



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

Version of 11 January 2019

Contracting authority: Enabel, the Belgian Development Agency



Visit www.vettoolbox.eu and download the documents of this Call for Proposals



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

1. 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.

2. 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.

3. 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.

4. 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.



5. 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)).

6. 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.

7. 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.

8. 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.

9. 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.



10. 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.

11. 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.



12. 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.

13. 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.

14. 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.



15. 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.

16. 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.

17. 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.



18. 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

19. 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.

20. 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.

21. 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.

22. 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.



23. 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.

24. 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.

25. 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.

26. 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.



27. 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.

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

Answer:

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

29. 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](#)

30. 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

31. 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.

32. 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.

33. 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.



34. 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.

35. 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.

36. 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.

37. 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.

38. 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.



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

Answer:

The lead applicant can be a 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.

40. 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.

41. 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.

42. 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.

43. 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.



44. 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.

45. 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.

46. 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.



47. 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.

48. 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).

49. 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.

50. 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.



51. 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.

52. 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.

53. 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.

54. 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.



55. 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.

56. 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.

57. 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.

58. 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.

59. 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.



60. 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.

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

Answer:

Yes, this is possible.

62. 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](#)

63. 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](#)

64. 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](#)

65. 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.

66. 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.

67. 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.

68. 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

69. 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.

70. 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.

71. 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

72. 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.



73. 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."

74. 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.

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.

75. 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.

76. 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). 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.



77. 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.

78. 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](#)

79. 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](#)

80. 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. **15th February 2019 is the deadline for the submission of the concept notes** itself.

[General questions](#)

81. 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.



82. 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.

83. 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.

84. 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).

85. 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.

86. 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.

87. Will this webinar be available online?

Answer:

The webinar is published on www.vettoolbox.eu