

Q&As – Mine Action and Cluster Munitions Programme (2020-2024)

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Threshold check

D2

| Question | Answer |
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| <p>1. In 5.1.1. Threshold criteria (stage 1), D2 it is specified that “In the 2015-2019 period, the applicant/consortium has had at least three years of experience with implementing humanitarian mine action programmes with an average annual budget of at least €500,000 in the priority countries specified in annexe 1 to these administrative rules.”</p> <p>Does it refer to the global experience of the applicants in the last five years or within the country applied for?</p> | <p>Threshold criteria 5.1.1. refers to the experience in (one or more of) the countries mentioned in annexe 1 in the last five years. Information about the country specific track record is required for section 1 of annexe 7A (concept note) for the assessment of criterion C.1.</p> |
| <p>2. Annexe 6B Application Form and threshold check, question D2 regarding the applicant’s experience in priority countries: is it allowed to report in UK financial years (Apr-Mar) instead of calendar years?</p> | <p>Yes, this is allowed.</p> |
| <p>3. Ref. clause 5.1.1, D.2: (page 15 of the tender document) <i>“In the 2015-2019 period, the applicant/consortium has had at least three years’ experience with implementing humanitarian mine action programmes with an average annual budget of at least €500,000 in the priority countries specified in annexe 1 to these administrative rules.”</i></p> <p>Does this mean whether an applicant needs to have been active in <u>all</u> of the countries they apply for at least 3 years+500k yearly budget, or whether the criteria above applies to <u>one</u> of the countries they apply for through the tender?</p> | <p>Please see answer to question 1.</p> |
| <p>4. Threshold criteria D.2. states that ‘In the period 2015-2019, the applicant/consortium has had at least three years experience with implementing humanitarian mine action programmes with an average annual budget of at least €500,000 in the priority countries</p> | <p>Please see answer to question 1.</p> |

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| <p>specified in annexe 1 to the administrative rule 2.’ Can you please confirm that this criteria is only applicable to the priority countries to which the applicant will submit an application, and not all seven countries?</p> | |
| <p>5. It is our understanding that CSOs operating in Yemen will fail to meet the criteria of having at least three years experience with implementing humanitarian mine action programmes between 2015 and 2019.</p> <p>Can you please confirm if any exceptions will be made to this criteria, and if so, on what basis?</p> | <p>Please see answer to question 1. Since the criterion does not apply to individual countries, but to the focus countries as a group, this will not cause a problem for proposals related to Yemen.</p> |
| <p>6. Will an exception be made for Yemen in regards of the ‘3 years of experience in deploying Mine Action activities with a budget of at least EUR 500,000 per year’ knowing that most operators have only obtained their MOUs with YEMAC North and South in the last few months?</p> | <p>Please see answer to question 5.</p> |
| <p>7. What type of experience is counted as part of the request to have a three year operational presence in country with budget over EUR 500,000? Clearance only, or VA & RE also considered eligible?</p> | <p>Risk education and victim assistance fall under activities that contribute to outcomes and goals of this policy framework and are therefore also eligible.</p> |

D3

| Question | Answer |
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| <p>8. Can an organisation that applies for the €1m sub-budget for activities focusing on capacity building, innovation and strategic action aimed at influencing policy, also be a (non-lead) member of a consortium or partner under the sub-budget for operational mine action activities in a priority country?</p> | <p>Yes, but only as a co-applicant or sub-contractor.</p> |
| <p>9. Can an organisation be eligible to apply for the Capacity building component as a lead organisation as well as being a subcontractor</p> | <p>Please see answer to question 8.</p> |

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| <p>with another organisation under the operational mine action activities? (For example, if an operational organisation requires support to strengthen their capacity to promote gender equality, inclusion and the empowerment of women and girls through their operations, could they partner with others?)</p> | |
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D5

| Question | Answer |
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| <p>10. Can there be a continuation of activities from the previous project – e.g. following up on the victim assistance projects started in the 2016-2020 project?</p> | <p>Yes.</p> |

D7

| Question | Answer |
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| <p>11. If the applicant wants to use sub-contractors who are not part of a consortium, is it necessary to sign a Declaration of Intent as provided in Annexe 8?</p> | <p>This is not necessary. However, European Public Procurement Rules must be respected, if applicable to the applicant.</p> |
| <p>12. Is there a distinction between a consortium member (co-applicant) and a sub-contractor?</p> | <p>Yes, co-applicants are part of a consortium, which as a whole, will implement their joint activities; sub-contractors are not a part of that consortium, but are only hired for delivering goods or services necessary for the implementation of the activities. Subcontractors can work on a profit basis, for which reason the European Public Procurement Rules must be respected, if applicable.</p> |

D8

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| 13. Can you confirm that D.8.A. of the annexe regarding the remuneration of individual management and board members as well as the Partos ISO-9001 are only required for Dutch organisations? | Yes, this refers solely to Dutch based organisations, falling within the scope of the Top Incomes (Standardisation) Act. For other organisations please refer to D.8.B. |
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D9

| Question | Answer |
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| 14. Is it the intention to only award one grant per priority country or will there be the possibility for more than one grant per priority country? | The first factor in the selection of applications is the quality of the proposal(s) for the country concerned and the quality of the proposals for other countries. Furthermore, there will be a balanced distribution of resources over the priority countries and over the goals and sub-goals of the grant policy framework. Given this there might be multiple grants awarded for proposals in one priority country. |
| 15. Will there be more than one proposal awarded per country? | Please see answer to 14. |

D12

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| 16. Can a concept note for capacity-building exceed 1 mio structured in modular way that allows the Ministry of Foreign Trade and Development Cooperation to choose one or more interventions under this capacity building component. Other capacity building activities potentially could be funded from the Contingency fund which is now focusing on operational mine action activities. Particular areas of interest for capacity-building actors are for example 'Innovative activities'. | No. As stated in threshold criteria D12 of annexe 6B, each grant application may not exceed 1 million Euros. Each application will be assessed as one entire application. |
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D17

| Question | Answer |
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| <p>17. For the non-priority countries, only States party to the Ottawa Treaty and/or Oslo Convention are eligible. However, this excludes potential support to mine and cluster-munition affected areas and territories that are ineligible to join international treaties due to their unrecognised status within the United Nations. This includes Kosovo, Nagorno Karabakh, Abkhazia, and Somaliland, all of which are mine affected, working towards the goals and commitments of the Conventions. With that in mind, would the Ministry be willing to consider including these countries/territories as being eligible for funding as a non-priority country?</p> | <p>Only States Parties of the Ottawa and/or Oslo Convention are eligible for funding under the allocation for non-priority countries. In deciding if some unrecognized territories qualify for funding under this allocation depends on whether the territory is officially recognized as an independent state by the Netherlands or not. E.g. the Netherlands recognizes Somaliland to be part of Somalia and not as an independent state. Since Somalia is a party to the Ottawa Convention, activities to be carried out in Somaliland are eligible for funding under the allocation for non-priority countries.</p> |
| <p>18. The Order states that the contingency sub-budget is intended for activities in situations that arise unexpectedly (such as humanitarian crises) or when a one-off contribution may have significant added value and will be released evenly over project period. Can contingency applications be submitted for non-priority countries and countries that are not a State party to the Ottawa Treaty and/or Oslo Convention?</p> | <p>Yes, contingency application can be submitted for non-priority countries and countries that are not a State party to the Ottawa Treaty and/or Oslo Convention given that the Ministry sees added value in the proposed activities.</p> |
| <p>19. For the non-priority countries; do they have to be signatory to the Treaty to qualify?</p> | <p>Please see answer to question 17.</p> |

Application

Submission

| Question | Answer |
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| 20. In stage 2, if an applicant is invited to submit a full proposal, will the applicant also be allowed to submit a full proposal for one (1) non-priority country or will a concept note be requested first? | All stage 2 proposals (for priority countries as well as non-priority countries) will be full proposals. |
| 21. Can an applicant submit an independent application as well as be a co-applicant in another application for the same country? | Yes, that is possible. |
| 22. Can an applicant participate as co-applicant for more than one application in the same country? | Yes, that is possible. |
| 23. Could the Ministry clarify more precisely what is meant by " <i>there are no restrictions.....on the number of times that a consortium may submit an application.</i> " (3.2.1) Does this mean for a single country? Or does this mean a consortium can submit more than three applications for three different countries? | An organisation can only submit one application per country as a lead party and maximum three applications as a lead party in total (in priority countries). On behalf of one consortium more than three applications may be submitted, provided that one organisation does not act as lead party more than three times. |
| 24. For example, could an applicant submit three applications as an independent applicant and/or lead party for three countries, and in addition be a co-applicant for a further two countries? | Yes. |
| 25. Ref. 3.2. and 3.2.1. Selection Procedure (page 10 and 11). It is mentioned that " <i>Every application must include a fully completed application form (annexe 6A/B to these administrative rules) and a concept note that includes a track record and budget, drawn up using the model in annexe 7A/B to these administrative rules. Applications for Mine Action and Cluster Munitions Programme 2020-2024 grants will be assessed in two stages" and "Applications for operational mine action activities in priority countries must concern activities in only one (1) priority country".</i> | Each concept note will be viewed as part of a separate application and must therefore be accompanied by an application and threshold form. This applies to both applications for operational mine action activities and applications for capacity building, innovation and strategic action aimed at influencing policy. When an organisation submits an application concerning operational mine action activities, the application must detail the envisaged activities in one specific country (making use of Annexe 6A and 7A). |

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| <p>Stage 1: Is it correct understood that whether we choose to apply for A or B (ref. 2.1) <u>every application submission</u> for each country (A) or each activity (B) must include 7 (A/B) and 6(A/B)?</p> | <p>When an organisation submits an application concerning capacity building, innovation and strategic action aimed at influencing policy, the application must describe all envisaged activities (making use of Annexe 6B and 7B). An application submission for each activity is not required.</p> |
| <p>26. Can you please clarify whether the capacity-building component should focus only for the stated priority countries or for all countries?</p> <p>And on the same line would the capacity-building funding cover global activities, such as innovation (not country-specific) ?</p> | <p>The policy framework sets no strict geographical requirements for ‘capacity building, innovation and strategic action aimed at influencing policy’.</p> <p>Yes, the capacity-building may cover activities that strengthen the capacity of the global mine action sector.</p> |
| <p>27. Will the successful applicant for the capacity building element be required to conduct capacity building activities in all priority countries? What about non-priority countries?</p> | <p>The policy framework sets no strict geographical requirements for ‘capacity building, innovation and strategic action aimed at influencing policy’.</p> <p>However, the Ministry will seek a balanced distribution of resources over the priority countries and over the goals and sub-goals of the grant policy framework.</p> |
| <p>28. Can you please confirm if the Application Form and Threshold Check (Annexe 6A/6B) is to be completed at an organisational/global level, and not at an individual country level?</p> | <p>Please see answer to question 25.</p> |
| <p>29. Is the Annexe 6a meant to be the same for the 2 to 3 applications (using Annexe 7a template) that we will make? Should we simply attach the same Annexe 6a to each of our Annexe 7a submissions or does each Annexe 6a has to be tailored to each separate application/country?</p> | <p>Please see answer to question 25. Annexe 6A does not need to be completely tailored to each separate application as the bulk of the questions concern the applicant. However, please be aware that some questions in Annexe 6A ask for specific information on the envisaged activities and must therefore correlate with Annexe 7A.</p> |

Other

| Question | Answer |
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| 30. Please clarify whether there will be 2-4 applicants invited to submit full proposals per priority country, or for all priority countries in total? | In total, 2-4 applicants will be invited to submit full proposals in stage 2. This means that at least 4 and at most 12 applications will be selected in total. For each selected concept note a full proposal must be written in stage 2. |
| 31. Understanding that full proposals will need to be 'of sufficient quality', will stage 2 also be a competitive phase of the application process between applicants? | Stage 2 applications must still meet a certain quality level to be eligible for funding. It therefore cannot be completely excluded that stage 2 applications will be assessed as not of sufficient quality and therefore not eligible for funding. |
| 32. Will only the highest-scored concept note for each priority country be invited to submit a full proposal? | Please see answer to question 14. The decision which concept notes will be invited for a full proposal depends on the quality of the concept notes in the first place and on what the Minister deems as a balanced distribution. In theory, this may mean more than one concept note from different applicants can be approved for one country. |

Track record

% of budget on gender-specific mine action

| Question | Answer |
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| 33. Annexe 7A on the format for the concept note requires the amount in EUR of the total budget from the applicant(s) that has been spent on gender specific activities to be specified. Is there further guidance on how this should be represented/included? | No, this is up to the applicant (please also refer to the note at p.2 of the format). |

Concept note

Budget

| Question | Answer |
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| <p>34. In 4.1 Instructions for drafting applications, it is written that “In the application the applicant should specify the requested grant amount in euros, divided by outcome and by year.” However, in the concept note template it says that “A distribution over the years, as well as a subdivision to outputs, is not required at this stage.” Does the first instruction refer to stage 2 or should applicants provide a budget divided by years in the first stage as well?</p> | <p>For the concept note in Stage 1, budgets per <i>outcome</i> are requested. Specification of budgets per <i>output</i> and per <i>annum</i> will be requested for the full proposal in Stage 2.</p> |
| <p>35. Is there a limit of the number of applications that can be submitted for the contingency sub-budget?</p> | <p>No.</p> |
| <p>36. The budget of the concept note has to be drafted in EUR. As with the 2016-2020 grant, is it possible to use USD as the main currency for the proposals and contract instead? This would greatly support the stability as envisaged with the multi-annual funding model. As in the Policy framework of 2016: “<i>Draw up your budget in the (one) currency in which you will actually be reporting. This is generally the currency used in the organisation’s annual accounts. The equivalent value in euros will be determined using the Dutch government’s corporate rates (see Annexe 2)</i>” (paragraph 3.1, page 10).</p> | <p>For the purpose of the concept note you can apply the corporate rate of the MFA for the year 2020, which is USD 1,00 = EUR 0,89. An overview of MFA corporate rates for other currencies will be published on the website as annexe to these Q&As.</p> |
| <p>37. Annexe 7a, “<i>Specify the budget for the programme at outcome level</i>”. Please clarify that Outcome A, B, C, and D columns should reflect the programming outcomes linked to our Theory of Change in the application.</p> | <p>Yes, correct.</p> |
| <p>38. Please clarify that Own Contributions and Contributions from Others do not need to be broken down by Outcome</p> | <p>Confirmed. The Own Contributions and Contributions from Others do not need to be broken down by Outcome.</p> |
| <p>39. Please clarify what level of detail needs to be provided under "Contributions from Others". For example, support costs (staffing,</p> | <p>Only cash contributions will be recognized as co-funding.</p> |

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| equipment, office rent, etc.) funded in part by this concept note will be shared with other funding sources. Should we provide those figures here? | |
| 40. Can the Ministry clarify the process for having this model budget agreement in place <i>as indicated in Annexe 7a, 2.2?</i> | This is a standard budget format, which is gradually being introduced for all mayor grants provided by the MFA. |
| 41. Are calculation details used to determine the indirect cost rate required at concept note stage? | No. |
| 42. <i>Annexe 7a, " The purchase of movable property, supplies and IT equipment must stem from the activity plan. IT equipment may be purchased only after requesting and appraising several offers". If there is sole supply and only 1 quote available, can this be accepted?</i> | EU Regulations for Public Procurement, if applicable, should be respected at all times. This allows for the option of 'sole supply and 1 quote', under strict conditions. |
| 43. Do all staff have to be budgeted by productive days? | Such level of detail is not yet required for stage 1. For stage 2, the head office and posted staff must be budgeted by productive days. Local staff must be budgeted according to local practice. See also the 'explanatory notes per individual cost type' in annexe 7A and 7B. |
| 44. Hourly rate based on workable hours: the organisation applies different absence rates above 11%: 15% for local office staffs, 17% for HQ staffs, 22% for office expats and a different % for operational staffs; all the different rates are documented. Is it fine to budget with a rate different of 11%? | Yes, for the purpose of stage 1 this is ok. More detailed instructions will be given if the concept note is approved for stage 2. Generally, for grants from the MFA 'actual costs made by the recipient will be covered' is the guiding principle. |
| 45. Can the organisation apply an indirect costs rate based on the last calculation made in the organisation audit report? | Yes. |
| 46. From the guidance in Annexe 7A, section 3 on the Budget and the Explanatory notes on individual cost types, it is unclear if the "contribution, others" as indicated in the budget table is desired or required. Can you please confirm? | This is optional, not required. However, leveraging with other sources will influence the total score in a positive way, as it is part of the assessment of criterion C.4. |
| 47. If required, can you, please, clarify the level of contribution from other donors that is required? | Please see answer to question 46. |
| 48. Further, if contribution from others is required, we assume that "confirmed contributions" refers only to agreements already | Yes, correct. |

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| <p>signed, even if these do not cover the full expected project period for this Dutch contribution. Please, confirm.</p> | |
| <p>49. From the Explanatory notes on individual cost types, provided as part of Annexe 7A, it is unclear what is meant by “Direct staff costs are the actual costs for head office and posted staff that can be allocated to an activity.”</p> <p>We understand this to mean: All staff (expat and local staff) in a given country operation, both technical and staff in support functions (e.g. management, finance, HR, logistics, etc.), that are required for the full operation of the country office and office in specific project implementation areas, which are needed to support the full and proper implementation of programmatic activities supported by the Dutch MFA, to achieve the agreed project outcomes. Where technical staff can be allocated in full or in part to the programmatic activities, depending on the expected level of direct involvement, and support staff can be allocated pro-rated to the Dutch MFA budget in category I “Direct staff”, sub-category A “Staff costs” or B for “Local staff costs”. This is similar to the allocation of “Project office costs” (Category II, sub-category D). Please, confirm if our understanding is correct.</p> | <p>Yes, that is correct. Direct staff costs exclude any staff costs that you count as overhead.</p> |
| <p>50. Please, confirm that the budget category III “Overhead / indirect costs”, as explained in the section 2 of the Explanatory notes on individual cost types” only refers to expenses related to the Headquarter of the organisation.</p> | <p>This is correct.</p> |
| <p>51. According to the guidelines you have provided on the budget we understand that equipment required in order to conduct activities can be purchased according to our own internal policies on procurement, and charged to the project as per actual cost. Please confirm.</p> | <p>This is correct, as long as they are consistent with the European Public Purchase Regulations, if applicable. Please note, however, that the equipment must be directly related to the activities of the program. Moreover, it is required that IT equipment only is procured after the request and appraisal of several offers.</p> |

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| 52. We also understand that the rental of existing equipment (that has already been purchased by the programme) can be charged to the project in accordance with our own depreciation policies. Please confirm. | Yes, hereby confirmed. |
| 53. Can you please clarify what type of cost fall under the 'Indirect costs' set at 15%? | Please see the clarification in the 'explanatory notes for individual cost types' at the end of annexe 7A or 7B. |
| 54. In terms of budget, do you have other requirements of recommendations to make in regards to % of budget to allocate to Planning, Monitoring & Evaluation (PME), for example? | No, there are no specific requirements as the appropriate budget will depend on the context. |

Planning, Monitoring, Evaluation

| Question | Answer |
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| 55. Is a Theory of Change expected at the first stage of the application? And is a country-specific theory of change expected for each application, or an overarching TOC for the organisation as a whole? | We assume that the applicants are in possession of a general Theory of Change with specific adaptations at country level. For the concept note, we expect a short context analysis and rationale of the proposed activities. For the above reason we refer to an 'underlying Theory of Change' under heading 2.3. An organisation Theory of Change will suffice in stage 1. From those who reach stage 2, a country specific Theory of Change will be required. |
| 56. Can we submit an amended or revised Theory of Change in our concept note submission, recognising that this needs to be consistent with the overall goals of the The Security and Rule of Law Theory of Change and the Mine Action and Cluster Munitions Theory of Change, and that these will be amended during the inception phase in further discussions with successful bidders? | Yes. |
| 57. Is there a requirement for projects awarded funding to conduct an <u>external evaluation</u> ? (As required under the 2015-2020 programme). If yes, should this be included within the budget under Stage 1? | As stated in the policy framework, the monitoring and evaluation component of the programme will be set up during the inception phase. The Ministry requires an external evaluation for all activities above 5 million Euro's. It is highly likely that grantees will be asked to conduct an external evaluation as part of the programme. Applicants are advised to take this into account in drafting their budgets. |

Appendices

| Question | Answer |
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| <p>58. Please clarify what appendices, if any, are considered compulsory (as it is mentioned in 4.1 that applications must be accompanied by the compulsory appendices).</p> | <p>The only mandatory appendices to the application form are the concept note including a budget and a Declaration of Intent (Annexe 8), if applicable. All other appendices will not be reviewed during stage 1.</p> <p>This means that only three documents should be submitted: Annexe 6A/B, Annexe 7A/B and Annexe 8 (if applicable).</p> |
| <p>59. In particular for Annexe 6A, can you please confirm whether appendices are required to accompany responses to D1 (i.e. registration and legal certificates) and D2 (i.e. annual audited financial reports)?</p> | <p>Please see answer to question 58. No additional responses are required.</p> |
| <p>60. Is it the case that appendices do not count as part of the maximum word count as stated on the application form?</p> | <p>Only words included in section 2 of the concept note (annexe 7A/B) will count towards the 2,500 limit mentioned. Please note, only three documents must be submitted and will be reviewed (annexe 6A/B, annexe 7A/B and annexe 8, if applicable). Any other appendices will not be reviewed during stage 1.</p> <p>Please also see answer to question 58.</p> |
| <p>61. Understanding the strict word limit under Section 2 of Annexe 7A, it would be beneficial for applicants to include additional documentation as annexe(es) to support their application and adequately communicate how they meet the required criteria. Therefore, can you please confirm if annexes to Forms 7A are allowed?</p> | <p>Please see answer to question 58.</p> |
| <p>62. Can you please provide some clarity on the submission procedure:</p> <p>Is it correct that each Format Concept Note (Annexe Form 7A/B) should be appended to its own, separate, Application Form and Threshold check (Annexe 6A/B)?</p> | <p>As explained in the answer to question 58, the only mandatory appendices to the application form are the concept note including a budget and a Declaration of Intent (Annexe 8), if applicable. Other documentation will not be taken into account in stage 1.</p> |

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| And that the applicant organisation should not submit multiple country applications under one Application Form and Threshold check? | The application form and threshold check concern one country (for applications concerning operational activities). An application form and threshold check should accompany each application, in case the applicant wishes to submit applications for multiple countries. Please also see questions 25. |
| 63. Are we allowed or expected to submit Annexes alongside the concept note templates provided by the Dutch MFA in the form of the Annexes 6a and 7a? For example, we could provide a TOC or a Risks Matrix as complements to the 7a form. | Please see answer to question 58. |
| 64. Can we attach a TOC as an appendix to the concept note form submission? | Please see answer to question 58. |

Other

| Question | Answer |
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| 65. Article 3 of the Order stipulates that the application form as provided by the Ministry has to be used. For the concept note, is it allowed to use the organisation's template but using the headers as prescribed in the Ministry's template 7A/B? | Yes, as long as the guidelines are being respected. Any omission caused by using another format is at own risk. |
| 66. The Section 2 of the Concept Note can have a maximum number of words of 2,500. Does this limitation also include the headings? If not, does it also apply to the headings created by the applicant? | No, the maximum number of words excludes (sub-)headers. |
| 67. Please clarify that the 2,500 word count applies to Section 2 (Programme Description) only of Annexe 7A (<i>as it is mentioned in 4.1 that a concept note may not exceed 2,500 words</i>). | Yes, the 2,500 word count only applies to section 2 of annexe 7A. |
| 68. Will words presented within diagrams and visual aides, or as sub-headings, embedded into the Programme Description of the concept note form count towards the 2,500 word max? | All wording that is <i>narrative</i> in nature will count towards the 2,500 word limit. |
| 69. Can applicants alter the physical structure/format of Annexe 7A Concept note, or should the format remain unchanged? Specifically relating to Section 2 – Programme Description. Understanding that | Please see answer to question 65. |

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| the criteria requirements listed are included within a different structure. | |
| 70. Is it also acceptable to insert a table within Section 2? For example, a logframe. | Yes, that is allowed. However, please note, all words that are <i>narrative</i> in nature will count towards the 2,500 word limit. |
| 71. Within Annexe 7A's 'Country Specific Track Record', we understand that the model table should be completed on a yearly/annual basis from 2015 to 2019, providing an overview for each individual year, per table row. Please confirm if our understanding is correct. | No, each row should include specific activities/programmes that the applicant undertook between 2015 – 2019 in the country the application concerns. The rows should not be completed on an annual basis. |
| 72. Please also confirm if applicants should include any explanatory narrative under section 1, in relation to the information included within the table? If so, please indicate what should be included and if there is any limitations on the length of such narrative. | Explanatory narratives under section 1, Annexe 7A/B, are not requested and should not be included. |
| 73. In Annexe 7a, on point 2.3 on Planning, Monitoring & Evaluation, can we present a logframe in the form of a table rather than answer through a narrative? This would be useful in saving words as per the 2,500-word limit for the whole of Section 2 while still enabling us to address points a) to e) adequately. | Please see answer to question 70. |
| 74. Do we have to stick to Annexes 7a's template or we can submit our own version of it as long as it provides the same information? | Please see answer to question 65. |
| 75. If the ToC is not included as an appendix but is included in the main concept note itself (for example in Part 3), would the words count towards the 2,500 word count limit? | The TOC may not be included as an appendix. Please see answer to question 58. All words that are <i>narrative</i> in nature will count towards the 2,500 word limit. Please also see answer to questions 68 and 70. |

General

Financial

| Question | Answer |
|---|---|
| 76. Can the Ministry clarify whether it intends to distribute resources evenly over the priority countries OR will distribute proportionately | The first factor in the selection will be the quality of the proposals, then the <i>balanced</i> distribution of the available means over priority countries and (sub)goals will be taken into account. |

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| and so recognising that the operational costs, scale and scope of needs, type of possible activities by sub-goals etc. may vary? | |
| 77. If the resources are distributed evenly over the sub-goals, does the Ministry take into account the different relative costs of the sub-goals, with for example clearance being more expensive relatively than say risk education? | See answer to question 76. Sub-goals refer to those stated on page 5 of the policy framework. Clearance, risk education and victim assistance are grouped under the same sub-goal. |
| 78. <i>Annexe 7a, "The budget shall be presented in EUR"</i> . Will the ministry provide guidance on exchange rate forecasting over the 4 years? | No. The corporate rates of the MFA for 2020 have to be applied. However, the grant will be given in the currency in which will be reported, this same rate. This implies that, for example, a USA grant recipient is protected against exchange rate fluctuations between USD and EUR, but not against fluctuations between USD and any other currency. |
| 79. <i>Annexe 7a, "The budget shall be presented in EUR"</i> . What mitigation or contingency guidance will be provided in the event of significant exchange rate fluctuations across the lifetime of the project? | Please see answer to question 78. |
| 80. What is the percentage of administrative costs funded under this call? | This is not predefined, since administrative costs are context specific. For example, a programme with a substantial equipment component naturally will incur lower administrative costs than a programme with intensive cooperation with and supervision of small local counterparts. |
| 81. What is the level of co-funding requested from other sources that the Dutch ministry? | Please see answer to questions 46. |
| 82. In previous calls, the Dutch FMA required co-funding to be planned alongside this call. Is this a mandatory requirement or up to the organisation's discretion and if so, to what proportion? Is co-funding likely to provide us a better score? | Please see answer to questions 46. |
| 83. Should co-financed activities support the same activities as the ones financed by the Dutch MA call (i.e. clearance, RE, VA, etc), or may these complimentary activities (i.e. livelihood) not be supported by the Dutch MACMP call? | The information on contributions from other donors requested in the <i>country specific track record table</i> , must refer to activities that fall within the five activity categories stated in the policy framework. This does not have to refer solely to Dutch funded activities. The information on contributions from other donors requested in the <i>budget</i> must refer to the proposed activities for which an application is |

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| | being submitted. However, if deemed relevant by the applicant, the applicant may choose to include information on complimentary but non-mine-action-specific activities in the narrative (section 2, 2,500 words). |
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Goal and Geographic Priorities

| Question | Answer |
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| 84. Annexe 4, pg. 5 " Mine action financed by the Netherlands must be part of the humanitarian response plan". Is the Ministry referring to the last (2019) Syria HRP? | This refers to the most recent HRP at the time of submission. |
| 85. Will the Ministry expect updated annual work plans in order to align with annual HRPs going forward? | Annual plans will be a standard reporting requirement for all grantees. These plans will need to include any relevant changes within the context of the activities, such as a Humanitarian Response Plan. |
| 86. What happens if Government of Syria (GoS) takes over administrative control of North East Syria (NES) within the project period and X NGO no longer has access to NES? | Activities within areas in control of the Government of Syria are not excluded from the Mine Action and Cluster Munition Programme as long as there is no cooperation with the Syrian Army. |
| 87. What does it mean concrete measures that MFA would like Lebanon Mine Action Centre (LMAC) to operate autonomously as from 2025? | The LMAC is currently partly dependent on their partnership with UNDP and other NGOs. We hope to contribute to enabling LMAC to operate independently from these partnerships in 2025. |
| 88. Will the Dutch MFA fund dedicated livelihood activities in or around cleared areas under their 2020 – 2024 funding? | Socioeconomic reconstruction and improved livelihood conditions are secondary goals under this policy framework. The available funds are meant for operational mine action activities or activities focusing on capacity building, innovation and strategic action aimed at influencing policy. These activities are meant to <i>create enabling conditions</i> for socioeconomic reconstruction, but the funds cannot be employed for this goal directly. |
| 89. For Syria, the Dutch Country Strategy mentions the HRP. Do the organisations have to be registered HRP collaborators or should they simply follow the HRP's recommendations when designing their HMA programmes? | Programs do not necessarily have to be registered under the HRP (Syria HRP 2020 has also not been published yet) but do have to demonstrate how to they take into account the needs assessments of the HNO (humanitarian needs overview) and follow the HRP recommendations and guidelines. |

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| 90. At the moment only the HRP 2019 is available online. Is the Netherlands happy for us to base our programming on these recommendations? | Yes, see answer to question 89. |
| 91. For Libya, the Dutch Country Strategy mentions a stronger interest for <i>Capacity Building</i> in the East. Does that also concern all other HMA activities or will other HMA activities starting in the West of the country i.e. Tripoli and Greater Tripoli be also eligible if to build-up towards the East of the country until 2024? | The Netherlands has a preference for activities being carried out in the East, because of better donor coordination and presence in the West. However, activities in the West are still eligible for funding. |

Timeline

| Question | Answer |
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| 92. The months of September to November 2020 are set aside as an inception phase, during which joint goals will be adopted, and the TOC further developed. Does this mean that no operational activities can occur during this phase until the M&E framework has been established and agreed? Or will operators be able to begin some operational activities, including, if needed baseline surveys or updated baselines for this timeframe, and clearance? | No. As stated in the policy framework, the starting date of the operational activities will be set in consultation with the grant recipient during the inception phase. The Ministry will be open to discuss tailor-made solutions where necessary. For example, where continuity of activities requires certain operational activities to start during the inception phase, and/or for baseline and recruitment purposes. |
| 93. For planning purposes, can operational activities start from 1 September 2020 and overlap with the inception phase? | Please see answer to question 92. Depending on the type of activities this is possible in consultation with the Ministry. |
| 94. In light of the global Covid-19 pandemic, and understanding the implications for the implementation and planning of humanitarian mine action activities, does the Dutch MFA foresee any delays or issues related to: o The deadlines for the submission and review of applications under stage 1? o The deadlines for the submission and review of applications under stage 2? | The initial deadlines as mentioned in the policy framework will remain unchanged until further notice. However, the Ministry is closely following the COVID-19 developments and, if necessary, will consider revising original timeframes. In the case applicants foresee substantial challenges to their ability to adhere to the set deadlines, they may inform the Ministry by sending an email to DSH-HMAPROGRAM@minbuza.nl . |

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| o The start and end date for 2020 - 2024 implementation period? | |
| 95. In regards to COVID-19, how flexible will the Dutch MFA be in terms of start date and adjustment to proposed activities? | Please see answer to question 94. |

Other

| Question | Answer |
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| 96. Would it be possible to share the proposal template as soon as possible? This would help applicants with the project design. | The proposal template will be shared alongside the decision which applicants will be allowed to proceed to stage 2 (full programme proposal). |
| 97. Would it be possible to receive the scoring table for the concept note and proposal? This would help applicants better align project design with Dutch policy priorities. | It is not customary for the MFA to publish scoring tables. |
| 98. On the TOC (Annexe 5), the second and third outputs appear to be linked to the wrong activities. I.e. stockpile destruction should link to the second output, not the third; risk education (EORE) should link to the third output, not the second; clearance and land release activity is correctly linked to second and fourth outputs. Could you please confirm that this is an error in the format? Other activities are linked correctly to outputs. | The links of risk education and stockpile destruction in the Theory of Change are incorrectly switched. A correct version of the Theory of Change will be re-published on the website as soon as possible. |
| 99. Annexe 5 – TOC - seems to be switched outputs for RE with those for stockpile destruction. Is this correct? | Please see answer to question 98. |
| 100. There appears to be areas in the Annexe 5 Theory of Change that do not properly link up between activities and outputs. For example, activity “Risk Education” does not link directly to output “Increased awareness on the risks of contamination and increased safe behaviour through mine risk education”. Similarly, activity “Stockpile destruction” links directly to “Increased awareness on the risks of contamination and increased safe behaviour through mine risk education” but does not link directly to “Reduced risk of mine/ERW | Please see answer to question 98. |

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| <p>related death and injury through clearance and stockpile destruction". Are these errors in the TOC document?</p> | |
| <p>101. In the Results Framework for Security and Rule of Law (Annexe 3), output 1.2.2 seems to be missing. In the Order, reference is made to the sub-goals 1.2.2 and 1.2.3 (page 5 paragraph 1.3.1). Is it correct that the Order should have referred to the outputs 1.2.3 and 1.2.4 of Annexe 3 instead?</p> | <p>Yes, that is correct. The order should have referred to the outputs 1.2.3. and 1.2.4. There is no output 1.2.2. as our policy influencing effectively only occurs at the international level.</p> |
| <p>102. Do 'goals' and 'sub-goals' here (2.2 <i>Allocation of available resources</i> "In this process the Minister will aim for an even distribution of resources over the priority countries and over the goals and sub-goals of the grant policy framework") refer to Goal 1.2 of the Results Framework? Or does this refer to the five categories of operational mine action activities?</p> | <p>They refer to the goals and sub-goals of the policy framework referenced in paragraph 1.3.</p> |
| <p>103. The deadline for contingency funding proposals is 31 August 2020 in Article 3.2.c (page 2) of the Order, while it is 31 August 2024 in paragraph 3.3. of the Order's annexe (page 13). Which is the correct date?</p> | <p>Contingency funding can be drawn upon on a rolling basis until the end of the 4 year period and/or until funds are depleted. As mentioned in the official Dutch administrative rule 3.2 (c), the deadline for contingency funding proposals is 31 August 2024. The English version will be amended.</p> |
| <p>104. In light of the global Covid-19 pandemic what flexibility will the Dutch MFA offer in relation to the evaluation of submitted applications in relation to:</p> <ul style="list-style-type: none"> o The full engagement of local actors or partners in the design of capacity building activities? o The ability of applicants to conduct survey activities to inform project design and indicators, e.g. pre-clearance land use survey? o The engagement of possible local/national partner organisations to conduct complementary/joint/integrated programming? | <p>The Ministry understands that the COVID-19 pandemic may have implications for the level of detail given in applications and/or prior research conducted to inform applications. Therefore, a certain level of flexibility will be maintained. Applicants are advised to clearly indicate any limitations in the application itself.</p> |
| <p>105. As the longer term impact of the global Covid-19 pandemic on humanitarian mine action operations remains unclear what flexibility will the Dutch MFA offer in relation to:</p> | <p>The Ministry is aware that the impact of Covid-19 on humanitarian mine action operations currently remains unclear. Thus, we can confirm a reasonable level of flexibility will be applied.</p> |

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| <ul style="list-style-type: none"> ○ Proposed outcome and output targets? ○ The ability to conduct overall operations and/or specific activities in both the immediate and longer term? Understanding the current and future different contexts in priority countries. | <p>Applicants are expected to base applications on an up-to-date context analysis and realistic intervention strategy. However, considering the uncertainty caused by Covid-19, the possibility exists to adapt programs within reason (e.g. revise targets), where necessary and in consultation with the Ministry.</p> |
| <p>106. Further, is the Dutch MFA expecting us to integrate a COVID-19 response into our proposed activities if the pandemic is still active comes September 2020?</p> | <p>No. Grants awarded will be for the sole purpose of achieving those result objectives as stated in the policy framework.</p> |