

MINUTES OF THE COMPULSORY SECOND INFORMATION MEETING

Contract title: Employment creation and income enhancement in the Cocoa value chain for the youth and women in the Rwenzori and Albertine regions.

Reference: UGA21003_10094

The mandatory second information meeting was held on 5th September 2024 at Enabel office in Fort Portal from 9.00 AM to 2.00 PM.

N°	Issue/question raised	Response
1.	The CfP guidelines allow a 20% contingency. Could an applicant who had applied for the ceiling threshold effect this change?	No, if an applicant applied for the maximum value, they cannot affect the 20% since the grant amount will exceed the ceiling threshold which is not permissible. The percentage applies to only those who applied for a lesser amount and can have flexibility up to a maximum of 20%.
2.	Can an applicant increase targets to cushion for dropouts?	Applicants may not change targets. However, if this does not affect the budget, then it's okay
3.	Must an applicant focus on the whole Albertine and Rwenzori region	NO. It's not mandatory. Applicants should select districts where they have a competitive advantage.
4.	Is the timeframe in the CfP fixed?	YES.
5.	Can an applicant budget for baseline, mid-line, and endlines?	YES. Applicants are allowed to budget for these items but use scientific methods to select the sample for cost-saving
6.	Is it permissible to revise the targets downwards?	NO. The targets in the Concept Note should not be modified
7.	Are cities considered in the CfP	NO. Only the districts mentioned in the CfP will be considered

8.	Can applicants change the geographical districts they had selected in the Concept Note?	No. it is not permissible. Applicants are encouraged to maintain the selected district mentioned in the concept note
9.	Should the log frame have specific objectives, outputs, and activities	The call has one specific objective. You can derive the outputs from the proposed activities
10.	Are proposals expected to have specific objectives separate from the ones stipulated in the CfP?	No. The CfP has one specific objective that should be maintained.
11.	Is the budget submitted in Euros or shillings?	The budgets should be submitted in Euros
12.	How should an organisation manage forex fluctuations	Applicants should use the rate indicated in the call for proposal 4,100
13.	Should applicants provide a contingency to cushion against forex loss?	No, cushioning against forex loss is not allowable.
14.	What constitutes management costs?	'Management costs' are identifiable costs related to management, supervision, coordination, monitoring, control, evaluation, and financial audit which specifically originate in the implementation of the action or the justification of the Grant
15.	Are applicants allowed to foresee construction?	NO, Construction is not allowable under this call
16.	Can applicants budget for the purchase of motorcycles?	YES, if it is directly linked to the achievement of results.
17.	Are computers and motorcycles covered under management costs or operational costs?	Assets are covered under management costs
18.	Will Enabel share all the presentations?	The content of the information session is part of the CfP document found on SharePoint
19.	Clarify on the amount to be sub-granted; is it Euro 60,000 per grantee or a total of Euro 60,000 for all sub-grantees	The maximum amount for the sub-grants is EUR 60,000 per sub-beneficiary and MUST not exceed 50% of the applicant's overall action Budget.

20.	Under general means, do we cluster human resources (all staff) or do we give each function	No, each function should be independently populated in the budget.
21.	Should the applicants budget for legal obligation i.e. NSSF and PAYE	Yes, they should be included and budgeted for
22.	Can management be paid under the grant?	Yes, it can be budgeted for under contribution based on their support. This can be allocated under management costs.
23.	For per diem, whose rates should be used	The applicants should use their rates based on the official policies. The rates should be realistic.
24.	During implementation, if the account gains interest, are grantees expected to declare it?	Yes similar to forex gains
25.	Should applicants budget for institutional audit?	NO. Institutional Audits are managed under the Structure Costs
26.	Are recruitment costs allowable under the CfP?	YES
27.	Does the grant cover review meetings?	YES. Depending on the nature of the meetings.
28.	If an applicant is interested in saving for health methodology, is it permissible to budget for the activities?	Proposals will not be evaluated based on the saving for health component since it was not included in the CfP. Adoption of the concept is not compulsory Budgeting for saving for health is not permissible