

# FAQ

(Frequent Asked Questions and responses)

## **Object: Call for pilot projects GGCA +AO**

Innovations for smart family farming to climate change in West Africa - GCCA + West Africa (GCCA + AO)

**NB:** This FAQ doesn't intend to namely or individually answer every question. All questions will be more or less answered in this batch of answers. However, some questions which answers were similar to an assessment of a potential application are not answered. The file is just updated on 30<sup>th</sup> September.

### **General informations**

1. This FAQ under this call for projects is given in accordance with section 2.2.4, page 20 of the Guidelines.
2. It is important to access the published link <https://www.expertisefrance.fr/offer-detail?id=753597> and to read and pay attention to "attachments" and to click to download the batch of documents for this call for projects, as shown in quadrant below:

Dans ce contexte, le présent appel à propositions porté par la CEDEAO s'inscrit donc dans les cadres stratégiques au niveau régional (ECOWAP 2025) et national (CDN), il constitue l'une des principales activités du résultat 3 (RA3) du programme GCCA + Afrique de l'Ouest :

RA3. Des projets-pilotes d'adaptation, incluant les solutions basées sur une approche écosystémique, déjà testées et mises en œuvre dans les pays de la CEDEAO et servent de références pour la réplication future sont démultipliés (extension ou réplication).



*Toutes les informations sont disponibles dans les lignes directrices (voir [document joint](#)).*

3. Your application must go through the proper method as mentioned in the guidelines on page 19 in 2.2.2. otherwise it will not be considered.

## **Answers to questions**

- 1. Is it possible that you submit a proposal consisting of a consortium / group of Benin, Switzerland and possibly Canada?**

***According to page 8, in point 2.1.1 of the guidelines, the applicant must "be established in an ECOWAS Member State, Chad or Mauritania or in a member state of the European Union" and on page 9, "co-applicants must meet the criteria for eligibility that apply to the lead applicant himself."***

In other more explicit terms, the lead applicant or co-applicant cannot be established in Canada or Switzerland, which are not member states of ECOWAS or the European Union. The lead applicant or co-applicant can be "established" in Benin.

- 2. Cote d'Ivoire and Burkina are they part of countries eligible or can apply?**

Cf. answer to question 1 above.

***According to page 8, in point 2.1.1 of the guidelines, the applicant must "be established in an ECOWAS Member State, Chad or Mauritania or in a member state of the European Union" and on***

***page 9, "co-applicants must meet the eligibility criteria applicable to the lead applicant himself."***

However, it should be noted that the project meanwhile, must be implemented in the following countries eligible in accordance with "geographic coverage" Guidelines on page 13: "The actions must be implemented in the following countries : Benin, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mauritania, Niger, Nigeria, Sierra Leone, Chad. Each project must involve one country. "

### **3. Can Cote-d'Ivoire be beneficiary of an application submitted by an organization established in other country?**

As clarified in the previous point, the lead applicant and his co-applicant can be "established" in an ECOWAS Member State, Chad and Mauritania or the European Union. But the action should be implemented in eligible countries Benin, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mauritania, Niger, Nigeria, Sierra Leone, Chad.

In other words, an applicant and co-applicant "established" for example in Burkina Faso (which is an ECOWAS Member State), may propose action that will be implemented in Benin for example. For the specific case of the question, the project cannot be implemented in Côte d'Ivoire, but the applicant may be 'established' there.

### **4. Are community-based organizations are allowed to apply for this call?**

The answer depends on the status of the applicant or co-applicant. According to page 8, in point 2.1.1 of the guidelines, the applicant must "belong to one of the following categories: non-governmental organization (including farmers' organizations and civil society), local authority (domain B) "and on page 9," co-applicants must meet the eligibility criteria that apply to the lead applicant himself. However, in

addition to the categories referred to in 2.1.1, they can belong to the following categories: research institutes, private sector. "

In other words, the "community-based organizations" are eligible as "applicant" if they have evidence that categorize them as farmers' organization or civil society organizations, or local authority; and if the "co-applicant" can prove that it is in these categories or "research institute or private sector.

### **5. What is the template of the concept note for the call for proposals?**

In accordance with paragraph 2.2.1, page 18 of the guidelines, "Applications must be submitted according to instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A)"

Even more detailed elements are described in this guidance on the content of the concept note, and from page 5 of Annex A at "INSTRUCTION FOR THE DEVELOPMENT OF THE CONCEPT NOTE" section. Note that the questions as formulated in the template must be kept as such.

### **6. Can we have more information on the webinar, the place and the conditions of participation?**

The free access link and open to the Webinar is provided in the call for proposals release link:

[https://zoom.us/webinar/register/WN\\_LyymzS41RHmy783pvVPitA](https://zoom.us/webinar/register/WN_LyymzS41RHmy783pvVPitA) .

Note that prior registration is required.

### **7. What are the areas of eligible activities?**

The point 2.1.4 "Eligible actions: actions for which an application may be submitted?"From page 11 of the Guidelines gives details of the eligible areas of intervention in the context of the call.

**8. Can a candidate should express interest by first submitting a concept note and then a complete application, or both at once?**

In accordance with the instruction in point 1 of Section A of Appendix A "Application Form" on page 5, "Please note that this is a limited call, only the Concept Note will be passed under the first phase (and not the full application). "

Complete applications are requested to applicants whose Concept Notes will be evaluated and accepted.

**9. Can we submit a proposal via e-mail ([gccaplus.ao@expertisefrance.fr](mailto:gccaplus.ao@expertisefrance.fr))?**

The section 2.2.2 on page 19 of the guidelines specifies the channels and submission guidelines of the Concept Note, and the section 2.2.6 from page 21 specifies those for the complete applications. Submission by email is not accepted.

**10. Our organization is a non-profit organization registered in two member countries of ECOWAS. Is it possible to submit a concept note in each country as the main applicant?**

Within the meaning of the footnote on page 18 of the guidelines, " The institution is determined on the basis of the statutes of the organization which must demonstrate that the organization was created by an act of domestic law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been created in another country cannot be considered as an eligible organization, even if it is registered locally or a "memorandum of understanding" has been concluded "And section 2.1.2 on page 9, clarifying the definition of the affiliate, the lead applicant **may not submit more than 1 application under this call for proposals, but it can be also a co-applicant or an affiliated entity in another application, and as a co-applicant/affiliated entity cannot be a co-applicant or an affiliated entity in more than one application under**

**this call for proposals in accordance with paragraph 2.14 on page 16 of the guidelines.**

**11. Are "international NGOs" and "local NGOs" in the same category or two different categories?**

In the meaning of the Guidelines, an "international NGOs" and "a" local NGOs "are in the same category.

However, note according to section 1.3 on page 6 of the guidelines that the co-financing percentage is differentiated: "For applicants within the Member States of ECOWAS, Chad and Mauritania: 90% total eligible costs of the action (see also section 2.1.5). For the others, 80% of the total eligible costs of the action (see also section 2.1.5) "

**12. We are a Non Profit entity registered in the US as a 501c3 with offices in various countries around Africa including Ghana and Nigeria. We are seeking further clarity if we can respond to this call.**

See page 8, in point 2.1.1 of the guidelines, the applicant must "be established in an ECOWAS Member State, Chad or Mauritania or in a member state of the European Union"

See page 9, "co-applicants must meet the criteria for eligibility that apply to the lead applicant himself."

And see point 2.1.2 on page 10 "Affiliated entities must meet the same eligibility criteria as those applicable to the lead applicant or co-applicants. They must also sign the declaration available in part B, section 5 of the grant application form. "

In other words, your office registered in Ghana or Nigeria can directly (without coverage of the US-based organization); apply for this call if it meets the conditions set out in point 2.1.1 of the guidelines. And if a grant is awarded, your organization (as a non-eligible affiliated entity to the office) cannot be neither a beneficiary of the action or a signatory to the contract, and cannot participate neither in the definition and

implementation of the grant, neither in the implementation of the action, nor the incurred costs.

**13. The project we would like to submit is related to innovative and organic agriculture in the Ivory Coast. We have a Swiss organization as consultant. How can we include it in our project proposal since it is not based in the EU?**

According to the section 2.1.3 of the guidelines, in page 10, the associates and contractors, are neither applicants nor affiliated entities and do not satisfy to the eligibility criteria mentioned in point 2.1.1. They do not have to sign the "co-applicant's mandate" or the "affiliated entity declaration". The Swiss organization can be a consultant then.

**14. In the case of a lead applicant with 2 other partner organizations. What should then be the status in the request of the 3rd organization? Should this entity be a co-applicant, or affiliated entity? Is there an obligation of status in the case of tripartite work, including two NGOs?**

As a reminder, page 8 under 2.1.1, "The lead applicant must act with at least one co-applicant belonging to a different category from its own, in accordance with the following requirements. The partnership with at least one co-applicant is mandatory in the context of the action."

You can therefore apply with 2 other co-applicants with "co-applicant" status. No obligation of a previously existing partnership status between your organizations, except in the case of work with an "affiliated entity". It should also be noted that "The lead applicant and its co-applicants may act with one or more affiliated entities."

**15. I see that the submission is acceptable only by mail. Does this mean that the proposal must reach you before the deadline for submission? The date and time refers to the receipt by your services and not the sending of the note?**

To complete the above response at question 9, only the date of reception by our services is valid within the deadline communicated of October 17<sup>th</sup>, 2019, 12:00 UTC.

However, for reasons of administrative efficiency, the Contracting Authority may reject any concept note submitted within the deadlines but received after the actual date of approval of the concept note evaluation (see indicative timetable in 2.5.2).

**16. Administrative and operating costs, are they eligible for the principal applicant and the co-applicants?**

Indirect costs may be eligible for the flat rate of up to 5% of the total eligible direct costs in accordance with Article 3 of the Grant Contract and Article 2.1.5 of the Guidelines.

They must be linked to the general operation and activities of the beneficiary: they cannot be fully attributed to the action but are nevertheless partially generated by the action.

Depending on the specificities of the action as well as the organizational structure and costs of the beneficiary, some costs may be considered both direct and indirect (consumables, staff working at headquarters, etc.). but in any case, no cost can be counted twice, both as a direct cost and an indirect cost. (No double funding of costs).

The applicant may be asked to justify the percentage requested before the grant contract is signed, however, once the flat rate is fixed in the special conditions of the grant contract, no supporting document shall be provided by the beneficiary.

The final amount of indirect costs eligible for reimbursement depends on the total amount of direct costs indicated in the final financial report and approved by the contracting authority.

Indirect costs are not eligible under a grant awarded to a beneficiary who already receives an operating grant from the EU budget during the period under consideration.

**17. Could you please explain further this sentence: "Any grant application under this call for proposals must correspond to a minimum percentage of 55% and to the following maximum percentages of the total eligible costs of the 'action? "**

According to the provisions of Article 1.3 of the Guidelines (maximum and minimum allowed), the share of EU funding required in the total eligible costs budget must represent:

- 55% (minimum) to 90% (maximum) for project promoters established in ECOWAS Member States, Chad or Mauritania

or

- 55% (minimum) to 80% (maximum) for other project leaders

**18. Ratios are often expected (explicitly or implicitly) in EU calls for projects. Is this also the case for this call?**

Only one ratio is expected and retained as a selection criterion; it concerns the activities of capitalization and dissemination of results, including monitoring and evaluation, which must represent a minimum of 15% of the total budget of the action. See page 3 of the application form.

Nevertheless, the absence of any other required ratio does not exclude an audit by the contracting authority of the coherence and the efficiency of the costs indicated in the budget with regard to the action proposed by the beneficiary.

The costs must be reasonable, justified and respect the principle of sound financial management, in particular as regards economy and efficiency. They must be necessary for the execution of the action, identifiable and verifiable.

**19. Are there restrictions on co-financing? Can another french public donor co-finance the project?**

In accordance with Article 1.3 of the Guidelines, co-financing must be financed from sources other than the European Union budget or the European Development Fund or the budget of Expertise France.

Co-financing may include in-kind contributions up to a limit of 5% of the total estimated costs accepted. These contributions must be provided.