



Combined Questions & Answers

for the Public Call for Proposals for non-profit organisations

"Recraft the Past: Build Up the Future 3"

(CFP 05-2024)

This document serves as a record of clarifications provided to interested parties related to the Public Call for Proposals for Non Profit Organisations "Recraft the Past: Build Up the Future 3" (CFP 05-2024) in response to their enquiries received within the set deadline for submission of enquiries. Questions were received through different channels defined in the Guidelines of this Call, including verbally during EU4Culture information sessions related to the Call, through written emails, and also during meetings and through phone calls. The answers to received questions are summarised in this document.

Q: What is the allowed budget percentage for HR costs and Admin costs in this Call?

A: All budget thresholds are noted in **Section 2.5.2 "Budget Thresholds" of the Call for Proposal.** "Overall staff costs dedicated to the project team (as described and included under the budget header - Personnel) should not exceed 25% of the total budget". Operational costs (such as daily costs of fuel and transport, landline/mobile telephone, electricity, water bills, etc) are not eligible costs as per **Section 2.5.3 "Ineligible Costs", of the Call for Proposal.**

Q: Could you please specify the allowed percentage for each budget headline in this Call?

A: Budget headlines that have thresholds are noted in **Section 2.5.2 "Budget Thresholds" of the Call for Proposal.**

Q: What are the priorities for actions in each area, in this Call?

A: This Call for Proposal has two main and six cross-cutting themes for all targeted areas. The themes are described in **Section 1.4. "Scope of the Grant/Funding" of the Call for Proposal.**

Q: What are the main criteria that you are looking for in a successful proposal?

A: The criteria to be used for the evaluation of the proposals are noted in **Section 3.2. "Technical Evaluation" and 3.3. "Financial Evaluation" of the Call for Proposal.**

Q: Are there any resources or support services available to assist organizations in preparing their proposals for this Call?





A: This Call for Proposals offers the possibility of supporting the potential applicants through two in-person information sessions and written answers to requests for clarifications.

Q: Will there be any information sessions or workshops to provide guidance on the application process?

A: This Call for Proposals offers the possibility for two in-person information sessions as noted in **Section 1.18. “Important Dates and Deadlines”** of the Call for Proposal document.

Q: Is Annex A supposed to be submitted in PDF or in other formats as it has some places where signatures are required?

A: As noted in the Call for Proposal Guideline, Annex A should be submitted both in Word and PDF version. The latter should be signed and sealed in the respective sections indicated within the template.

Q: Are the reference letters supposed to be from donors that have financed previous projects in areas related to this call for proposal?

A: References should be issued from funding sources which financed projects implemented by the applicant within the past 5 years. Provision of reference letters indicating a field of activity related to this Call may increase the chances for the proposal to receive higher scores during the evaluation process. However, indication of a relevant field of activity in the reference letter is not a mandatory eligibility requirement.

Q: We are an organization that has withdrawn from a previous project. Are we eligible to apply in this Call?

A: It is not clear whether the withdrawal was from a previous UNOPS *Recraft the Past, Build up the Future* Call or from another non-UNOPS or UNOPS non-related Call, and whether it occurred before the award or during implementation. If the termination was not forced by UNOPS, or another UN agency, or any other entity for reasons directly related to fraud or PSEA investigations, the organization is still eligible to apply to this specific *Recraft the Past, Build up the Future 3* Call.

Q: In case the proposal will have artisans included, can the organization forecast in the project budget artisans with employment contracts that include costs such as social security charges and related expenses?





A: If the project proposal would engage artisans as fixed-term full or part-time employees in compliance with the national labour legislation, the organisation will have to use the budget header “Personnel”. In doing so, the applicant will have to clearly demonstrate the need for such engagement for the full or a significant part of the duration of the project. However, as indicated in the budget template, the “personnel” contracts are typically used for essential functions that entail coordination of management and financial support. Nevertheless, a choice to include artisans as “Personnel” may depend on other specific project considerations as per the project design.

Q: Can an organization that has no experience in this field (relevant to this Call) apply for this Call by hiring other experts or professionals in the field?

A: It is not an obligatory requirement for the applicant(s) to have expertise or experience in the field of activity indicated in this Call. However, the applicant(s)’ relevant experience and expertise, if and when clearly demonstrated, may positively impact the evaluation of the project proposal. While the relevance of the expertise and the experience of the applicant(s) is evaluated against specific evaluation criteria, the relevance of the experience and expertise of the expert(s) included in the proposal is also scored against a separate set of evaluation criteria. The evaluation criteria and the corresponding scores are published as part of the Call for Proposals document.

Q: What is the maximum percentage of the budget for staff and experts in this call?

A: The budget costs for “personnel” and for “experts” should not exceed 25% and 20% respectively.

Q: If one of my experts that is included in the application form decides to withdraw from the implementation, what should I do?

A: As per the dedicated **Section in Annex A - Proposal**, the key experts indicated in the project proposal should declare and sign their availability for engagement within the specified timeline and of the same project. This section needs to be read, understood and signed by all identified experts at the proposal writing stage. Issues that could emerge during the project implementation, in case the proposal will be awarded, will be governed as per the operational requirements for the implementation of this Call which will be shared with the prospective implementing partners at a later stage.

Q: If the organization of an event is planned as an activity within the project proposal, how can the experts foreseen for that event be categorized?

A: If experts are foreseen to be engaged in project activities of the proposal, they should be included in the budget heading “Consultants/Experts”.





Q: Can an individual participate as an expert within a project proposal if the partner organization is from Kosovo?

A: All partner organizations have to be registered in Albania as per the Albanian law. Partner organizations registered out of Albania can be included in the project proposal as associated partners.

Q: Can large businesses in the selected areas for this Call be partners in the project proposal?

A: For profit entities can not be included as partners in the project proposals that will be evaluated in the framework of this Call. However, they may be included as associated partners. More specific information on partners and associated partners can be found in **Section 1.10. - “Applicant Eligibility” of the Call for Proposal** document.

Q: What is the minimum age for a young individual to be employed within an organization?

A: The employment contracts of the personnel to be engaged in the implementation of the project proposal should be compliant to the requirements of Albania's labour legislation.

Q: What are the specific requirements of the staff? For example, our organization collaborates with many individuals but they are not part of the staff.

A: The project personnel is expected to provide continuous full or part-time support to the management and coordination of administrative and finance-related tasks of the project. Other requirements for the contractual engagement of personnel and experts included in the project team are detailed in **Section 2.4 “ Proposed Project Team” of the Call for Proposal** document.

Q: In case a project proposal does not foresee collaboration with public institutions, such as municipalities, would the proposal be penalized during the evaluation?

A: Collaboration with public institutions is not an eligibility criterion. However, it is highly desirable and, as such, it may be assessed and scored accordingly as per the evaluation criteria.

Q: Can part of the staff (who may be engaged part-time) or an expert also be part of another project implemented in another municipality under this Call?

A: Article 3: Conflict of Interest of the *Instructions for Applicants* document as well as **Section 9 of the Annex A - Proposal**, clearly indicate that the project team should be exclusively available in one project proposal only.

