

Support to sustainable community – based social services and inclusion policies at the local level

Contracting authority: Standing Conference of Towns and Municipalities (SCTM)

Belgrade, 20th February 2024

CONTRACTING AUTHORITY'S CLARIFICATIONS no. 1

Call for proposals: Support to sustainable community-based social services and inclusion policies at the local level

Reference: 17/1

No.	Question	Answer
1.	Which procurement procedure should be applied for carrying out purchases in the course of implementation of projects within this grant scheme: the PRAG procedure or the national Law on Public Procurement?	<p>Procurement rules defined in Annex IV of the Grant Contract – Procurement by grant Beneficiaries in the context of European Union external actions must be followed when procuring goods, services and works. This Annex is likewise published as "Annex IV - award procedures" together with Guidelines for Grant Applicants for the present Call in the folder "Documents for information".</p> <p>For grant applicants which are awarded grants in the scope of this Call upon the completion of selection process, project implementation workshops will be organized where the procedures for awarding contracts within EU funded projects will be presented.</p>
2.	Having in mind that national legislation allows additional engagement of employees in public administration to the extent of 30% of the additional working time and consequently the 30% of additional remuneration, would this additional payment be eligible as the expenditure for financing from the grant?	<p>All costs related to the implementation of the Action must adhere to the rules outlined in Article 2.1.5 of the Guidelines for Grant Applicants and Article 14 of Annex II General Conditions (Annex G of the Guidelines).</p> <p>According to these articles, salary costs of personnel from national administrations may be eligible if they pertain to activities that the relevant public authority would not undertake if the action were not initiated.</p>



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		<p>Additionally, these costs must comply with the requirements of applicable tax and social legislation.</p> <p>The cost of staff assigned to the action may be considered eligible if they reflect actual gross salaries, inclusive of social security charges and other remuneration-related costs (excluding bonuses). Furthermore, these costs should not exceed those typically borne by the beneficiary(ies) unless it is demonstrated that exceeding this limit is essential for carrying out the action.</p>
3.	Is it possible to apply with a project that affirms the local culture of Roma?	<p>For the eligibility of actions, please see section 2.1.4. Eligible actions: actions for which an application may be made (pages from 10 to 15) of the Guidelines for Grant Applicants.</p> <p>These stipulate which Types of actions are eligible.</p> <p>In particular, for Lot 2 it states that, among other, following is eligible: “Promotion and affirmation of Roma culture and the cultural heritage of the Roma national minority.”</p> <p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.” (section 2.2.4. Guidelines for Grant Applicants)</p>
4.	We are interested in introducing the social protection services home care and child personal attendant at the Centre for Social Work at the local level. Is it possible to include in the project scope the development of the Elaboration of the Centre for Social Work for the licensing of these two services at the line Ministry, and to plan the procurement of two off-road vehicles, in order to carry out the service to the end and reach the beneficiaries themselves?	<p>For the eligibility of actions as well as the limitations of the eligible costs, please see section 2.1.4. Eligible actions: actions for which an application may be made (pages from 10 to 15) of the Guidelines for Grant Applicants.</p> <p>Please also have in mind that all legal regulations defined under the respective laws and by-laws of the Republic of Serbia related to the targeted sectors have to be respected during the project preparation and implementation.</p> <p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants,</p>



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		affiliated entity(ies), an action or specific activities.” (section 2.2.4. Guidelines for Grant Applicants)
5.	I am interested in whether the grant funds might be used to start a business through the purchase of work machines?	For the eligibility of actions , please see section 2.1.4. Eligible actions: actions for which an application may be made (pages from 10 to 15) of the Guidelines for Grant Applicants.
6.	Can grant be used for solving the housing issue by building a house?	These stipulate which Types of actions are eligible. “To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.” (section 2.2.4. Guidelines for Grant Applicants)
7.	Is it allowed for the same LSG unit to apply for both LOT 1 and LOT 2?	In regard to the number of project proposals allowed to be submitted under the present CfP, please see the section 2.1.4. Eligible actions: actions for which an application may be made, in particular page 14, <u>Number of applications and grants per applicants / affiliated entities</u> which states: “The lead applicant may not submit more than 1 (one) application per lot under this call for proposals. The lead applicant may not be awarded more than 1 (one) grant per lot under this call for proposals. The lead applicant may not be a co-applicant or an affiliated entity in another application of the same lot at the same time. A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 (one) application per lot under this call for proposals. A co-applicant/affiliated entity may not be awarded more than 1 (one) grant per lot under this call for proposals.”
8.	Is it possible to be an applicant on one project and a co-applicant in another?	For the number of project proposals allowed to be submitted under the present Call for Proposals, please see the section 2.1.4. Eligible actions:



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		<p>actions for which an application may be made, subsection <u>Number of applications and grants per applicants/affiliated entities</u> of the Guidelines for Grant Applicants:</p> <p>“The lead applicant may not be a co-applicant or an affiliated entity in another application of the same lot at the same time.” (page 15)</p>
9.	Are there limitations of the total eligible costs to public procurement for some kind of social protection services?	<p>For the limitations of the eligible costs, please see section 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for Grant Applicants.</p> <p>On the page 12 is stipulate which types of action are ineligible limitations of the total eligible costs:</p> <p>“For Lot 1, for the purpose of local protection service(s) provision to be financed under the action/project: (i) costs of tools, furniture and equipment (including necessary IT equipment) in total amount of max. 30% of the total eligible costs; (ii) cost of specialized vehicle in total amount of max. 50% of the total eligible costs; (iii) cost of passenger vehicle in the total amount of max. 25% of the total eligible costs; and (iv) costs of small-scale works in total amount max. 30% of the total eligible costs.</p> <p>For Lot 2, (i) costs of tools, furniture, and equipment (including necessary IT equipment) for the project purposes in total amount of max. 30% of the total eligible costs; (ii) costs of small-scale works of the local cultural institutions’ or other LSGs property in total amount of max. 30% of the total eligible costs.”</p>
10.	Can the salaries of employees in LSGs units be co-financing of the project?	<p>For the eligibility of the costs, please see section 2.1.5. Eligibility of costs: costs that can be included (pages from 12 to 14) of the Guidelines for Applicants and related to that, the Article 14 – Eligible costs of the Annex GII – General Conditions to this Guidelines for Grant Applicants. These stipulate under which terms the direct costs</p>



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		<p>pertaining, inter alia, to the staff assigned to the action and/or to service contracts, etc. are eligible.</p> <p>In particular, the Art 14.1 of the General Conditions states:</p> <p>a) "the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; 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"</p> <p>When it comes to the eligibility of the salary costs as presented in the Guidelines for Grant Applicants (page 16), the following is stated: "Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken."</p>
11.	Which bank account shall be used for project funds, foreign currency or RSD?	<p>For the rules for currency conversion please see Article 15.9 of Annex II: The contracting authority shall make payments to the coordinator to the bank account referred to in the financial identification form in Annex V, which allows the identification of the funds paid by the Contracting Authority. The Contracting Authority shall make payments in the currency set in the draft Special conditions to the Grant Contract (folder Documents for information) which is EUR.</p>
12.	Are projects exempt from VAT?	<p>VAT is not eligible cost, and in accordance with this, projects should be exempt from VAT.</p> <p>Please see the section 2.1.5. Eligibility of costs, sub-section Ineligible costs (page 17) of the Guidelines for Grant Applicants.</p>
13.	Does the level of development of the municipality affect a better assessment of the project?	<p>For information about evaluation steps and criteria please see the sections Step 1: opening & administrative checks and concept note evaluation and Step 2: opening & administrative checks and</p>



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		evaluation of the full application (pages 25 to 29) of the Guidelines for Grant Applicants.
14.	Since our LSG is financed from a program with a similar name, please confirm whether we are an eligible applicant for this Call for proposals. -	<p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.” (section 2.2.4. Guidelines for Grant Applicants).</p> <p>Please see the Guidelines for Grant Applicants, section 2.1.4. Eligible actions, sub-section The following types of action are ineligible, which, among others, states: “actions covered and financed by other EU funded programmes.” (page 12)</p> <p>As well as section 2.1.5. Eligibility of costs, sub-section Ineligible costs which, among others, states: “costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant.” (page 17)</p>
15.	Can an organization that is registered as a private institution, but not profitable, be a partner in the project?	<p>For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants (pages from 6 to 8) and section 2.1.2. Affiliated entities (pages 9 and 10) of the Guidelines for Grant Applicants.</p> <p>These stipulate which criteria applicants must satisfy to be eligible for participation in the grant project.</p> <p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.” (section 2.2.4. Guidelines for Grant Applicants)</p> <p>Please see instruction on minimum and maximum percentages of the grant in comparison with the total eligible costs of the project under the section 1.3 Financial allocation provided by the</p>
16.	Is it allowed for individuals and/or informal groups to apply under this Call for proposals?	
17.	I am a young entrepreneur; I have been running a maintenance and cleaning agency for a year. Do I have the right to apply for funds for Roma or young beginners and how to apply?	
18.	Is 10% only limit related to financial co-financing or there is additional space for calculation?	



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		<p>Contracting Authority of the Guidelines for Grant Applicants (pages 5 and 6):</p> <p>“Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 60% of the total eligible costs of the action. • Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.4.). “
19.	In the situation when a period of 10-12 months foreseen is not enough for the achievement of all indicators envisaged under the planned specific social protection service, is it recommendable to the LSG to anticipate support for the service after the project end?	<p>This issue is related to the sustainability of the project. For information about evaluation of sustainability of the project achievements and otherwise please see the section Step 2: Opening & administrative checks and evaluation of the full application (pages 28 and 29), Guidelines for Grant Applicants.</p> <p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities. (section 2.2.4. Guidelines for Grant Applicants).</p>
20.	On the link that took me to your site, I did not find the link to download the documents for Call for proposals so I would like to ask for additional instructions.	<p>All documents of the Call for proposals - Guidelines for grant applicants, Documents for information and Documents to be completed are attached and can be downloaded from the link on the bottom of the following page: http://www.skgo.org/konkursi/detaljno/364/javni-poziv-za-podnosenje-predloga-projekata-u-oblasti-socijalne-zastite-i-inkluzije-roma-referenca-171</p>
21.	Do completed documents and forms have to be sent exclusively by regular mail to the stated postal address or is there an online format for applying?	<p>There is no on-line means for applying under this Call for proposals. For the way of submitting your project proposal please see the Guidelines for grant applicants, section 2.2.2 Where and how to send concept notes (page 19): “Concept notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery”.</p>



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<p>22.</p>	<p>We are a human rights organization with a long cooperation with the Roma community. We have a project that would ensure the inclusion of the Roma community for a longer period. We would apply for the Social inclusion of Roma. Please explain what a mandatory co-applicant means.</p>	<p>The obligatory co-applicants are eligibility criteria defined under the section 2.1.1. Eligibility of applicants (pages from 6 to 8), sub-section Co-applicants of the Guidelines for Grant Applicants where is stated:</p> <p>“In specific for Lot 2 the applicant must act with at least one obligatory co-applicant:</p> <ul style="list-style-type: none"> • be a legal person and • be non-profit-making and • be a civil society organisation operating on the territory covered by the action and in the sectors relevant for this Lot, established in the Republic of Serbia, minimum two years before the launch of the Call.” <p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities. (section 2.2.4. Guidelines for Grant Applicants).</p>
<p>23.</p>	<p>If the LSG has received the comprehensive support for Roma inclusion under your Program, is it allowed to apply for Lot 2 under this grant scheme?</p>	<p>For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants:</p> <p>“for Lot 2, be a local authority – municipality or town/city or city municipality, and</p> <p>be established in the Republic of Serbia,</p> <p>and</p> <p>be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.” (page 6)</p> <p>Please see Note on the page 13, under the section 2.1.4. Eligible actions sub-section Types of activity of the Guidelines for Grant Applicants:</p> <p>“For the 10 local governments supported through the comprehensive support for planning and</p>



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		<p>implementing local measures for the inclusion of Roma within this Programme, activities foreseen to be implemented within the comprehensive support are not eligible for Lot 2.”</p> <p>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities. (section 2.2.4. Guidelines for Grant Applicants).</p>
24.	Should the Statute and articles of applicants be submitted in Serbian or English?	<p>Official documents issued in the Republic of Serbia are to be submitted in Serbian.</p> <p>Please see the Guidelines for Grant Applicants, section 2.2.5 Full application: “Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into the language of the Call for proposals of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.”</p>
25.	How will the co-financing funds be verified in the concept note phase, given that the assemblies are yet to be constituted and budgets will prepare later?	<p>In the concept note phase, proof of co-financing is not required, but only the planned percentage of co-financing.</p>
26.	Does our organization have to be subscribed and registered on the ECAS platform in order to apply, so it is necessary to require a special approach to PADOR. The PADOR offline form on the site cannot be fulfilled, please advise should we approach it by registering on the PADOR platform?	<p>Registration in the PADOR system is not applicable under this Call for proposal so any other actions on this platform should not be undertaken. However, if you already have Europe Aid ID number, please insert it into application form.</p> <p>For fulfilment of the PADOR registration form, which is supporting document under the step 2, submission of the full application for the project</p>



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		<p>proposal. This document can be found within the folder Documents to be completed, available on the following link: http://www.skgo.org/konkursi/detaljno/364/javni-poziv-za-podnosenje-predloga-projekata-u-oblasti-socijalne-zastite-i-inkluzije-roma-referenca-171</p>
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