ANNEX C: QUERY FORM
Deadline for Queries: Monday, 6 October 2014

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

Call Reference No.:	GRC/CEI/02/2014

Queries by Interested Applicants

QUESTIONS	ANSWERS
About the Project, Objectives, Expected Outcomes and Main Activities	
Promote family reunification solutions for persons found in detention…including through liaising with other Organisations: Can cases be referred and followed up internally, in complementarity with other Projects being implemented?	*Cases may be referred depending on the protection profile of the individual to any competent organization/ internal department, other operational partner, as required.* *The ability of the organization to contribute to project objectives through own resources should be indicated in the concept note.*
Cost effectiveness: is there a ceiling which administrative costs should not surpass? i.e. 5%, 7% or 10%?	*There is no ceiling indicated. The budget will be assessed based on the principle of cost-effectiveness, and resources allocated to main project activities.*
Outcome: are the 100 PoC supported with family reunification included in the 200 for which information is provided?	*Yes, the former indicator (i.e. number of persons supported with family reunification) is normally included in the latter (i.e. number of persons provided with information on family reunification).*
About the forms and how to submit a proposal	
About submitting supporting documents	
Staffing table - please elaborate: 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?	*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.*
Organisational Chart: 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?	*Applicants may submit their own Organogram, as approved and applicable, depending on the organization's statute and management structure.*

Budget Proposal: is there a specific template for this? Can we use templates elaborated through prior PPAs between GCR and UNHCR?	*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.*
List of Projects implemented during 2013, 2014 or both?	*Both, if available.*
Any other questions not included above	
How many years is an Organisation considered eligible through the Call of Interest for a potential partnership, notwithstanding the final conclusion of a PPA?	*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.*
With regards to the Methodology described and developed in the Concept Note, please verify whether this is confidential information.	*Methodology is described in the Call itself. Evaluation and submissions are considered internal documents.*