

QUESTIONS AND ANSWERS FOLLOWING INFORMATION MEETINGS

Contract title: SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, WOMEN AND GIRLS IN RWENZORI & ALBERTINE REGION

Reference: UGA22005-10036

The information meeting was held on 26th July 2024 at 8:30AM to 2:30 PM at Enabel, Fortportal office.

N°	Issue / question raised	Response
1.	Can associates be added now even if they were not mentioned in CN or during implementation?	Yes. The concept note template did not have provisions to already detail associates but during proposal stage under section 2.7 captures details of the associates. Associates can also be added during implementation, e.g.; working with private sector actors that are not yet identified during proposal stage will be a similar way of collaboration. They are also only eligible for allowances and transport refund
2.	Does the applicant need to already identify WBL service providers at proposal level?	Applicants need to clearly describe their methodology and how they intend to select, and motivate WBL providers during project implementation. However, It is not mandatory to already mention all of them. However, if these have been identified, it is fine to be indicated.
3.	What is Enabel's definition of decent work?	<p>“Decent work involves opportunities for work that is productive and delivers a fair income, security in the workplace and social protection for families, better prospects for personal development and social integration, freedom for people to express their concerns, organise and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men”.</p> <p>Decent jobs should ideally have the following characteristics:</p> <p>Fair income: Earnings sufficient to support a decent standard of living.</p> <p>Security: Protection against discrimination, harassment, and unfair treatment.</p> <p>Safe working conditions: A healthy and safe work environment.</p> <p>Social protection: Access to benefits like health insurance, pension, and paid leave.</p>

		<p>Freedom of association: Ability to join or form trade unions and bargain collectively.</p> <p>Equal opportunities: No discrimination based on gender, race, age, or other factors.</p> <p>Decent working hours: Reasonable working hours, rest, and leisure time.</p> <p>Stability and security of tenure: Protection against arbitrary dismissal or termination.</p> <p>Upward mobility: Opportunities for training, skills development, and career advancement.</p> <p>Work-life balance: Ability to balance work and personal life.</p>
4.	WBL: what if a private sector (WBL provider) is capable of training but with no conducive environment (safety facilities) – is it allowed to do improvements? Or do your choices need to tick the boxes from the beginning	While capacity building of WBL providers is recommended and promoted in the call (soft component), it is not realistic to include infrastructure or safety facilities improvements financed by the project. Capacity building is limited to soft skills (e.g., pedagogy) and the WBL provider should finance promotion of conducive environment (decent work). The focus of the support during WBL can be towards trainees to participate in the trainings and to private enterprises accommodating trainees in the workplace (e.g. support for transportation, food)
5.	Can the applicants plan for transport costs related to training / post-training support?	Yes, provided the costs be related to the training of beneficiaries, However, community based training approaches are encouraged with minimal logistical related costs.
6.	Can applicants add own resources to this project	Yes, as long as what is added to the financial accountability is clearly and transparently reported. No double financing is allowed, as costs already financed by another grant are ineligible. However, it's not mandatory for co-financing or matching on this call.
7.	Are applicants allowed to introduce new activities in proposal that were not mentioned in CN?	CN may not be modified by the applicant in the proposal stage meaning no substantial changes can be introduced to key activities/approaches. Applicants should rather further explain in details what was already proposed in the concept note (sub activities of the existing main activities are acceptable).
8.	For how long should this action go for?	The duration of an action may not be less than 18 months nor exceed 24 months.
9.	Can an applicant increase/reduce target	Concept note may not be modified by the applicant in the proposal stage meaning no substantial

	beneficiaries from CN to proposal?	changes can be introduced to key activities/approaches. The target beneficiaries introduced during concept note stage were approved by the evaluation committee so changing them now can further reduce points.
10.	Can we use our own M&E plans and indicator performance tools or is it only log frame that is required during this stage?	Only logframe (Annex c) is required to be submitted together with the proposal at this stage.
11.	Can applicants include External audit/evaluation?	<p>An audit by the beneficiary is not expected for this call. If Audit is to take place, it will be sanctioned and funded by Enabel directly. Therefore, no audit is expected in the budget.</p> <p>In case of organisational or institutional budget, the partner should use the structural fee to contribute to the institutional audit of the entity.</p> <p>Project evaluation should be justified if included in budget. However, Enabel also conducts project evaluation which also incorporates into the projects implemented by partners. Therefore, it's not mandatory to plan for project evaluation but activities like monitoring, supervision etc can be planned.</p>
12.	Do applicants need to plan for activities under the Structural costs?	<p>Structure costs are lump-sum and amount to maximum seven per cent (7 %) of operational costs. 7% is determined based on the average administration cost percentage spent by the organisation compared to their overall income.</p> <p>Applicants do not need to plan for activities under the structure cost section. In the reporting, it just appears as a separate line at the end. The actual Structure cost will be verified during the organisation capacity assessment.</p>
13.	Is there a maximum on amount of money being transferred to co-applicant?	<p>There are no maximum or minimum amounts transferable to co-applicant. Applicants should clearly indicate which party is responsible for which activity in the action plan and the budget allocations should be aligned with these arrangements.</p> <p>However, the co-applicant shouldn't implement 80% of the action.</p>
14	Can Transfers to co-applicant also include for procurements. Do they also need ANO?	Yes, Co-applicants are allowed to do procurements but need to follow the same rules as lead applicants and thus will also require ANO if the amount involved falls within the threshold for the

		<p>ANO. Procurement plan should be jointly drafted together with the action plan to make sure roles and responsibilities are clear in the inception phase.</p> <p>The ANO is normally prepared by the lead applicant and approved by Enabel as per the grant agreement. All assets procured by the project remains the property of Enabel /project and at the end of the project Enabel decides what to do with the project assets.</p> <p>It's therefore more advisable that procurements that require ANO be done by the lead entity for proper asset monitoring and process management.</p>
15	Does the Exchange rate put in budget need to be adhered to throughout implementation or can it change during implementation? Is the reporting in EUR and implementation in UGX? Disbursement is in which currency?	The 4000 EUR put in the budget template is just a guidance; the applicant has a right to choose a relevant rate. UGX was added in the template budget to ease the planning process for applicants. However, Enabel will only look at EUR. Any implementation, reporting and disbursements will happen in EUR.
16	General means and management costs: is there a limitation to move money within these two? Is the 30% maximum for management costs a must??	<p>From the concept note stage to final proposal stage, there is no limitation on budget movement between General means (operational costs) and management costs. However, during implementation movement of funds between general means (operational costs) and management costs is not allowed and can only happen upon approval of a budget modification.</p> <p>The 30% cap of management costs is not a must and is guidance on what an efficient budget should look like.</p>
17	Ineligible: rent for office / hire of vehicles etc. is Contribution to rent/Vehicle if planned in advance still ineligible?	Subletting to oneself is ineligible – charging rental charges for assets that the grantee already owns is ineligible. However, rent paid to a third party is eligible provided the cost allocation method is justified. Hire of vehicles from external parties is also allowable. In case of internal use of vehicles owned by the organisation, a clear allocable policy for fuel and maintenance cost must be available for such costs to be allowable.
18	Can we delete instructions in the proposal template? Can we delete PART A concept note in the template	Applicants can delete instructions under each question and part A. No further changes should be made to the template

19	Can we introduce a second co-applicant at the full proposal stage to make them two?	Concept note may not be modified by the applicant in the proposal stage meaning no substantial changes can be introduced to key actors/activities/approaches. Adding an additional co-applicant is not allowed as this is a substantial change.
20	Our proposal heavily relies on the capacity of the co-applicant to host trainees. Is it okay to slightly reduce the number of beneficiaries (trainees) to fit the capacity of the co-applicant?	Concept note may not be modified by the applicant in the proposal stage meaning no substantial changes can be introduced to key activities/approaches. With a detailed budget, some changes can take place. However, the target beneficiaries introduced during concept note stage were approved by the evaluation team so changing them now beyond a reasonable scope can affect score.
21	Is it okay to have two cohorts split into 12 months each of trainees but stick to the 24-month project period?	Cohorts are allowed but it is ultimately up to applicants to plan their action. However, they should ensure that sufficient time is being reserved for inception phase of project, selection of trainees, training duration, WBL and at least 6 months post-training support.
23	In chapter 2.5.4 and 2.5.5 information is to be provided related to the experience of the applicant and financial data. Please provide clarification -for the scenario where the applicant is an international NGO- whether this info relates solely to the country of implementation (Uganda) or it should cover the full geographical scope of the organisation ?	The purpose of the section on experience is for applicants to provide relevant information that will aid evaluators in determining whether the applicant has sufficient and adequate experience in the sector, context, scale, etc. comparable to the action proposed. Additional experience can be provided if applicants find that it will further help showcase their experience. For the financial data, applicants can provide data for the entire organisation as well as for the local branch.
24	Are applicants expected to physically pitch their applications.	Only provisionally selected applicants after the technical evaluation of the full proposals and OCA process will be invited to pitch their applications to the selection committee

Additionally, Enabel would like to notify applicants that the selection committee, who will formally approve the SDF selection process, might request the provisionally selected candidates to pitch their proposals during a physical meeting in Kampala. In this case, provisionally selected candidates will be updated in time on the methodology and process.