

CALL FOR PROPOSALS (CfP)
EuropeAid/132230/M/ACT/KE

CLARIFICATIONS

The following are the queries received by 4.00pm on 10th January 2012 as provided in the CfP guidelines. The answers are provided next to each query.

QUESTION 1:

We are a women-led company with Limited Liability (Ltd.), incorporated in Kenya.

We are interested in applying for a grant under the above call for applications under EEC BUT as a company, can we apply for this grant?

RESPONSE: Profit making organisations are not eligible for this call for proposals (see Art. 2.1 of the Guidelines to Applicants).

QUESTION 2:

The information session that was held in Nairobi on 30 November provided a few answers to the applicants' questions, including the following: "*Are micro finance institutions eligible to apply? => No, microfinance institutions are not eligible. The thematic areas under the call do not include support for microfinance activities.*" We therefore understand that microfinance institutions are not eligible to "apply" as main applicant. Does that however mean that they cannot either be "partner" or "associate" in the project?

RESPONSE:

- **Micro-finance institutions can apply as applicant and/or partner provided they comply with the eligibility criteria specified under Art. 2.1 of the Guidelines for applicants. It is especially noted that the institution has to be registered as a "NOT for profit" organisation and that the proposed activities have to be in line with the CfP guidelines.**
- **As an Associate, refer to article 2.1.2 of the guidelines.**

QUESTION 3:

In filling the concept note there are page limits specified. Is it advisable to delete the instructions after filling in the document in order to fit within the page limits indicated?

RESPONSE:

- **YES, you can delete.**

QUESTION 4:

I have 2 questions as relates to the above CFP;

1. The guidelines have not talked of attaching the certificate of registration; will we need to attach it during submission?

RESPONSE:

- **Certificate of registration is not required at the Concept note stage.**

2. For those of our organisations without EuropeAid ID, do we have to register first?

RESPONSE:

- **Registration in Pador is not required. Please refer to article 2.2 of the guidelines**

QUESTION 5:

1. Should we at this Concept stage provide the list of our partners and their details in the prescribed Grant Application Form or that will come later at the full proposal stage.

RESPONSE:

- **Yes, you should provide a list of the partners (see page 8 Art. 2 of the Grant Application form) and their roles in the proposed activities (should be clear from your concept note).**

2. Should the Grant Application form (page 1 and 2 of 38) be filled at all at this Concept stage?

RESPONSE:

- **Yes, refer to article 2.2.1 and annex A to the guidelines (from page 1 until page 11).**

3. Must literature references be cited in the text content and at the end of the Concept narrative at this concept stage?

RESPONSE:

- **Optional**

4. Which exchange rate can be used in the budget? Is it the prevailing exchange rate or you have a standard rate?

RESPONSE:

- **For the concept note stage, you have to provide only an estimate of the total cost of the action and the budget should be in EURO. (see Annex B – Budget)**

5. Are the estimated results same as the outputs

RESPONSE:

- **Yes, they are the same.**

6. Could you please clarify on the Budget ceilings and contribution of the applicant to the overall budget at this stage of the concept preparation

RESPONSE:

- **Refer to article 1.3**