

**ANNEX C: QUERY FORM**

*Deadline for Queries: Monday, 6 October 2014*

**Call for Expression of Interest (CEI) Issued by UNHCR Greece for 2015 Projects**

<b>Call Reference No.:</b>	<b>GRC/CEI/01/2014</b>
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**Queries by Interested Applicants**

QUESTIONS	ANSWERS
<b><i>About the Project, Objectives, Expected Outcomes and Main Activities</i></b>	
<i>Outcomes: 750 individuals:</i> does this refer to provision of information or to individualized legal assistance to 750 PoC? Please specify in more detail.	<i>The target refers to 750 individuals, expected to receive legal assistance, aiming for their release from detention, and processing of their protection needs.</i>
<i>Project location:</i> does this involve a specific location, and a permanent presence, or can it include missions to Pre-Removal and Detention Centres throughout Greece?	<i>Implementation modalities should be part of the proposal by applicants with due consideration to the objectives of the project, the existing operational capacity of the partner, and the principle of cost effectiveness, further considering impact.</i>
<i>“Gather information on potential refugees and asylum seekers...including on their protection profiles”:</i> please elaborate. How will this be proven during project implementation since this is not publishable information – does this concern the provision of demographic data to the UNHCR concerning for example ethnicity/ vulnerability/ age? Or does it require something more?	<i>This refers to information on the protection profile of the caseload which should be collected by the partner and communicated to UNHCR, including, but not limited to, the caseload’s demographic data, vulnerability profile etc. This is Project data under the ownership of UNHCR, to be shared externally only after explicit authorization by UNHCR.</i>
<i>Identify and promote family reunification solutions...including through referring such cases to other Organisations:</i> Since one of the Project activities is to undertake family reunification cases of detainees within the framework of processing their protection needs, please specify what the aim is of referring such cases to other organisations?	<i>One of the project’s activities is to identify and promote solutions for family reunification for persons found in detention, especially children. The partner should be able to refer such cases to other competent organizations providing complementary services, as needed and required (eg. family tracing organizations), based on the protection or other vulnerability profile needs of the individual.</i>
<i>Follow up on progress of cases undertaken:</i> when PoC are released from detention, can follow up of cases be undertaken by other members of the Organization’s Legal Unit in complementarity with other projects being implemented?	<i>For individual cases undertaken by the partner, appropriate and targeted follow up is required in relation to the individual’s protection needs, and until the individual is released from detention.</i>  <i>The partner’s ability to follow up on the progress of cases, upon completion of the project’s objectives and complementarity with other projects are factors to be positively considered when assessing the concept notes.</i>

Cost effectiveness: is there a ceiling which administrative costs should not surpass? i.e. 5%, 7% or 10%?	<i>There is no ceiling indicated. The budget will be assessed based on the principle of cost-effectiveness, and resources allocated to main project activities.</i>
Partners that have three consecutive qualified audit opinions for UNHCR funded projects may not be considered: please clarify.	<i>If an applicant is already, or has been, an implementing partner of UNHCR, and has received a qualified audit (adverse findings) opinion for three (3) consecutive times/programme cycles, in the framework of an audit of a UNHCR Project Partnership Agreements, will not be considered for this Call for Expression of Interest.</i>
<b>About the forms and how to submit a proposal</b>	
<b>About submitting supporting documents</b>	
<u>Staffing table - please elaborate</u> : is there a template for this? Should it include all the members of staff who will be participating in the implementation of the PPA? Should we include CVs? May the names change, considering the uncertain framework through which NGOs work?	<i>Applicants may submit their own templates. The table should include the proposed project <u>functions</u>, and not the names of incumbents. Information on the required skills of incumbents may also be included. No CVs are required.</i>
<u>Organisational Chart</u> : is there a template for this or can the organization submit its internal Organogram? Does it have to be approved by the General Assembly, or does this refer to the Internal Operational Mechanisms of each Organisation?	<i>Applicants may submit their own Organogram, as approved and applicable, depending on the organization's statute and management structure.</i>
<u>Budget Proposal</u> : is there a specific template for this? Can we use templates elaborated through prior PPAs between an agency and UNHCR?	<i>There is no template provided by UNHCR. Each applicant is required to develop their own budget proposal on excel sheet. Ability to create a project budget is included in the assessment criteria.</i>
List of Projects implemented during 2013, 2014 or both?	<i>Both, if available.</i>
<b>Any other questions not included above</b>	
How many years is an Organisation considered eligible through the Call of Interest for a potential partnership, notwithstanding the final conclusion of a PPA?	<i>An organization is eligible for a potential partnership with UNHCR, through this Call for Expression of Interest, provided it is an NGO, registered in Greece as non-profit entity, and selection may be valid for 2 years, as per relevant instructions.</i>
With regards to the Methodology described and developed in the Concept Note, please verify whether this is confidential information.	<i>Methodology is described in the Call itself. Evaluation and submissions are considered internal documents.</i>

