

## QUESTIONS AND ANSWERS FOLLOWING INFORMATION MEETINGS

**Contract title:** SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, WOMEN AND GIRLS IN BUSOGA REGION

**Reference:** UGA22007-10045

The information meeting was held on 29<sup>th</sup> July 2024 at Civil Service College Hotel, Jinja.

N°	Issue / question raised	Response
1.	Modification of template: can we adjust page layout if content is the same? E.g. landscape table is that modification? Can instructions be removed to ensure you fit within the page limit? 15 pages maximum does that mean we have to write 15 or can be less?	Applicants are free to delete the instructions and part A and can adjust the layout to better show tables etc. However, applicants cannot modify any questions or structure of the template.
2.	How are we going to measure vulnerability? Do we need to use the annex or can develop our own tool?	A vulnerability checklist is provided in the annexes which guides how Enabel defines and scores individuals on vulnerability. However, if applicants wish to adjust this scoring system, they are free to do so but should clarify this in the proposal.
3.	Accountability: relationship between lead and co-applicant. What are the safeguards for accountability that Enabel provides?	The lead applicant is responsible for the implementation and accountability/reporting to Enabel. Enabel does not interfere in the relationship between lead and co-applicants.
4.	Can you provide us with baseline data or studies done by Enabel in the region to inform targets?	Enabel will organise kobotoolbox data collection at the start of the project which include some baseline data. Based on your indicators, you can include other baseline data.
5.	Completion % targets in concept note, can it change in proposal? Can targets be changed?	% can still be changed, targets are more tricky.
6.	Two specific objectives mentioned on skilling as examples – can others be added for example on attitude change, social aspects, etc. Or learning from project can be objective? Where would it be mentioned in the budget?	Examples are given as examples to simplify work of applicants. Should remain simple and in line with the proposal. Prioritise simple over complicated and many objectives.
7.	90% certified but most are self-employed?	Employment can be both self and wage employed.

8.	Tracer studies: should we include them in budget? They come 6 months after project so out of the scope of the intervention?	Enabel will organise tracer studies and can share results.
9.	What type of reports are required, and at what interval?	Enabel will provide template reporting for both narrative and financial on quarterly basis as well as target tracking and M&E templates.
10.	Sub-letting rules also apply for co-applicant or is it only for lead applicant?	Lead is responsible for all accountability. Co-applicant has to follow same rules as grant agreement and gives their report to lead who is responsible for reporting to Enabel. Enabel is not expecting two budgets, it is one budget that follows the rules of the guidelines.
11.	To which extend should the budget be detailed all activities?	Should be very detailed. Every figure should be elaborated in the budget details. Especially for year one applicants can already be anticipate what will happen. All calculations should be clearly indicated in the template.
12.	Relationship between structural and management costs. Do they affect each other?	Management costs is what the organisation is consuming to manage the grant. Enabel recommends this to not above 30%. Management and structural costs are both administrative costs but management costs needs to be verified and accounted for (e.g., through timesheets). Structural costs do not need to be justified/accounted for.
13.	Structure costs determined during OCA could be lower than 7, so what happens with the remaining? Can it be added to operational costs?	OCA can determine it can be lower than 7%. The remaining money will not be added to any other budget line but remains with the donor.
14.	Foreign losses are eligible, can this be solved with the contingency fund?	No, contingency fund expenses need to be accounted for and thus if used for foreign losses it will be ineligible. Only structural costs can be used for this.
15.	If organisation already has arrangement with the bank on foreign rate, can we use this to justify our budget?	Exchange rates should indeed have a credible source. It is up to the applicants to negotiate the contract with their bank.
16.	Flexibility in management costs: what if we spend less, can we utilise this in operational costs or do we have to request permission.	It is allowed to use management costs in operational costs as you are investing more money into results and impact. Other way around (operational to management) is possible but requires authorisation.
17.	Co-applicant is based in field, does that mean that all costs for them can be categorised as operational costs?	Depends on the nature of the activity and the role of the staff (managers for example cannot be put in operational costs). Co-applicants also have management costs such as directors/managers.

18.	7% structural costs: lead applicant policy on structural costs above 7% can it be adjusted or is the 7% final.	Maximum structural costs is 7% for this call for proposal, it is not possible to go beyond this.
19.	Have to work with co-applicant, but is there a distinction between expenses from lead and co-applicant? Operational / structural / etc. All have to be shared between the two?	Applicants apply with one budget. One line will be for structural costs. It is up to the applicants to determine how they are going to spend it. It is supposed to cater for any overheads.
20.	15% flexibility across result area and 25% within result area. What about output level?	Result is output. When we say between results, it is the same as between outputs. Flexibility between results/outputs is 15%. Within the same results/output flexibility between activities is 25%.
21.	OCA assessment done to lead and co-applicants? Any guidance on how applicants can prepare?	OCA is usually only for lead applicants. Can depend on the risk Enabel anticipates during the assessment if there will also be one for co-applicant. Lead is supposed to organise an assessment for the co-applicant themselves that will guide in activity planning.
22.	Applicants may not consume entire amount of call. Lead supposed to do capacity development of co-applicants. Lead also needs capacity development. If enabel has means, they should also provide budget for capacity development for lead.	Result of OCA will be used for organisational capacity development plans. This institutional development will be tracked throughout the implementation and Enabel can assist (non-financial) the lead applicant to strengthen their systems.
23.	Last information session mentioned to open dedicated bank account for this grant. Is this also required for co-applicants since lead will transfer funds to co-applicants?	No, only the lead has to open a separate bank account since they will receive the funds from Enabel. Co-applicant can chose to open separate or use existing.
24.	Two levels of flexibility: concept note and budget during proposal stage and proposal to implementation. The flexibility discussed today is for the proposal to implementation?	Flexibility between concept note and proposal is 20% and stay within minimum and maximum amounts available in call. Flexibility between proposal and implementation at result level is 15% and 25% at activity level.
25.	Is there room for no cost extension?	No reason to start thinking about this before receiving the grant. Can be discussed during implementation.
26.	Is it an ineligible cost if co-applicant provides	If it is the business of the co-applicant (services provided), it will require a strong justification (no

	accommodation etc because it is their speciality and it is competitive?	conflict of interest) since you will not go into procurement.
27.	Contingency line needs to be within budget margin?	Enabel does not have budget margin within guidelines. We have contingency for emergency situations that affect implementation. It requires authorisation from the donor.
28.	OCA done for lead applicant but co-applicant also have management costs – how do you want these costs to be reflected in the budget?	Lead can do own OCA for co-applicant which can inform how you will work together. Depending on risks, Enabel can also assess co-applicants but it will not be 100% OCA assessment.
29.	Allowed to mingle funds of this project with other funds. Need to have separate bank account in EUR?	Mingling funds is not allowed and grantees have to open a separate EUR account only for this grant.
30.	Applicants are required to have an existing bank account for 12 months but they have to open a new bank for the grant?	The existing bank account is for purposes of evaluating applicants. The new one is for the purpose of running the grant.

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.