



General questions

1. Where can I find more information about the priorities? E.g. about the topic “human rights and development” or about Human Rights Defenders?

The priorities are set in the policy letter: “Justice and respect for all”. These topics are covered in paragraphs 3.7 *Human rights and development* and 3.1 *Human Rights Defenders*.

The policy letter: “Justice and respect for all” is published on:

<http://www.government.nl/issues/development-cooperation/documents-and-publications/notes/2013/06/14/justice-and-respect-for-all.html>

2. If an organisation receives funding from an Embassy of the Kingdom of the Netherlands can it still apply for the tender?

It depends on what kind of funding the organisation receives from an Embassy of the Kingdom of the Netherlands. If the organisation receives a core funding grant it cannot receive any other kind of funding anymore over the same period. In case the organisation receives activity grant the organisation can still apply for the tender, but only if these activities are different from those which are covered by the earlier grant.

3. Is it obligatory to identify local partners in the target countries and to have an agreement signed before the submission of the proposal?

Not every partner has to be identified yet. However, we do appreciate to gain insight in how the organisation selects their possible partners. Organisations are themselves responsible for selecting trustworthy partners.

4. Which partners are considered acceptable?

We do not give a judgment on which partners are suitable. It is up to the organisation to show that their partners are reliable.

Model Application Form

5. In some sections of the Model Application Form a maximum number of words is indicated. Other sections do not give such indication. Does it mean there is no word limit for sections where this is not mentioned specifically?

There is no word limit for sections where this is not mentioned.

Threshold criteria check

Criterion D.3

6. Can the revenues of a partner within an existing strategic alliance be included in the meeting of threshold criterion D.3?

Yes, this is already indicated in the Model Application Form: “If the applicant is the lead party, this criterion applies to the whole consortium. Consequently, if one organisation derives less than 25% of its annual income from sources other than Ministry of Foreign Affairs grants, this may be offset by another party in the consortium. Funds which are directly or indirectly obtained from the budget of the Ministry of Foreign Affairs (e.g. a grant or contribution from an Embassy of the Kingdom of the Netherlands) do not count when determining the size of the applicant’s own income.” Of course this only applies if the partner concerned is also part of the alliance for which the application for a MRF grant is submitted.

Criterion D.4

7. Does criterion D.4 apply to a staff member with a particular (hard to obtain) skill-set working on a fixed term contract to deliver a defined piece of work within a donor funded project, who is not part of the organisational HQ management structure and due to leave the payroll in 2014?

Such an employee is neither a member of the Management nor of the Board. The costs of this employee are therefore not subject to the norm as described in D.4.

Criteria D.6, D.7

8. Is it possible to request funding from the Human Rights Fund for activities starting later than January 2014?

According to D.7 projects for which a grant application is submitted should start the first of January 2014 at the earliest, so it is possible to request funding for projects starting later than January 2014. Bear in mind that the minimum duration for all projects is two years and the maximum 4 years (D.6).

9. Does the Ministry have a preference for proposals which are starting from January 1st 2014?

The basis of a tender is to create a level playing field for all applicants. All proposals received will be examined by the same criteria. However, a project starting on 1 January 2016 could lower the score on some of the criteria of the organization check. For instance, under criterion P.1 it is mentioned that priority will be given to activities in countries where the human rights situation is relatively the most severe. Also, it will be examined to what degree the activities align to activities undertaken in the concerned country by the Netherlands or other donors. It is difficult to examine whether the proposal is innovatory by 1 January 2016. Lastly, the risk analysis and context analysis for activities in 2016 are probably not up to date.

Criterion D.9

10. On which basis was the country list for the Human Rights Fund put together?

The choice of countries is based on various criteria, like the gravity of the human rights situation in relation to the thematic priorities, the opportunities in the transition countries in North Africa and the Middle East (MENA-region) and possibility to use the Human Rights Fund (MRF) effectively. See: <http://www.government.nl/issues/development-cooperation/grant-programmes/human-rights-fund>.

Criterion D.11

11. Do projects addressing women's rights need to be linked to political participation or linked to preventing violence against women or both?

Equal rights for women is one of the three main themes under the human rights policy letter: "*Justice and respect for all*". Equal rights for women are specifically addressed in chapter 3.3. of this letter. The Netherlands promotes gender equality and equal rights for women along two mutually reinforcing tracks:

- A focus on the themes of women's leadership and political participation, follow-up to UN Security Council Resolution 1325, women's economic self-reliance, and the elimination of violence against women;
- The systematic mainstreaming of gender aspects in foreign policy, in the key objectives of development cooperation, and in trade policy.

A project addressing women's rights has to be linked to one of these themes and not necessarily to all. It should be noticed that it can make a difference in the programme check (4.3.1, Policy relevance) whether a project addresses both political participation and preventing violence against women, or only one of these themes.

Organisational check

Criterion O.1

12. Are exceptions made for new organisations regarding the documentation of their financial and achievement documentation?

Every organisation has to send the information asked for. No exemptions are made for new organisations.

VI Supplementary organisational check

13. Are there circumstances in which exemption of the supplementary organisation check can be given?

No, full exemption is excluded. If an organisation has completed a supplementary organisation check in the past four years, which has not been rejected, the organisation only has to give an indication of the facts that have changed. In any other case the organisation has to complete the entire document concerning the supplementary organisation check.

VIII. Compulsory documents

Appendix 1.2

14. In VIII. Compulsory documents under 1.2 is stated between brackets: "which will thus add up to more than 100%." What is the meaning of this sentence?

This sentence is not correct and should be ignored. The text of 1.2 should be: "Budget, long-term estimate and any programme proposal not included in the main document. The budget comprises the total for the implementation of the budget required for the programme, including the requested budget, an overview of spending per programme per country and/or region (adding up to 100% of the total budget) and the amounts to be spent per result area.

Appendix 1.4

15. Are there any specific requirements for the monitoring framework to be included in the annex?

The monitoring framework should be consistent with the answers given under section 5 (Outcomes, outputs...) of the Model Application Form. Based on the proposed outcomes and outputs, the monitoring framework specifies, which indicators will be used to measure the progress related to the outcomes and outputs and how the corresponding data will be collected (sampling, by whom, frequency, etc.). Practically there is a considerable overlap between section 5 of the Model Application Form and the Monitoring Framework.

16. Is there a limit on the administrative or overhead costs that can be budgeted for the proposal?

With regard to overhead no ceiling is mentioned in the tender. A norm is set on 7,5%, but deviation might be possible if well argued.