Reference:

3rd Call for Proposal for Scaling up Good Agricultural Practices in the Governorate of Fayoum;

4th Call for proposals for Scaling up Good Agricultural Practices in the Governorate of Minya

During the information session held on 25 July 2016 at the PMU’s premises, the following questions were discussed and clarified:

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Question 1) At which stage there will be the administrative rejection of the submitted concept notes?

Answer 1) Please refer to page 22 of the Guidelines for grant applicants. The administrative checks will be carried out as first step of the procedure. However, the Contracting Authority reserves to right to verify the administrative eligibility at all stages of the procedure.

Question 2) Shall the lead applicant submit a concept note for each lot?

Answer 2) Yes, the lead applicant shall submit a concept for each lot, together with its relating checklist and declaration by the lead applicant. Reference name and number of the lot shall be indicated in the Grant Application Form as well as in the outer envelope.

Question 3) May the co-applicants apply for both Lots?

Answer 3) Yes. However, grant applicants shall read carefully point 2.1.4, of the Guidelines for grant applicants, in particular they shall consider that: “A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one (1) application per lot under this call for proposals. The co-applicant/affiliated entity may not be awarded more than two (2) grants under this call for proposals.”

Please be sure that the co-applicant satisfies the eligibility criteria as applicable to the lead applicant himself. See point 2.1.1. for eligibility criteria, related to the lead applicant.

Question 4) Shall the budget be specified in the concept note? Can we change it in the full proposal?

Answer 4) Please refer to point 2.2.1 of the Guidelines for grant applicants: “In the concept note, lead applicants must only provide an estimate of the requested EU 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”.

In the full application, the EU contribution may not vary from the initial estimate by more than 20 %, although lead applicants are free to adapt the percentage of co-financing required within the minimum
and maximum amount and percentages of co-financing, as laid down in these guidelines under section 1.3.

**Question 5) Can related affiliated entities can be contracted through service contracts?**

Answer 5) No, please refer to point 2.1.2 of the Guidelines for grant applicants to check which entities can be considered as affiliated entities. In particular, entities that have entered into a (procurement) contract or subcontract with an applicant are not considered entities affiliated to an applicant.

**Question 6) Which is the definition of good agricultural practices mentioned in the text of the call? Is the value chain approach compulsory?**

Answer 6) Please check session 2.1.4 of the Guidelines for definition of GAP. The value chain approach is not compulsory but is strongly recommended as indicated in the section 2.1.4.

**Question 7) Can we add more crops to the crops listed in the call?**

Answer 7) No. The priority crops are those listed in the section 2.1.4, since they have been selected by the local stakeholders. Anyway, additional non priority crops could be included in the action for technical reason (e.g. for rotation purposes).

**Question 8) Which is the meaning of “scaling up activities”?**

Answer 8) The term scaling up is used as deliberate efforts of the action to increase the impact of successfully experienced and adapted agricultural innovations so as to benefit more people and to foster programme development on a lasting basis.

**Question 9) Is there a minimum for the villages to be considered for the project proposal?**

Answer 9) As per guidelines for grant applicants (session 2.1.4) at least 5 villages within at least 2 districts should be selected from the priority list.

**Question 10) Are contributions in kind accepted?**

Answer 10) Please refer to point 2.1.5 of the Guidelines for grant applicants: “Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made”.

Please be aware that the applicant is expected to co-finance the action, so it should cover at least 10% of the requested contribution.
Question 11) Can you please detail precisely which are the activities/costs eligible under budget item 1, 2, 3, 4 and 5? And which are the activities/costs eligible under budget item 6?

Answer 11)

1. Human Resources

Under this heading, the costs of staff (permanent or temporary staff employed by the beneficiary or the partners) assigned to the management the action shall be mentioned. Only *per diem* for members of the staff shall be mentioned.

The costs of personnel of national administrations may be considered as eligible to the extent that they relate to the cost of activities which are additional and which the relevant public authority would not carry out if the project concerned were not undertaken.

2. Travel

Under this heading, only travel, accommodation and subsistence costs for members of the staff shall be mentioned. Travel and subsistence costs for persons participating in events organized in the frame of the grant agreement must be indicated under heading 6 “other”.

3. Equipment and supplies

Under this heading, only equipment and supplies associated with the management of the project shall be mentioned.

4. Local Office

Under this heading, only costs associated with the management of the project shall be mentioned.

5. Other costs, services

Under this heading, only costs associated with the management of the project shall be mentioned.

6. Other

Under this heading, costs directly related to the action shall be mentioned.

E.g.: Specific costs relating to events organized as part of the implementation of the activities should be included under this heading. This should include travelling and subsistence allowances for participants.

Question 12) Is there a compulsory minimum number of farmers to be involved?

Answer 12) No, but an appropriate number of beneficiary farmers should be involved for the tangible impact of the action.
Question 13) Can a natural person apply for the Call for proposals?

Answer 13): No. As per session 2.1.1 of Guidelines eligibility criteria, the lead applicant should be a legal persons.

Question 14) Should the lead applicant be specialized in agriculture?

Answers 14) The lead applicant should demonstrate his competence for implementing and monitoring the proposed activities as it will be “...directly responsible for the presentation and management of the action” indicated in section 2.1.1 of the Guidelines.

Question 15) What if there are some misallocation in the budget, can we reallocate it afterwards?

Answer 15): If you misallocated (misplaced) some costs to the related items, you will be invite by the evaluation committee to reallocate budget line, but no additional modification are allowed.

Question 16) In the point 3 of section 2.4 at page 28 of Fayoum Guidelines’ as supporting document is requested a copy of lead applicant’s latest accounts. Are NGOs applicable for presenting latest accounts?

Answer 16) Yes. However, please note that this obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organizations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.