Tender Human Rights Fund 2014-2017
Q&A's part 4
21 August 2013

General questions

1. **Does the tender Human Rights Fund 2014-2017 include activity funding as well as core funding?**
   No, the tender Human Rights Fund 2014-2017 is activity funding only.

2. **Which document prevails in case of inconsistencies?**
   The Model Application Form is based on the administrative rules published in the Government Gazette on 22 July 2013. These administrative rules are the main point of reference for the assessment of applications. In case differences in terms of substance or interpretation occur, the administrative rules prevail.

3. **How many hard copies of the application need to be submitted?**
   One hard copy (complete and without reservations, signed by the applicant organisation's officially authorised staff member, including name and job title) as well as a copy on CD ROM or USB stick.

Model Application Form

I. Application requirements

Timeliness of an application

4. **When is an application considered in time:**

   a. **If an application is sent by courier or regular mail?**
   An application sent through regular mail (not in a 'postage paid' envelope), is considered in time when the application is delivered at the courier before the end of the term (6 September 2013 at 12:00 o'clock in the Netherlands) and has been received within one week after the end of the term (13 September 2013 at 12:00 o'clock in the Netherlands). To ascertain the timely delivery at the mail service, the date stamp of the mail service is decisive.

   b. **If an application is sent by registered mail?**
   An application sent through registered mail (not in a 'postage paid' envelope), is considered in time when the application is delivered and stamped at the courier before the end of the term (6 September 2013 at 12:00 o'clock in the Netherlands) and has been received within one week after the end of the term (13 September 2013 at 12:00 o'clock in the Netherlands). To ascertain the timely delivery at the mail service, the date stamp of the mail service is decisive. It is appreciated when you inform the Ministry by e-mail (DMM-tender-MRF2014) that you have sent a parcel by registered mail.

   c. **If an application is sent by 'postage paid' envelope?**
   The date on which the application is sent is not shown on the 'postage paid' envelope. Therefore the application needs to be received by the Ministry on 6 September 2013, 12:00 o'clock in the Netherlands at the latest.

Note: The applicant bears sole responsibility for ensuring that the application is complete and submitted in time. Applications submitted after the deadline will not be processed.

II. Information about the organisation check

Criterion O.1

5. **Is an applicant required to submit a new organisation check if it has already completed an organisation check in the past four years as part of a consortium, though not as lead applicant?**
   If an applicant was part of a consortium, though <u>not</u> as lead applicant, a new full organisation check and a supplementary organisation check have to be submitted.

6. **Are the 'activities' of the explanatory text the same as the 'programmes' referred to in questions O.1a-d?**
   Yes.

III. Threshold criteria check

Criterion D.3

7. **Does the criterion that 25% of the annual income should arrive from other sources than the Ministry of Foreign Affairs apply to the entire consortium?**
   This criterion applies to the entire consortium. Consequently, if one organisation derives less than 25% of its annual income from sources other than Ministry of Foreign Affairs, 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 a Dutch Embassy) cannot be included as the applicants own income.

8. **Is it possible that the Ministry of Foreign Affairs contributes 100% to the project, or is an 'own contribution' required?**
   Yes, that is possible. There is no preference for proposals with an 'own contribution'. However, the applicant/lead party must demonstrate that, as of 1 January 2014, at least 25% of its annual income will derive from sources other than Ministry of Foreign Affairs grants.

Criterion D.4

9. **What does "annual total income 2012" refer to?**
   "Annual total income 2012" refers to the income of the entire organisation of 2012.

10. **In the English translation is asked for the annual income 2012 <u>and</u> of 2010, while in the Dutch version is only asked for the annual income of 2012. Are both years required or only the annual income of 2012?**
    This concerns an error in the English translation of the Model Application Form. The Dutch version prevails. According to D.4 the organisation only has to submit their annual income of 2012 and <u>not</u> of 2010.

Criterion D.6

11. **What would the maximum grant be for a project of 24 months?**
    For projects with a duration of 24 months, the minimum grant application is EUR 250.000 and the maximum is EUR 1.000.000.

Criterion D.11

12. **Does the requirement that 'at least 60% must be spent on the activity categories specified' mean that 60% must be spent on activities at the country level (as opposed to salaries and other costs)?**
    This concerns an error in the English translation of the Model Application Form. The Dutch version is leading. It concerns two separate requirements, namely criterion D.11 and criterion D.12. Criterion D.11 entails that at least 60% of the means needed for the implementation of activities is aimed at one of the listed categories of activities or more. In addition, criterion

D.12 entails that at least 60% of the means needed for the implementation of activities is spent in the countries listed in Annex I.

Criterion D.12

13. **Criterion D.12 indicates that 60% of the means required for the implementation of the activities is spent on the countries listed in Annex I. This is illustrated by a model budget, in which the sum of all the country budgets makes a 'total budget'. Is this the actual total budget (including indirect programme costs) or is this the 'total country budget'?**
    In the country distribution all costs (including indirect costs) may be incorporated.

14. **When does a programme comply with the requirement to work effectively and efficiently towards the improvement of the human rights situation in at least two countries as listed in Appendix 1?**
    Criterion D.9 requires the programme to concern substantial activities in <u>at least two</u> of the countries included on the country list for these policy regulations. This should be evident from the proposal and the accompanying budget and long term estimate. Furthermore, criterion D.12 requires that at least 60 per cent of the resources necessary for implementing the activities will be spent in the countries stated in the above mentioned list.

V. Programme check

15. **In the tender document, it has been stated that the activities need to be carried out in a minimum of 2 countries, of those countries mentioned in Annex I. Does this also mean that for each country a separate Programme Check needs to be included? Or is it the intention that an integrated Programme Check is being submitted for both countries (or three if applicable)?**
    Applicants have to submit one Programme Check, that includes all countries involved.

16. **Is it allowed to submit an application for existing programmes?**
    In order to qualify for the tender 2014-2017 the activities/programme/project should be <u>new</u> and not yet subsidized.

Criterion P.3

17. **Is it required to present an individual context-analysis for every country where a programme is to be implemented?**
    Criterion P.3 entails the extent to which the proposal, in particular the problem and goal, is based on a context-analysis (see the Model Application Form).
    As indicated under P.3.a. and P.3.b. this includes an evaluation of whether 1) the proposal is based on a thorough analysis, culminating into a valid problem definition and goal <u>and</u> 2) all relevant actors and factors have been included in the context analysis.
    The context of the countries in which the programme will be implemented must therefore be clearly included in the general context-analysis. A separate context-analysis per country is not mandatory.

Criterion P5f and Appendix 1.2

18. **Should indirect costs be calculated into one tariff, and are there any guidelines for such tariff?**
    Indirect costs do not need to be calculated into one tariff. Therefore, there are no guidelines.

19. **In 2011, criterion P.5f referred to an hourly tariff based on integral costs. In the current application procedure this criterion is not mentioned. Does this mean that another model is used this year, based on salary costs (stipend, social costs and pension) and a percentage for management and administration (in general)?**
    Yes, this is correct.

20. **Are costs related to the management and coordination of programmes included in 'direct programme costs'? What are the criteria to consider management and coordination costs as 'direct programme costs'?**
'Direct programme costs' are costs dependent upon the existence of the programme. Management and coordination costs are therefore only considered as 'direct programme costs', if they fulfil a specific, programme-related function.

VIII. Compulsory documents

Appendix 1.2

21. **May the budget overview be provided in an Excel document?**
Yes, there is no specific template required for the budget overview.

22. **What does 'long term estimate' entail?**
'Long term estimate' refers to a budget overview per year, covering the entire programme duration.

23. **Is it sufficient to present the budget as follows:**
Sheet 1: Budget
Sheet 2: Overview spent per country/region – total 100%
Sheet 3: Spent per results area – total 100%
This manner of presentation may be sufficient, as long as it presents the budget for the entire programme duration and only if it provides a sufficient level of breakdown.

24. **Are there additional guidelines for the establishment of the budget (in addition to the 25%-norm referred to on page 11)?**
There are no additional guidelines for the establishment of the budget.

Appendix 1.10

25. **Should the account statements and management letters of all consortium partners be mentioned (see 1.10)?**
Yes, 1.10 of the annexes requires a list of the account statements and management letters (if available) of the applicant organisation and all other organisations of the consortium.