

**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/03/2014</b>
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**Queries by Interested Applicants**

<b>QUESTIONS</b>	<b>ANSWERS</b>
<b>About the Project, Objectives, Expected Outcomes and Main Activities</b>	
The number of beneficiaries for the Provision of information, as well as the Survey, is not mentioned.	<i>There is no specific quantitative target provided for this Project. The two key outcomes/ deliverables refer to: 1) the provision of information to beneficiaries of international protection, as described in the call, and: 2) the production of a study on integration.</i>
<i>Outcomes: (1) study on integration process produced:</i> will this be an internal document in order to support the organization in developing and implementing advocacy activities, or a published Report, which will be disseminated to key stakeholders?	<i>The study is envisaged to be a public document</i>
<i>Cost effectiveness:</i> 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>
Is it possible that the proposed project by a potential partner organisation is initially selected and finally not be funded due to a lack of available funds of UNHCR?	<i>Selection of a partner does not necessarily lead to conclusion of a Project Partnership Agreement with UNHCR. Conclusion of a Project Partnership Agreement with UNHCR is subject to availability of funds.</i>
Please define which is the indicative resource range that you mentioned on the first page of the proposal (if there is one).	<i>Applicants are invited to submit a budget proposal to accompany their concept note, in response to the project specifications (scope/ objective/ outcomes) indicated in the Call.  No budgetary ceiling is provided by UNHCR at this stage. Proposals will be assessed based on the principle of cost-effectiveness.  Following selection, successful applicants will be invited to submit concrete project proposals within specified budgetary ceilings.</i>
<b>About the forms and how to submit a proposal</b>	

<b>About submitting supporting documents</b>	
<i>Staffing table - please elaborate:</i> 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>
<i>Organisational Chart:</i> 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>
<i>Budget Proposal:</i> is there a specific template for this? Can we use templates elaborated through prior PPAs between GCR 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>
How can an organization have access to audit results of the previous UNHCR projects?	<i>Audit results of UNHCR projects are communicated to the concerned partners by UNHCR upon completion of the audit exercise.</i>
Could you clarify the point C6 of the call for expression of interest for projects concerning integration (GRC/CEI/ 03 /2014) especially the part "Partners that have three....not be considered"	<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 Agreement, will not be considered for this Call for Expression of Interest.</i>