolling down. In addition, please read the guideline section 2.1.1 on eligibility of applicants (i.e. lead applicant and co-applicant(s)).

**47. Question: Can the majority of the grant be used for innovative solution, even though that may primarily be an intellectual property of co-applicant but being used by lead applicant? Will the governance around the fund utilisation, be largely managed by lead applicant or can it be a joint team of lead and co-applicant?**

**Answer:**

Although the lead applicant is the entity submitting the application form and the governance around the fund utilisation is managed by the lead applicant, the co-applicant(s) forms an active part of this consortium and will also participate in designing and implementing the action. The costs co-applicant(s) incur are eligible in the same way as those incurred by the lead applicant. Please read section 2.1.1 of the guidelines.

**48. Question: Will there be any concerns if the innovative solution has a much larger impact on VET based solutions for a country as compared to the area of influence of lead applicant? For example, co-applicant's innovative solution may have VET based solutions for 1 vocational sector, but that same solution is being used by lead applicant in only one of the ten sectors in which lead applicant operates in. So, if the grant potentially enables a wider impact on VET based employment via innovative solution created by a co-applicant, the fact that lead applicant operates in a smaller VET area than co-applicant's solution, would not be a constraining factor for grant team to consider approving.**



**Answer:**

To ensure sustainability, potential multiplier and transferability effects of the action, we invite you to: (i) demonstrate that developed skills are aligned to real labour market needs and job opportunities in the labour market; (ii) have potential to be scaled up (the strategy and approach is replicable for/in other regional and/or thematic context thereby increasing the number of beneficiaries reached); and (iii) link, where possible, effectively to existing national governance structures, policies and budgets; and where possible, contribute to reform and change (to shift away from business as usual). In other words, a large impact on VET based solutions for a country is accepted as compared to the area of influence of lead applicant. Please read section 2.1.4 of the guidelines.

**49. Question: We have submitted our concept note via email.**

**Answer:**

This is not the correct procedure. The concept note together with its relating checklist and declaration by the lead applicant (to be found in Part A Sections 2 and 3 of the grant application form) must be submitted in one original and 2 copies in A4 size, each bound. An electronic version of the concept note must also be submitted. A USB stick 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.

Please consult chapter 2.2.3. of the guidelines 'Deadline for submission of concept notes'. You may also look at this Q&A sheet, section 2.2.1 to 2.2.4, which you can find by scrolling down.

**50. Question: The guidelines state that "The description of the country or countries in which the action takes place must be included in the project description", but also that "Applicants should note that a maximum of one national application will be awarded by country. " Is it possible to submit a multi-country project, or should we only propose a single-country project?**

**Answer:**

Yes, you can submit a so-called multi country scope proposal, if the countries involved are eligible and listed in annex L. Please note that the lead applicant may not submit more than 3 applications under this call for proposals. The lead applicant may not be awarded more than 2 grants under this call for proposals. Please read section 2.1.4 of the guidelines.



**51. Question:** We have a question regarding section 1.3.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals, in the "Instructions for drafting the concept note". In point ii. and iii. the document refers to subthemes and expected results specified in the "Guidelines for applicants". Unfortunately, we are unable to trace this information in the guidelines. Would you be so kind to clarify to us which subthemes and expected results you are referring to and/or where exactly we could find this information in the guidelines?

**Answer:**

We do not list *subthemes* or specific sectors in the guidelines for applicants but refer to the "Priorities" in section 1.2 for the priorities and themes. We do not list *expected results* in the guidelines for applicants but refer to expected types of actions and types of activities that may be financed under this call. Please read section 2.1.4 of the guidelines.

**52. Question:** With reference to Annex A "Grant Application Form" - are we allow to write the responses for the "Description of the action (max 2 pages) and the "Relevance of the action (max 3 pages) in the Grant Application Form or transfer the answers for both items in a Word Document exclusive from the Grant Application? Or simply put, should we respond to those two components including the "Summary of the action" in the Grant Application Form, but only send the portion which contains the Concept Note?

**Answer:**

You must submit your application in accordance with the concept note instructions in the grant application form, which is Annex A in the guidelines. The concept note together with its relating checklist and declaration shall be submitted by the lead applicant in one original and 2 copies in A4 size, each bound (please see Part A Sections 2 and 3 of the grant application form). In addition, an electronic version of the concept note must also be submitted. A USB stick 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. In other words, please do not use your own word document templates but follow the instructions above. For more information, please read section 2.2. of the guidelines on how to apply and the procedures to follow.



**53. Question: We are currently working on the concept note. The guidelines indicate that only the concept note should be sent initially. However, Appendix A contains many pages. For example, should pages 1 and 2 be completed and attached to Part A concept note? Or should it be strictly limited to Part A - concept note? Is it also necessary to send the checklist (page 7) - which is point 2 of part A?**

**Answer:**

For Annex A page 1 and 2 shall be completed indeed. Where you see < ... > and yellow highlighted text, please include the requested information. The phrases within [ ] should only be included if appropriate, while the paragraphs shaded in grey should only need to be amended in exceptional cases, dictated by the requirements of a particular call for proposal procedure. The concept note together with its relating checklist and declaration by the lead applicant (to be found in Part A Sections 2 and 3 of the grant application form) must be submitted in one original and 2 copies in A4 size, each bound. An electronic version of the concept note must also be submitted. A USB stick 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. Please consult chapter 2.2.3. of the guidelines 'Deadline for submission of concept notes'. You may also look at this Q&A sheet, section 2.2.1 to 2.2.4, which you can find by scrolling down.

**54. Question: The prospective timeline indicates that contracting for this award is expected for August 2019. Does this mean that the action is expected to start in September 2019, or perhaps later?**

**Answer:**

Yes, it is correct that the prospective timeline indicates that contracting for this award is expected for August 2019. This means indeed that the action is expected to start in September/October 2019. Please read section 2.5.2 on the indicative timetable in the guidelines.

**55. The call documents define 'innovative' as "developing and testing an approach, method, measure or strategy that has not been implemented yet for the specific beneficiaries of the action in this specific country." Does this mean that we can use an existing good practice for new beneficiaries in the same country?**

**Answer:**

Yes, this is possible. You can use an existing good practice, approach, method, measure or strategy that have not yet been used, nor implemented, for your specific beneficiary group.



**56. Our project design will focus on enabling disadvantaged and vulnerable groups in Thailand and other Southeast Asian Countries. Is that okay? And if so is there a limit in how many countries the impact of our measures can be in?**

**Answer:**

Yes, your project design can focus on enabling disadvantaged and vulnerable groups in VET. The notion of VET is necessary for the application. As for the limit of countries, please scroll down the page and look at questions relating to multi-country scope in section 1.2.

**57. In the grant application supporting documents I have seen the target audience number quoted as 250. Does that mean that concept proposals must target a minimum or maximum of 250 persons??**

**Answer:**

Yes, this is correct. You must ensure that at least 250 VET learners with a disadvantaged and/or vulnerable background benefit directly from the project, preferably more. Please read section 2.1.4 of the guidelines.

**58. Our Institute is a regional inter-governmental organization based in Thailand (which is part of the Annex L countries). We are a non-profit organization. Our council members are made up of representatives from Greater Mekong Countries : Cambodia, Lao PDR, Myanmar, Thailand, Vietnam and Yunnan Province in China. We would like to implement the VET project in Lao PDR with an EU organization as (co-applicant). Appreciate if you could let us know if our Institute is eligible as Lead Applicant for this call for proposal.**

**Answer:**

For being the lead applicant, your institute must not only proof to be a non-profit organisation but also it must proof to be a non-state organisation. In your case, it is an inter-governmental organisation, which is composed of public members from different countries and therefore not eligible to apply as lead applicant. If your organisation is a public-sector institution, which is not set up under international treaties, you can apply as co-applicant. Please read section 2.1.1 of the guidelines.



**59. At the moment we are planning to apply in the following combination: a non-state, non-profit, legal entity in Thailand as a lead applicant, and a global (non-state, non-profit, legal entity based in the Netherlands) as a co-applicant and a for-profit, legal entity in Germany as a second co-applicant. We are not sure if the first two should be two separate applicants (lead applicant and co-applicant)?**

**Answer:**

The non-state, non-profit, legal entity based in Thailand can apply as lead applicant and the two latter entities listed in your question can both apply as co-applicants. Please read section 2.1.1 of the guidelines.

**Question submitted before 14.12.2018**

**Questions on section 1.2 of the guidelines: objectives of the programme and priority issues**

**60. Question: In regard to working with the marginalized group especially women, can the fund allow trainings to facilitate self-esteem before embarking on proposed project.**

**Answer:**

Yes, trainings can be part of your proposal if they are not the only or the main purpose of the application. Please read section 1.2 and 2.1.1 of the guidelines.

The guidelines can be downloaded on our website [www.vettoolbox.eu](http://www.vettoolbox.eu).

**61. Are LGBTIQ organisations eligible??**

**Answer:**

If you can make the point that your organisations target a beneficiary group that faces unfavourable circumstances, especially with regards to employment opportunities, then your LGBTIQ organisation is eligible to apply. Please read section 1.2 of the guidelines.

**62. Does the program have to be a new program or could it be an existing program for which we are seeking funding to scale up the reach**

**Answer:**

We fund new and innovative inclusive initiatives and tools. The term 'innovative' is defined as developing and testing an approach, method, measure or strategy that has not been implemented yet for the specific beneficiaries of the action in this specific country. See



section 1.2 of the guidelines. You can propose creative and innovative measures whilst building on existing good practice where relevant. For the case that you wish to propose activities that have been already implemented in another existing program but, yet, your specific target group has not benefited from this action, then you are eligible.

**63. How do we define vulnerable groups, can it be used as per nat. govt definition?**

**Answer:**

No, the definition of vulnerable groups that is used for this call is stated in section 1.2 of the guidelines. A vulnerable group is defined as a group that is exposed to the risk of being in unfavourable circumstances, especially in terms of employment opportunities.

**64. If an Applicant has a VET approach which has never been tested anywhere, would you consider funding it under pilot phase?**

**Answer:**

We fund new and innovative inclusive initiatives and tools. The term 'innovative' is defined as developing and testing an approach, method, measure or strategy that has not been implemented yet for the specific beneficiaries of the action in this specific country. See section 1.2 of the guidelines. Types of activities which may be financed under this call are listed on page 12-13 of the guidelines.

**65. Can we submit a regional proposal that include two countries?**

**Answer:**

Yes, you can submit a so-called multi country scope proposal, as long as the countries involved are eligible and listed in annex L.

**66. Can the action take place in more than one annex L countries?**

**Answer:**

Yes, a multi country scope is possible, if the countries concerned are all listed in annex L.



**67. Many thanks for circulating the Call for Proposals on inclusion in VET. I have read the guidelines and have the following two questions: I missed the webinar held yesterday 11 Dec, would it be possible for you to send me a link if it was saved? Alternatively, would it be possible to have any relevant material used such as the presentation? We take note that only one application with a single country scope will be awarded per country, would it be possible for us to submit an application covering two countries?**

**Answer:**

The Webinar was recorded and is published on our website.

You can submit a so-called multi country scope proposal, as long as both countries are listed in annex L.

**68. In the beginning of the webinar, it was mentioned that they only accept one single country application? Would you please explain that again?**

**Answer:**

A single country application is an application of which the action takes place in only one country. Enabel awards a maximum of one single country application per country. This means that if more applications relate to the same country, only the best can get an award.

Therefore, we encourage you to seek cooperation with potential partners in the country where the action would take place. This way there will be less applications for your country and you increase your chances.

**69. Can the program involve underprivileged students from higher education institutions??**

**Answer:**

Funding is only for vocational education and training (VET) institutions.

**70. Must the activities in the proposal cover a whole country within your annex L: list of eligible countries (i.e. #52 Somalia)? Or is one region enough (i.e. Somaliland)?**

**Answer:**

One region within the country is sufficient.



### Questions on section 1.3 of the guidelines: financial allocation provided by the contracting authority

**71. May match funding from WFP (cash for training) be proposed by applicants? Will applications that include match funding from the World Food Program (WFP), in the form of cash for training, be accepted? As a maximum of 90% of requested funds will be provided by the EU under this request for applications, can applicants propose match funding from other funding sources, specifically WFP cash for training?**

**Answer:**

This is possible. 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 Enabel (see section 1.3 of the guidelines).

### Question on section 2.1 of the guidelines: eligibility criteria

**72. Question: We are a not-for-profit NGO who is registered in Australia. We want to be the lead applicant. Our co-applicants are registered as local NGOs in the country (Cambodia) where we will implement the action. We have not yet registered in Cambodia. Are we eligible to be the lead applicant?**

**Answer:**

The lead applicant must be established in a Member State of the European Union or in (i) countries mentioned in Annex L; or (ii) Iceland, Norway and Liechtenstein in accordance with the EEA Agreement or (iii) Switzerland in accordance with the bilateral agreements with the EU. In your case, lead applicant and co-applicant(s) would be eligible if you would both be registered and established in Cambodia. If you are not yet registered in Cambodia, you are not eligible. Please read section 2.1.1 of the guidelines.

**73. Could you give a bit more detail around the meaning of "properly established and registered" organisations as the only eligible lead applicants for this call? If an organisation is locally registered but it's HQ is outside of eligible countries, does that make it ineligible to apply? Thank you very much for your help.**

**Answer:**

To ensure national ownership and sustainability of the action, at least 1 applicant (lead applicant and/or co-applicant(s)) must be properly established and registered in the country in which the action takes place (i.e. country mentioned in Annex L).

Properly established and registered is determined based on the organisation's statutes. These statutes should demonstrate that the organisation has been established following the national laws of the country concerned and that its head office is in an eligible country. In



this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

**74. Can co-applicant be an individual?**

**Answer:**

No, the lead applicant and co-applicant cannot be individuals and must be registered and established actors and networks. Please read section 2.1.1 of the guidelines.

**75. Can the co applicant be a For Profit Institution?**

**Answer:**

Yes, in addition to the criteria of lead applicants, co-applicants are also eligible if they are for-profit institutions and organisations. In case of for-profit institutions and organisations and networks thereof at local, national, regional and international level: please be aware that as per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity (in the context of this call, profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made). Please read section 2.1.1 of the guidelines.

**76. Can a lead applicant be an EU based NGO and the co-applicant a local NGO affiliated to the EU one? And can the application be duplicated with the same lead applicant and another affiliate in another listed country?**

**Answer:**

Yes, the lead applicant can be an EU based NGO and the co-applicant can be a local NGO. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. Please read section 2.1.1 of the guidelines.

**77. We need more clarification for an organization member of an umbrella how it can be a co applicant?**

**Answer:**

Being a part of an umbrella organisation can still qualify you to set-up a consortium with a lead applicant. Please read section 2.1.1 of the guidelines, where this is specified.



**78. Can UK lead applicants apply, considering UK are leaving the EU in March 2019?**

**Answer:**

Being registered in the UK, please check the Brexit clause in section 2.1.1 of the guidelines.

**79. Hi, please could you share where you stand on UK organisation submitting as lead or co-applicant considering Brexit and in the case of a no deal**

**Answer:**

Being registered in the UK, please check the Brexit clause in section 2.1.1 of the guidelines.

**80. I am not sure if they said you CAN or CANNOT be an NGO as a main applicant?**

**Answer:**

The lead applicant can be an NGO, and co-applicant can also be a NGO. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Please read section 2.1.1 of the guidelines.

**81. Can the lead applicant be a VET centre. Can they be registered in the UK?**

**Answer:**

For being the lead applicant, the VET centre must proof its status of a non-state and non-profit making actor (this includes institutions such as non-governmental non-profit organisations, community-based organisations, private-sector non-profit agencies) and networks thereof at local, national, regional and international level. Please read section 2.1.1 of the guidelines and check the Brexit clause in the same section.

**82. Is it mandatory to have an EU partner in the consortia?**

**Answer:**

The lead-applicant and the co-applicant do not need to be established and registered in the European Union. Both applicants can be established and registered in a country mentioned in Annex L. Please read section 2.1.1 of the guidelines.

**83. The lead applicant has to be a legal entity in one of the annex L countries?**

**Answer:**

Either the lead applicant or the co-applicant(s) must be registered and established in one of the countries registered in annex L. Please read section 2.1.1 of the guidelines.



**84. Please confirm that UN agencies are not eligible to submit the proposals.**

**Answer:**

We herewith confirm that United Nations agencies that are set up under international agreements but also United Nations specialised agencies set up by such organisations, and other organisations that form part of such international organisations are not eligible to submit the proposals. Please read section 2.1.1 of the guidelines.

**85. Is a private vocational training centre eligible?**

**Answer:**

A private vocational training centre can only apply as lead applicant if you can prove to be a non-state and non-profit making actor (this includes institutions such as non-governmental non-profit organisations, community-based organisations, private-sector non-profit agencies) and networks thereof at local, national, regional and international level.

A private VET centre can apply as co-applicant, in as far as they respect section 6.3.10. of the guidelines: the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity (in the context of this call, profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made). Please read section 2.1.1 of the guidelines.

**86. We are wondering if our institution is eligible as a Lead Applicant. SERC is a Further and Higher Education College based in Northern Ireland, United Kingdom set up under The Further Education (Northern Ireland) Order 1997. We are a Non Departmental Public Body (NDPB) which means we have a role in implementing government policy although we are not a government department, operating at 'arms-length' from government ministers. We are a not for profit organisation and have charitable status. We are a VET Centre and deliver VET programmes in over 48 curriculum areas. The Guidelines stipulate that a Lead Applicant should be 'non-state and non-profit making actor'. Could you clarify if you determine that our College is eligible to be a Lead Applicant please?**

**Answer:**

Your institution is not eligible as lead applicant. Even though SERC is a Non-Departmental Public Body (NDPB), you are still a public body. Please read section 2.1.12 of the guidelines.

**87. Sir/Madam, I saw this project and told myself this is what we have been looking for and opportunity that can help young Cameroonians to be selfreliant but after reading through the project Guidline I decide to Inquire from Your esteemed office if applicants from Cameroon are welcome to apply?**



**Answer:**

Yes, Cameroon is an eligible country. Please see all eligible countries listed in annex L.

**88. My company is a private company (company documents attached). However, my proposal will be a non-profit generating proposal that complies with guidelines. Do I qualify as a lead applicant?**

**Answer:**

If your company is a private-sector non-profit agency, then you can be eligible as lead applicant. If your company is a profit-making agency, then you can only apply as co-applicant and you must verify as per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants). Please read section 2.1.1 of the guidelines.

**89. Can implementing partners such as British Council apply for this grant?**

**Answer:**

No, British Council is an implementing partner of the VET Toolbox and cannot apply for this grant. A consortium needs to be ensured with actors in the country where the project will be implemented. To ensure national ownership and sustainability of the action, at least 1 applicant (lead applicant and/or co-applicant(s)) must be properly established and registered in the country in which the action takes place (i.e. country mentioned in Annex L).

**90. Can US Based organizations apply for this call?**

**Answer:**

No, this is not possible. The lead applicant must be established in a Member State of the European Union or in (i) countries mentioned in Annex L; or (ii) Iceland, Norway and Liechtenstein in accordance with the EEA Agreement or (iii) Switzerland in accordance with the bilateral agreements with the EU.

**91. Can an organization organized around an association of universities be eligible?**

**Answer:**

The grant targets vocational education and training programmes not higher education programmes. Please read section 2.1.1 of the guidelines.



**92. I have one question around the eligibility requirement – “properly established and registered”. Would organisations that are locally registered in the country of operation, but have their overarching organisational HQ in the USA be eligible to apply for this call? We have country offices which have been established in their countries of operation for many years, are locally registered, but they work closely with staff in our USA and UK offices to deliver programmes on the ground.**

**Answer:**

Properly established and registered to be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.

If your organisation is locally registered and established in an eligible country and if it fulfils the above-mentioned clause, then your organisation is eligible as lead applicant (despite the fact that your headquarters is based in another country), even though your HQ is located in the US. Please read section 2.1.1 of the guidelines.

**93. Belgian NGOs are eligible as lead applicant or co-applicant but provided that the lead applicant or co-applicant is established in the country where the action is implemented.**

**Answer:**

Yes, the lead applicant can be a Belgium NGO and the co-applicant can also be a NGO. One of the applicants need to be established and registered in country where the action shall take place. Please read section 2.1.1 of the guidelines.

**94. Also those subsidized by the Directorate-General for Development Cooperation and Humanitarian Aid (DGD)**

**Answer:**

Yes, this is possible as long as you can prove criteria listed in section 2.1.1 of the guidelines.

**95. Why a training program leading to a university degree is not an eligible action?**

**Answer:**

The grant targets vocational education and training programmes not higher education programmes. Please read section 2.1.1 of the guidelines.



**96. What does it mean to be a legal person?**

**Answer:**

A legal person is any human or non-human entity, in other words, any human being, firm, or government agency that is recognized as having privileges and obligations, such as having the ability to enter into contracts, to sue, and to be sued. However, to be eligible for a grant, the lead applicant must be a legal person **and** a non-state **and** non-profit making actor (this includes institutions such as non-governmental non-profit organisations, community-based organisations, private-sector non-profit agencies) and networks thereof at local, national, regional and international level and be established in a Member State of the European Union or be established in countries mentioned in Annex L. Please read section 2.1.1 of the guidelines.

**97. I want to know if a not for profit private university in Ghana be a lead applicant or co applicant?**

**Answer:**

The grant targets vocational education and training programmes not higher education programmes. A university is therefore not eligible. Please read section 2.1.1 of the guidelines.

**98. do we need to have our co applicant an organization for belgium in Kenya**

**Answer:**

Your co-applicant is eligible to apply, if they are registered and established in Kenya and fulfil the criteria of section 2.1.1 of the guidelines.

**99. Can the lead applicant planning its actions in an African country be from a European country?**

**Answer:**

Yes, the lead-applicant can be registered and established in a European Member states. If this is the case, then your co-applicant must be established in the country where the action is implemented.

**100. An action may involve several countries ... but do we necessarily have co-applicants in these countries?**

**Answer:**

For each proposal you submit, a consortium of at least 1 lead applicant and one co-applicant(s) must be ensured.



**101.Should Lead applicant and co-applicant be legally tied up?**

**Answer:**

No, that is not necessary, but co-applicants must sign the mandate in Part B Section 4 of the grant application form.

**102.Can a Lead Applicant and a co-applicant in the country already have a Memorandum of Understanding?**

**Answer:**

Yes, this is possible.

**103.Can the lead applicant and co-applicant be from the same country? For example, Nigeria?**

**Answer:**

Yes, the lead applicant and co-applicant can be from the same (eligible) country. All eligible countries are listed in Annex L. Nigeria belongs to the eligible countries.

**Question on section 2.1.2 of the guidelines: affiliated entities**

**104.Affiliated entities: members of a network and a federation can be? not very clear.**

**Answer:**

Yes, members of a network or federation may be eligible as affiliated entities. Please read section 2.1.1 of the guidelines.

**Question on section 2.1.3 of the guidelines: associates and contractors**

**105.Can we work with "associates"? (sorry, I do not know the term in FR, in AN "association" do not match "affiliated entities")**

**Answer:**

Yes, you can work with Associates. Associates are defined as other organisations or individuals that may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — ‘Associates participating in the action’ — of the grant application form.



Note concerning public national or local authority(ies): the rationale for the choice of authority must be set out in the project description. When the public national or local authority is an associate, a letter expressing its support for the application must be added at concept note step.

### Question on section 2.1.4 of the guidelines: eligible actions and actions for which an application may be made

**106. Is collaboration between 5 countries, 5 co-applicants and 01 leader eligible?**

**Answer:**

You can submit a so-called multi country scope proposals, if all countries are eligible and listed in annex L. The lead applicant may not submit more than 3 applications under this call for proposals. The lead applicant may not be awarded more than 2 grants under this call for proposals. Please read section 2.1.4 of the guidelines.

**107. Can the same organisation apply for 3 proposals?**

**Answer:**

Please see section 2.1.4 of the guidelines: Number of applications and grants per applicants / affiliated entities.

The lead applicant may not submit more than 3 applications under this call for proposals.  
The lead applicant may not be awarded more than 2 grants under this call for proposals.  
The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.  
A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application under this call for proposals.

**108. Is the award granted based on completion of activities or in advance of activities?**

**Answer:**

The grant is based on the fulfilment of at least two out of four priorities that focuses on developing, testing and/or implementing innovative strategies and approaches, conducive towards improved (i) access; (ii) completion; (iii) transition and (iv) continuous learning at the workplace. Please section 1.2 and 2.1.4 of the guidelines.



**109.What is the maximum duration of the grant?**

**Answer:**

The initial planned duration of an action may not be lower than **eighteen (18) months** nor exceed **twenty-four (24) months**.

**Question on section 2.1.5 of the guidelines: eligibility of costs and costs that can be included**

**110.I have one question relating to the budget, Enabel funds max 90%, does it mean that the project requires costs share of 10% of the total costs? The share must be in cash or could be accepted in kind such as curriculum or labor or facilities?**

**Answer:**

The contracting authority may accept co-financing in kind, if considered necessary or appropriate. Please check the information related to 'Contributions in kind' under chapter 2.1.5 of the guidelines.

**111.The 10% total budget must be financed from external sources ... is it possible to include real estate and valued land**

**Answer:**

Please see the section on 'contributions in kind' in the guidelines 2.1.5. Enabel may accept co-financing in kind if it deems it necessary or appropriate. But, contributions involving real estate are always excluded from the calculation of the amount of co-financing.

**112.Hello where can I find the list of eligible costs? There are many doc Annexe G?**

**Answer:**

Indeed, there are several documents related to the Standard Contract Annex G. With regards to eligible costs, we refer to our guidelines chapter 2.1.5. "Eligibility of costs: costs that can be included". 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). The General conditions are Annex II of Annex G.



## Question on section 2.2.1 to 2.2.4 of the guidelines: concept note content, form and submission

**113.can you help us to send the proposal through email so as to reduce cost and deadline.**

**Answer:**

This is unfortunately not possible. We need to follow the EU regulations. These are designed to make the call transparent and equal to all participants. All received concept notes will be opened at the same moment during an opening session. For that reason, concept notes sent by e-mail or delivered to other addresses will be rejected.

**114.If we are sending by registered mail, would you consider any application which has not reached you before the deadline due to problems of the courier service provider?**

**Answer:**

Please consult chapter 2.2.3. of the guidelines 'Deadline for submission of concept notes'.  
"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. In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip, 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."

**115.What is the word limit for concept note? What should be the format of concept note?**

**Answer:**

Please use Annex A - Grant application form to apply for a grant. Annex A can be downloaded from our website [www.vettoolbox.eu](http://www.vettoolbox.eu).

The format is a word document. Part A of this application form gives further instructions for drafting the concept note, for instance the maximum number of pages.

**116.Question: With regards to the submission of the concept note, where and how can we send it? Is it necessary to do hand-delivery?**

**Answer:**

It is not necessary to hand deliver. Concept notes can also be submitted in a sealed envelope by registered mail or private courier service.

All information with regards to the submission of the concept note can be found in section 2.2.2 of the guidelines.



**117.The cost of sending the applications by hard copy could be high. Do you plan to reimburse the applicant for the same at actuals?**

**Answer:**

We acknowledge that the costs could be high. However, 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 – II of the Standard grant contract that can be downloaded on [www.vettoolbox.eu](http://www.vettoolbox.eu)). One of the provisions is that the costs are incurred during the implementation of the action. In other words, we cannot reimburse costs incurred before the grant contract was signed.

**118.Should we send the USB stick in the same envelope the paper proposal**

**Answer:**

The paper copies and the USB stick should be send in the same sealed envelope. Please see section 2.2.2 of the guidelines.

**119.Do you have a criteria on which VET sector trades training should the concept notes focus on (example ICT, construction, etc).**

**Answer:**

We do not have any criteria or recommendations relating to which trainings are best suitable for the concept note.

**Question on section 2.3 of the guidelines on evaluation and selection of applications**

**120.Will there be a preference for *Least Developed Countries*?**

**Answer:**

All applications from eligible countries (in annex L), will be treated equally. Please read section 2.3. on evaluation and selection of applications for more information.

**Question on section 2.5.2. of the guidelines on indicative timetable**

**121.Why was there 26th Jan 2019 and Feb 15th, 2019 as two deadlines? Please clarify**

**Answer:**

Please check the indicative timeline in section 2.5 of the guidelines. Questions may be sent by e-mail **no later than 25 January 2019**. Questions received after this date will not be



answered anymore. **15<sup>th</sup> February 2019 is the deadline for the submission of the concept notes** itself.

### General questions

**122.Question: Is there a possibility to receive an offer for employment through this call for proposals?**

**Answer:**

The VET Toolbox does not offer any employment directly. Eligible applicants could be funded through a grant for the implementation of relevant actions and activities. For more information on the eligibility of applicants, please read section 2.1.1 of the guidelines.

**123.Please tell me what you need where it says ' Lot" on the application form?**

**Answer:**

When LOT is mentioned, we indicated 'Not applicable'. There are no lots in this call for proposals.

**124.Hi, I am confused with the timing/time zones. Has the webinar started already? Or if not, what time will it start?**

**Answer:**

The timing of the webinar and the timings indicated in the indicative timeline are indicated as 'Brussels time'. If you missed the webinar, you can view the recorded version on our website: [www.vettoolbox.eu](http://www.vettoolbox.eu).

**125.Also, for the title of the action, would that be what we name our project? Or is it a specific title that you want?**

**Answer:**

The title of the action shall be the same as indicated on the front page of the guidelines: Call for proposals on inclusion in vocational education and training (VET).

**126.Can you circulate your presentation?**

**Answer:**

All information of this grant is listed on our website where you can find animation videos, the recorded webinar session (including the power point presentation + explanation of the power point included) and the grant application form.



**127.How do we account for the exchange rate fluctuations?**

**Answer:**

We follow the EU guidelines for grants. Under these guidelines exchange rate fluctuations are not eligible. This means that, in case you expect considerable exchange rate fluctuations, we advise you to hedge the exchange risk.

**128.Will this webinar be available online?**

**Answer:**

The webinar is published on [www.vettoolbox.eu](http://www.vettoolbox.eu)