

Q&A's – Mine Action and Cluster Munitions Programme 2025-2030 (MACM III)

	Question	Answer
1	<p>In the Grant policy framework for MACM III 2025-2024, Article 10, last paragraph, p.19, it is stated “the anonymised questions with answers will be published online no later than 31 January 2025”. Can you, please, confirm, that you will be publishing Q&A on a regular basis, upon receipt of questions, and not wait until after deadline for questions to publish answers? Early responses to several questions, are critical in e.g. country selection, proposal and budget development, etc.</p>	<p>The Q&A's that are received before and on 17 January are published 22 January, the Q&A's received after 17 January are published 31 January the latest.</p>
2	<p>The third grant application requirement reads as follows: <i>A track record drawn up in the required format (see Annex 4), in which the applicant demonstrates it has at least 5 years of experience (covering at least 2020-2024) in mine action and/or in capacity strengthening of national mine action authorities (depending on the nature of the grant activities).</i></p> <p>The “Threshold criteria for organisations” (section 11.2.1, p. 20, item D3) states that the track record of at least five years (Annex 4) is applicable to the organisation, but then in section 11.3 “Assessments criteria – mine action” on assessment of each country proposal separately (p.22) item M4/c also refers to Annex 4 and the track record of localisation.</p> <p>Does this criteria refer to the organization worldwide or to each specific country for which a proposal is submitted? I.e. do we have to submit Annex 4 both at organisational level <i>and</i> for each individual country?</p>	<p>This criteria refer to the organization worldwide, and not to each specific country. Annex 4 must be submitted at organizational level.</p>
3	<p>In article 4 “Grant activities” (p. 11 of the Grant policy framework) it is stated that demining activities are “mapping and clearing contaminated areas by means of non-technical surveys, technical surveys, clearance (including Explosive Ordnance Disposal Spot tasks for individual explosives) and stockpile destruction”. Does the call for proposals refer to demining as clearance <i>or</i> any land release component? I.e. does this mean, that a country proposal will have to include NTS, TS <i>and</i> clearance – or can the demining activities cover just NTS and release of land through NTS, but not include TS or any type of clearance activities?</p>	<p>A country proposal focusing on Mine Action will have to include either non-technical survey <i>and/or</i> technical survey <i>and/or</i> clearance activities <i>and/or</i> stockpile destruction. It is therefore possible to cover just NTS and release of land through NTS, but not include TS or any type of clearance activities.</p>

4	Footnote 6, p. 6 of the policy framework for MACM III document provides a link to a Dutch version of the Integrated International Security Strategy for 2018-2022. Is there a current version of the strategy covering 2025? Would you have a link to an English version of either the 2018 IISS or any current version?	The English version of the Integrated International Security Strategy for 2018-2022 can be found here .
5	Could you, please, share a link to an English version of the Dutch Security and Rule of Law Policy? We have only been able to locate the ToC for the policy (using the link in footnote 16 of the Grant Policy Framework), and the indicated Priority Area 1 in the Toc does not match the wording of this priority area in the Grant policy framework (p. 6), though on p. 13, there is a match between the indicated priority area and the wording of this in the ToC.	The Security and Rule of Law ToC describes the Security and Rule of Law policy, there is no separate document.
6	In article 10, p. 18 of the Grant policy framework, it is stated that “The time at which the application is <i>received</i> at the Ministry will be considered the time of submission”. As we submit through e-mail and not an online portal, where we could get a confirmation of submission, will the Ministry ensure that a confirmation mail is sent confirming receipt and the time of submission?	The Ministry will send an e-mail confirming receipt of any application that has been received before the deadline of February 23 at 23:59 CET.
7	Can you, please, confirm if not including Afghanistan on the list of priority countries is an omission? And if not, can you, please, clarify the reasons/justifications for not including Afghanistan in MACM III?	Afghanistan is not on the list of priority countries.
8	In article 10, p. 18 of the Grant policy framework, it is stated that “Applications must be submitted in full and without reservation, legally signed by the person authorized to do so on behalf of the applicant organization, stating their name and position.” Can you confirm, that only Annex 1 “Application form for the grant” needs to be signed (under “General Information” and that each Annex 5.1 “Mine Action and Cluster Munition Programme III (2025-2025) Programme Proposal Format” for the individual country programmes do not need to be signed? As there is not dedicated box for this or will a revised annex 5.1 including a space for signature be issued?	It is only required to sign the completed application form (Annex 1) mentioned under bullet i in chapter 9 of the grant policy framework.
9	Can you, please, explain article 14 “administrative Burden” of the Grant policy framework? How and to what effect will this affect the recipients of funding from MACM III?	Article 14 is only intended as an indication of the (work and) expected costs associated with the obligations relating to submitting an application and to the work involved in meeting the reporting obligations under the grant, if granted. It is up to the applicant to decide whether this estimated amount of work and costs is considered as reasonable and worth the investment of the application.

10	<p>In the “Guide to model budget Mine Action and Cluster Munition Programme III (2025-2030) (p. 14 fifth bullet point) it is stated: “In case that the MOFA funded activities generate income, please: *fill in amount per source per year ..” – is it correctly understood, that <i>only if</i> the income can be directly linked to the income and activities funder by and implemented under MACMIII are we required to include these in the income overview of the model budget (sheet “1.Budget by year-all countries”) – and any other donor funding, private donations, income from commercial contracts, that do not specifically relate to activities planned under MACM III are not relevant to include in the model budget?</p>	<p>This is understood correctly. In case the MFA funded activities generate income it is required to include that income in sheet 1. Please note that it only concerns income that can be linked directly to activities related to activities granted under this grant policy framework. All other donor funding, private donations, income from commercial contracts that do not relate to the activities funded under MACM III may NOT be included in the table.</p>
11	<p>Concerning the programme proposal (Annex 5.1) we have the following question: if we are applying for 5 countries do we need to fill in five forms (one form per country) or one form combining the five programme proposals?</p>	<p>If you apply for Mine Action activities in 5 countries, you will need to fill in 5 separate programme proposals (see format in annex 5.1).</p>
12	<p>We kindly request an extension of the deadline for submission of application to 9 March, i.e. by two weeks. The MACM III Policy Framework and documentation related to the call for applications, were issued on 31 December 2024. For many operators, this is a time of the year, where key country operational and support staff would be on annual leave, which meant that for many organisations the first 6-10 day of the proposal period was lost, as staff was not present. In order to prepare and submit high-quality proposals, which also has sufficient time to ensure proper involvement of local partners in the design phase, additional time will be necessary.</p>	<p>The deadline for submissions cannot be extended and remains February 23, 2025 at 23:59 CET.</p>
13	<p>Is it correctly understood that the local partner <u>should not be named</u> in the application?</p> <p>a. In the Policy Framework, it is stated that the “Grant recipients that did not select a local partner before submitting the application will select one during the inception phase ..” (p. 14), and “International organisations, for example, can foster localisation by directly involving local actors and organisations in the design and implementation of mine activities for the duration of the programme ..”.</p> <p>b. While in the guidance to the budget it is stated that “Under MACM III grant applications may only be submitted by single applicants (without</p>	<p>Local partners may already be identified and named in the proposal if these partners are known prior to submitting the application. The budget model also allows for inclusion of the (estimated) budget for the local partner. If the local partner is not yet known, this local partner has to be identified during the inception phase. Being a single applicant indeed refers to international Mine Action Operators not being allowed to partner for the call (i.e. act as lead partner on behalf of an alliance or a consortium).</p> <p>The budget outline presented in the application may include an estimation of the costs for the local partners unknown by the time of submission of the application. In that case the estimated budget for the partners identified during the inception</p>

	<p>partners). Partnerships are (further) developed during the inception phase. Therefore, when applying for a grant the applicant organization must include an estimation of the expenses of the foreseen local partners in the budget.”</p> <p>The guidance for the budget, that applications are to be submitted without a partner, seems to contradict the policy framework, which state that partners should be included in the design and implementation of activities, which in turn would also mean involvement in the development of the application. Further, we will need to have the partner identified and involved in the budget developing process, to be able to get the correct indirect costs rate for the partner budget, the partner will need to be involved.</p> <p>Further, to this, the Application Form the Grant, Threshold criteria D.1 – states “Applications of alliances/consortia are not permitted. Applicants are single entities.”</p> <p>So, can you, please, clarify if the guidance on not having partner/being a single applicant refer to international Mine Action Operators not being allowed to partner for the call (i.e. be alliance or consortium), but that a local partner (with a Sub-Grant Agreement to be signed, when the grant has been awarded) should be identified and involved in the application process?</p>	<p>phase only may be refined (and slightly adjusted) in the budget accompanying the inception report.</p>
14	<p>Can you, please, confirm that our understanding of the guidance for budget for localisation as outlined in points a-c below is correct:</p> <ul style="list-style-type: none"> a. There is no limit for the amount to be included in the applicant’s various country budgets for budget line II.A.1 Costs to coordinate the cooperation between the applicant and local partners. b. There is no limit for the local partner’s share of the total budget to cover their costs associated with the implementation of activities for which the local partner is responsible, i.e. staff, equipment, direct activity costs, etc. c. <i>In addition</i> to the costs for coordination (budget line II.A.1) and the costs for the local partner, a total of maximum 5% of the total budget can be allocated to the applicant to cover capacity strengthening activities for the local partner, as identified in collaboration with the partner. 	<p>This understanding of the points a-c is correct and therefore herewith confirmed. Bearing in mind the programme’s focus on locally led development, it goes without saying that as much as possible of the means should be spent on activities directly contributing to the programme objectives. Coordination costs should be reasonable and proportionate to the local partners’ share.</p>
15	<p>For the maximum 5% allocation of the budget for Nexus activities, is there a preference or priority for</p>	<p>No, MFA has no preference or priority for development or peacebuilding for Nexus activities.</p>

	Dutch MFA between the development and the peacebuilding (the H & the P of the triple Nexus)?	
16	It is our understanding, that the maximum 5% allocation for Nexus activities is only related to direct activity costs, and that e.g. required staff costs for implementation of these activities can be included in the applicant's general budget? Please, confirm.	Your understanding is correct. The maximum 5% allocation for Nexus activities is only related to direct activity costs
17	Is it correctly understood that the Fixed Indirect Costs rate for the applicant and the local partner will not have to be the same? But, that the rate applied for either organisation will have to remain the same throughout the full project period?	<p>This is understood correctly. The Fixed Indirect Costs rate (ICR) for the applicant and the local partner will not have to be the same. It varies per organization and is depending on the ratio between direct and indirect costs in the respective organisation's ledger accounts.</p> <p>The rate applied for each organisation will remain more or less the same throughout the project period, but may vary slightly over the years. Therefore the ICR will be included in the annual audit. On the basis of that the applicant may submit a request to adapt the ICR (including that of the local partners) in the activity budget for the coming year(s). Only after MFA approval the ICR will be altered.</p>
18	In the guidance to the budget it is stated, that we can incorporate inflation at up to 5% per year for the duration of the project. Can we for development of the budget, use an average unit rate across the project period, which is calculated to take inflation into account? As we will have to develop a full budget to be able to forecast tentative spending over the full project period, while we only have to present a detailed budget for the first 12 months, using an average will easier facilitate being able to forecast budget for the second and following years.	Since the budget for the project period following the first 12 months will have to be presented as a forecast for development of the budget, an average unit rate across for this remaining period can be used. In case the grant would be awarded, each year an annual plan and budget will have to be submitted. With these annual plans and budgets the estimated inflation can be updated for the (coming) year for which this annual plan will be drafted.
19	In light of the above, will Dutch MFA allow transfer of funds between year during implementation? I.e. will underspending be allowed to be transferred to the following year, through a budget reallocation – or if activities or procurement of equipment planned for the second year, will be smarter to implement in year 1, will it be allowed to exceed the year 1 budget, through savings in year 2, done through a budget reallocation? Similar, to what was approved for MACM II.	The transfer or reallocate funds between years during implementation is allowed. When they are expected to occur these reallocations have to be submitted to the MFA with a request for approval. This can be done through the annual report or annual plan.

20	<p>Is it correctly understood, that if we include up to 4% for contingencies, these can a) only be used by receiving approval from Dutch MFA and b) if not used, these funds will be lost for the recipient organisation?</p>	<p>Assuming that this question is not about our contingency fund (see chapter 7.1 of the policy grant framework), but about the contingencies included in the organization's budget, the following answer applies:</p> <p>It is correctly understood that budget for contingencies included under IX in the budget presented with the application can only be used during the project period after the approval by the MFA. The applicant has to submit a proposal for this purpose.</p> <p>The part of the budget reserved for contingencies which will not be used (including requests for use rejected by the MFA) will be deducted from the total budget in the final account at the end of the activity.</p>
21	<p>If the allocation for contingency funds is not used by the time budget for the final year is to be developed, can these funds be transferred from the contingency line to be included in the annual budget for the final year?</p>	<p>Assuming that this question is not about our contingency fund, but about the contingencies included in the organization's budget, the following answer applies:</p> <p>These funds can only be transferred from the contingency line if a proposal will be submitted by the applicant (through the final annual plan + budget) and which then may be approved by the MFA depending on the nature and quality of the proposal.</p>
22	<p>The budget model indicates, that the budget for the first 12 months of the project period, will need to be split in two reflecting the Inception Period and the remaining time. However, in the template, the Inception Period is indicated to be 7 months (1/6/2025-13/12/225), and the remaining period to be five months. But, in the policy framework (p 12) it is stated that "... an inception period of no more than four months .." – we assume the budget should reflect four months of inception period, as well?</p> <p>The second period of the budget model is indicated to be from 1/6/2026-31/12/2026.</p> <p>The policy framework (p 24) states that grant recipients will be required to submit annual reports and annual audit reports. Similar to MACM II, we assume these will follow the calendar year.</p> <p>Hence, should the first two budget periods not follow the calendar year, as well? I.e. so that the first period of the budget shows 1/6/2025-31/12/2025 and is split into</p>	<p>The breakdown of these periods is caused by the start date of the MACM III programme of 1 June, i.e. in the middle of the year.</p> <p>Because of the legal obligation under Dutch law to submit a 12 months budget, the first period runs from 1/6/2025-1/6/2026. The inception report has to be submitted by the applicant after four months from the start of the activity together with the annual plan for 2026. With a 3 month period necessary for MFA's approval process, the total inception period is expected to take seven months. The annual plan 2026 has to include an update of the budget of the period 1/1/2026-1/6/2026 and budget proposal for the period of 1/6/2026-31/12/2026. From 2027 onwards the budget periods will follow calendar years.</p> <p>Detailed timelines elaborated above will be included in the grant decisions MFA will send the applicants whose application will be selected.</p>

	Inception Phase of four months and remaining period (1/10/2025-31/12/2025) of the year, and the second period of the budgets shows 1/1/2026-31/12/2026?	
23	Will quarterly IATI reporting be required for the recipients of funding for MACM III? The Policy Framework (p 24) only refers to annual IATI reporting?	Under MACM III, only annual IATI reporting is required. Quarterly IATI reporting will not be required.
24	Is Annex 4 Track record format, supposed to only be submitted for the organisation, or (also) one per country? The guidance in Annex 4 and in the Policy Framework (p 18, bullet point iii) indicates the track record is on organisational level. However, country application form Annex 5.1, section M.4 on Localisation, point b, also refers to <u>Annex 3</u> (sic). We understand points b-c in this section to refer to the how the <u>country</u> (sic) has translated the general vision of the organisation into practices in country and what their individual track record on localisation is, should then be clarified in the Annex 4 per country.	<p>Assuming that you mean Annex 4 and not Annex 3 and assuming that you mean organisation where you write 'country', the following answer applies:</p> <p>Annex 4 must only be submitted at organizational level.</p> <p>Country application form Annex 5.1, section M.4 on Localisation, point b, should demonstrate a link between the organization's general vision on localisation as described under point M.4a and your previous work on localisation as described in Annex 4, not necessarily in the countries for which an application has been submitted. No additional text is required under M.4b.</p> <p>Under M.4c, the applicant applies the general vision on localisation to the new proposals under MACM III, on country level.</p>
25	Can you, please, clarify, what additional documents for the country applications can be submitted/allowed or are required? E.g. proof of registration, support letters from NMAA, references, etc.	Applicants should not include additional information with their application, as these will not be taken into account when assessing the application. Only the information mentioned in and required by the Grant Policy Framework should be submitted. Please refer to article 3 and chapter 9 and 10 of the Grant Policy Framework.
26	Noting the requirement for activities in Yemen to only be conducted in areas controlled by the internationally recognised government (IRG), are there restrictions on conducting explosive risk education efforts in governorates that are currently only partially controlled by the IRG, if these activities were limited to IRG areas?	No, there are no restrictions on conducting activities in IRG areas.
27	While we understand that localisation efforts will vary in national contexts, we were hoping to understand whether there is a requirement to have funds spent by local partners on EORE and clearance activities and how this would be rated as part of criterion M.4.	No, there is no such requirement.

28	Is there a maximum number of annexes each partner can submit? How will these be assessed (i.e. can we have overall multi-country annexes, or should they be country-specific)?	See answer to Q25, only the information mentioned in and required by the Grant Policy Framework should be submitted.
29	While the section regarding <i>Monitoring, Evaluation and Learning</i> does mention indicators, a logframe does not appear to be required. Should it be provided as an annex?	No. Logframes are not part of the application. Only the information mentioned in and required by the Grant Policy Framework should be submitted.
30	<i>"In addition to the annual report and audit report, eligible parties must report separately on indicators selected by the ministry."</i> Would it be possible to already share those indicators so we can include them in our MEL plan (or can we assume those would be the same or very similar to those required under MACM2)?	The following indicators have been selected by the Ministry of Foreign Affairs (reporting in numbers not percentages): <ol style="list-style-type: none"> 1. Area of land released disaggregated by land cleared, land reduced and land cancelled (m2) 2. Land reduced through technical survey (m2) 3. Land cleared in accordance with IMAS (m2) 4. Land cancelled through non-technical survey (m2) 5. Sqm of formerly contaminated land in use following land release activities 6. Number of direct beneficiaries of land release and explosive ordnance disposal (disaggregated - women, men, girls, boys) 7. Number of indirect beneficiaries of land release and explosive ordnance disposal (disaggregated - women, men, girls, boys) 8. Number of direct beneficiaries of victim assistance (disaggregated - women, men, girls, boys) 9. Number of EORE sessions delivered 10. Number of direct beneficiaries of EORE sessions (disaggregated - women, men, girls, boys)
31	<i>"Each grant application shall include a minimum of three and a maximum of five country-specific proposals"</i> . However, would it possible to be awarded only one or two country-specific projects or do at least three projects need to be selected for the grant to be awarded?	Yes, it is possible to be awarded only one or two country-specific projects. The country-specific project proposals are reviewed individually.
32	The inception period is expected to last four months. However, the inception report is also due after four months, which means some aspects may not be covered by the report. Would it be possible to have at least a month to prepare this report? As we understand, some activities may start during the inception report, this task should not impact programme delivery.	The inception report needs to be finalized after 4 months. The main purpose of the inception report is to work out details for the remaining program period, rather than reporting on the activities of the past few months. Therefore, it's not an issue for the inception report to not cover all aspects of the four month period. The preparation of the report is part of the four months so should take

		place before the end of that period. This means that it is not possible to have an additional month for the preparation of the inception report. The drafting of the inception report can take place simultaneously with mine action activities.
33	Would it be possible to include light support to the NMAA in the Mine Action programming? For instance, as capacity building (training or refresher) might be needed to carry out mine action activities, would it be possible to include NMAA staff?	Light support to the NMAA such as trainings or refreshers on specific topics that have a strong link with the main Mine Action activity are allowed, as long as the applicants demonstrate in the proposal that this light support is needed to ensure the successful implementation of the Mine Action activity. This will have to be further elaborated by the applicant in the inception phase.
34	<i>"Up to 5% of each total country budget can be used for capacity strengthening activities targeting local NGOs."</i> Subcontracting a local NGO as an implementing partner will likely require more than 5% of the country budget. Could you confirm the 5% cap is specifically for capacity-strengthening activities and that more than 5% of the budget can go to local NGO/CSO/CBOs?	Yes. The 5% cap is specifically reserved for capacity-strengthening activities. There is no maximum to the part of the budget that goes to the local NGO for its services as implementing partner.
35	<i>"Adjustments within budgets (...) may also be made annually in the period thereafter".</i> We understand this as meaning there will be room for budget adjustments when submitting the subsequent annual budgets. However, 1) would it be possible to indicate the authorized flexibility within annual budget chapters? And 2) will there be flexibility between country-specific budgets (through an amendment request)?	1) Adjustments up to 10% of the original budget may be made without prior approval of MFA. Bigger budget adjustments have to be submitted to the MFA with a request for approval of the amendment. This can be done through the annual report or annual plan. Adjustment will need to be in line with the original activity plan and expected results as approved by the MFA. 2) Only in exceptional situations - for example if activities in a country need to be (partially) discontinued - a budget shift between countries may be considered. In that case it is always required to submit a request for amendment approval.
36	How would you advise we present cross-country costs (e.g. audits or multi-country learning initiatives)? Would it be possible to spread them between country-specific budgets or would you rather have these costs appear separately?	If there are cross country costs, then they should be divided over the respective countries and presented in each separate country budget with their (pro rata) share in these cross country costs. Furthermore, this should be explained in the budget narrative.
37	Does MFA have a prescribed format for the budget narrative? And should the budget narrative be submitted as an additional column or tab in Annex 6.2 or as a separate document?	Please bear in mind that there is no obligatory format for the budget narrative. Apart from the obligatory annexes mentioned in the Grant Policy Framework and/or the application form, no additional annexes to the application form are

		allowed. Hence the applicant should include the budget narrative as an additional worksheet in Annex 6.2.
38	Can we add additional tabs to the Annex 6.2 to show the detailed breakdown for Year 1 or would you like this as a separate annex?	<p>In line with the answer to Q37, the applicant should include the detailed breakdown for Year 1 as an additional tab included in the same Excel file of Annex 6.2. Separate annexes are not allowed.</p> <p>The detailed breakdown should be drawn by the applicant following the subcategories presented in table i (page 3) of Annex 6.1 to the Grant Policy Framework.</p>
39	Do you require a PxQ staff calculation for all years or only for Year 1?	A PxQ staff calculation is only required for year 1.
40	Would it be possible to share the 2022 audit protocol?	Yes, please see: https://www.nba.nl/siteassets/wet--en-regelgeving/controleprotocollen/ministeries/buza/copro20044a4-buzamodelprotocol-activiteit-04022022-engels.pdf .
41	Activity duration and funding period. The main webpage hosting all tender-related documents, as well as chapter 6.1 of the Grant Policy Framework of the MACM III, specifies that the duration of activities is limited to the period from 1 June 2025 to 31 May 2030. However, Article 2.1 (of the BZ2410991 Order) states that funding for grants is awarded up to and including 31 December 2030. Could the Ministry please clarify the difference?	MACM III has a duration of 5 years, starting from 1 June 2025. The end date of the programme is thus 31 May 2030, Article 2.1 refers to the end of the calendar year as expiration date for the period for which the grant ceiling has been established.
42	Template: Can applicants use their own narrative proposal template instead of Annex 5.1, whilst sticking to the M sections and word count?	No, this is not allowed.
43	<p>Annexes to template: With regards to the narrative proposal Annex 5.1, can images - including but not limited to the mine action Theory of Change, country maps and photos - be attached as standalone annexes to the proposal?</p> <p>If yes, to what extent do these annexes contribute to the proposal word limits?</p>	<p>Applicants should <u>not</u> include additional information, including images, with their application, as these will not be taken into account when assessing the application. Only the information mentioned in and required by the Grant Policy Framework should be submitted.</p> <p>See answer to Q63, Q84 and Q86. A narrative of 700 words is allowed under M2, this may include the country-specific ToC as a visual/schematic as long as the total of the answer consists of the maximum of 700 words. This should be part of the answer in the program proposal under M2, not added as an extra document or annex.</p>

44	<p>Assessment: The MACM Policy Framework, paragraph 11.1 Assessment states “<i>The quality assessments are performed on the basis of country-specific programme proposals. To be eligible for a grant, the quality of the country proposals accompanying the application must be ‘amply’ sufficient. This will be assessed for each country proposal</i>”. Can the Ministry clarify what for Mine Action proposals the maximum score is that can be obtained and what score would be considered as ‘amply’ sufficient?</p>	<p>The maximum possible score will be 100 points and amply sufficient means a score of at least 60 points.</p>
45	<p>Application form – general information, d. contact details: Can the applicant submit more than one email address and phone number in the contact details section?</p>	<p>A maximum of 2 e-mail addresses and 2 phone numbers is allowed.</p>
46	<p>Access to contingency funds: To what extent may applicants engage proactively, rather than waiting for a flash call, with the Dutch Ministry to potentially access the EUR 4,000,000 contingency fund, for instance, in response to an unexpected humanitarian crisis?</p>	<p>Applicants may not engage proactively with the Dutch Ministry to potentially access the EUR 4,000,000 contingency fund. The budget available through the Contingency Fund can only be released at the Minister’s request.</p>
47	<p>Clarification on local NGO partner collaboration requirement: While Chapter 3.2 of the Grant Policy Framework indicates that the cross-cutting objective of capacity strengthening of local NGOs is recommended, Chapter 4.5, under point one, suggests that the selection and collaboration with a local partner is considered during the assessment. Furthermore, the inception phase specifies that applicants without a local NGO partner will be required to select one. Could the Ministry please elaborate on the expectations regarding partnerships with local organisations, and to what extent it is mandatory?</p>	<p>Partnership with a local NGO is not mandatory. In situations where a partnership with a local NGO is not possible – and provided this is clearly explained in the country-specific context analysis (criterion M1) and – it is possible to operate without local NGO partner. In all other cases, not intending to work with a local NGO partner will impact the score (criterion M4) that will be given to an application.</p> <p>Grant recipients that did not select a local partner before submitting the application will indeed be requested to select one during the inception phase, for countries in which this is possible.</p>
48	<p>Collaboration with local NGOs registered abroad: Would the Dutch Ministry allow grant recipients to collaborate with a local NGO that operates in one of the focus countries, but is officially registered in a neighbouring country or a country in the same region?</p>	<p>Yes, but this will require a motivation in the proposal why the applicant choses to do so.</p>
49	<p>Collaboration with civil society organisations: For the implementation of the second mine action activity (EORE and/or victim assistance) can the applicant collaborate with well-established civil society organizations (CSOs) or community-based organisation (CBO), depending on the context? <i>For instance, in Syria’s shifting political and security landscape, the legal status of organizations has not been clarified, and there is currently no legislative distinction between CSOs and NNGOs.</i></p>	<p>Yes.</p>

50	Capacity-building of a local NGO: May the applicant establish an equal partnership and capacity-building activities for a local NGO whose activities focus on the triple nexus, but not on mine action? In this arrangement, up to 5% of the project budget for capacity building of a local NGO would be allocated to this partner.	The applicant may establish an equal partnership and capacity-strengthening activities for a local NGO <u>working in the mine action sector</u> whose activities focus on the triple nexus. Up to 5% of the project budget for capacity building of a local NGO can be allocated to this partner.
51	Split of activity owner: Is the applicant required to directly implement the second and/or third mine action activities (EORE and/or victim assistance), or can these be fully carried out by the local NGO partner?	The applicant is not required to directly implement the second and/or third mine action activities (EORE and/or victim assistance). These can be fully carried out by the local NGO partner.
52	Activities local/national NGO: May a mine action funding applicant establish a partnership and strengthen a national NGO whose activities include capacity building of government entities and agencies (which may, in turn, include the NMAA)?	Yes. See also answer to Q33.
53	Earmarking for cross-cutting objectives: The Grant Policy Framework allows applicants to earmark up to 5% of the total country budget for each of the cross-cutting objectives: the triple nexus and capacity strengthening of local NGOs operating in the demining sector. Would it be permissible for applicants to merge both cross-cutting objectives under a single set of activities, thereby allowing for a combined allocation of up to 10% of the total country budget? Would it then thus be possible to have one local partner for both the capacity strengthening and the triple nexus elements?	Yes, it is permissible for applicants to merge both cross-cutting objectives under a single set of activities, thereby allowing for a combined allocation of up to 10% of the total country budget, as long as both budget lines respect the 5% cap. It is then thus possible to have one local partner for both the capacity strengthening and the triple nexus elements.
54	Subcontracting: Besides the 5% of the total country budget reserved for capacity strengthening of a local NGO, would it be possible to also subcontract the local NGO partner(s) for the delivery of additional project activities?	Local NGO partners should be involved in project activities (Mine Action, victim assistance, EORE and Triple Nexus). On top of that, 5% of a country budget may be used for capacity strengthening of local NGOs.
55	5% budget reservation for triple nexus and capacity building activities: Is the earmark of 5% of the total country budget for each of the cross-cutting objectives fixed as 5% annually, or would the Dutch Ministry allow a flexible approach to this (e.g. increasing the percentage proportionally over the years)?	Up to 5% of each total country proposal may be used for triple nexus and budget can be used for capacity strengthening activities targeting local NGOs. Furthermore, up to 5% of each total country budget can be used for triple nexus activities. There is no requirement when to spend it.
56	Duration of capacity-building: Does the partnership and do the capacity-building of a local NGO partner have to be carried out throughout the full duration of the MACM (until May 20230), or could capacity-activity building activities take place during a shorter implementation period as long as this is in agreement with the local partner?	It is encouraged to aim for partnerships with local NGO's throughout the full duration of MACM III, but this is not mandatory. The quality of the envisioned partnership of the applicant with local NGO's will be assessed under criterion M.4. The capacity building activities can also take place during a shorter period.
57	Youth: Could the Ministry please define the term 'youth' to age categories? Would this include only children or also another demographic (e.g. 18 to 25-year-olds)?	Youth is defined between 15 and 35 years old (see https://www.youthatheart.nl/binaries/youthatheart/documenten/publications/2)

		022/03/14/myo-toolkit-en/NL+MFA+Meaningful+Youth+Participation+Toolkit+English+EN.pdf).
58	Timeframe: Annex 1 refers to a <i>demonstrable track record of at least 5 years in mine action and/or capacity strengthening of national mine action authorities from 2020 to 2024</i> , whereas Annex 4 refers to <i>in any case the 2019-2024 period</i> . Could the Ministry clarify the exact timeframe of the track records, and whether all three project references need to fall completely within this timeframe?	The exact timeframe of the track record is 2020-2024 (please refer to threshold criterion D.3), the timeframe mentioned in Annex 4 (2019-2024) is incorrect. It is not necessary for all the three project references to fall <i>completely</i> within this timeframe.
59	Project references: with reference to track record referred to in the previous question, could the Ministry please clarify whether an organisation can submit track record examples from projects that are not included in the list of priority countries for the MACM III? Could this in any way affect the evaluation of this threshold criteria?	An organisation can submit track record examples from projects in countries that are not included in the list of priority countries for the MACM III. This does not affect in any way the evaluation of this threshold criteria.
60	Track record, localisation (section i): for the purpose of establishing a track record in Annex 4 and specifically to criteria “i: <i>brief project description including the way localisation has been applied (max. 350 words)</i> ”: Could the Ministry please clarify whether this section should focus on capacity-building and partnerships with local NGOs, or does the overarching definition of localisation apply that refers to local actors – including individuals, communities, networks, organisations, private entities and governments?	The overarching definition of localisation applies.
61	Track record, localisation (section i): When an applicant bids for funding from the activity type “mine action activities”, could the track record submitted in Annex 4 still contain localisation examples that refer to the capacity-building of National Mine Action Authorities? This, despite the fact that capacity strengthening of national mine action authorities is funded from a separate budget under the MACM III Policy Framework.	When an applicant bids for funding from the activity type “mine action activities”, the track record submitted in Annex 4 should also provide examples related to Mine Action (please refer to chapter 9, sub iii, of the Grant Policy Framework).
62	Application Form, criterion D.5 ‘Maximum remuneration’ – Can the Ministry please clarify the relevant timeframes for the response to section D5 of the Application Form? More specifically, should the values in response to this criterion reflect current levels of remuneration for the 2025 calendar year, or (expected) remuneration for the 12 months from 1 June 2025 (start of activity)? In addition, does the requirement apply throughout the duration of any funding agreement?	The values in response to this criterion need to reflect the levels of remuneration as from the start of the period for which the grant is being requested. In case these remuneration levels are still unknown by the time of applying under MACMIII, the most recent remuneration levels have to be used. The requirement applies throughout the duration of any grant decision.
63	Country-specific ToC: In addition to the required 700-word narrative under section M2 of Annex 5.1, would it be permissible to submit a country-specific Theory of Change as	See answer to Q43, Q84 and Q86. A narrative of 700 words is allowed under M2, this may include the country-specific ToC as an illustrative supplement as long as

	an illustrative supplement, provided it aligns with both the sector-wide Theory of Change and the Security and Rule of Law Theory of Change of the Ministry?	the total of the answer consists of the maximum of 700 words. This should be part of the answer in the program proposal under M2, not added as an extra document or annex.
64	Remote monitoring of activities: What is the Dutch Ministry's position on remote monitoring of activities in certain contexts? <i>For instance, might activities be coordinated from a neighbouring country/country in the region, in case the applicant will face access challenges due to the changing context.</i>	Activities may be coordinated from a neighboring country/country in the region if the context provides reasons to do so. This has to be explained in the proposal.
65	MEAL Data Collection Requirements: Would it be possible to get a sense of the known data collection requirements (e.g., post-clearance household surveys, RE pre-/post-and retention tests, pre-clearance task-level data), so we know what types of data collection teams to budget for?	There are no specific data collection requirements.
66	Ministry of Foreign Affairs Grants Decree: Could you please provide a copy of the Ministry of Foreign Affairs Grants Decree, in particular Article 14 (1), as referenced (#26) to in the Grant Policy Framework under chapter 8.	Herewith Article 14.1: <i>'Grants are awarded solely to cover costs of the planned activities that are necessary in the light of the objectives and results envisaged, in so far as it cannot reasonably be expected that such costs can be funded from the applicant's own resources or other sources.'</i> The link to the full text of the Ministry of Foreign Affairs Grant Decree in Dutch: wetten.nl - Regeling - Subsidiebesluit Ministerie van Buitenlandse Zaken - BWBR0018039
67	Reflected timeframe in budget model Excel: Cell D9 of Annex 6.2 contains the text " <i>Year 1 - Inception Phase - (01/06/2025 - 31/12/25).</i> " Simultaneously, chapter 4.5. Inception Phase on page 13 of the MACM III 2025-2030 Policy Framework states: " <i>After the grants are awarded, all grant recipients are required to undergo an inception phase of <u>no more than four months</u>, starting from the official start date of the grant period, as stated in the grant award arrangement.</i> " Can the Ministry please specify what the timeframe is for budgeted expenses that should be filled under Column D of the budget model Excel? Is this as per the budget template: 'six months' (1 June 2025 to 31 December 2025), <u>or</u> as per the MACM policy framework 'four months' (1 June 2025 to 30 September 2025)?	See answer to Q22. The timeframe for budget expenses under column D of the budget model is six months (1 June 2025-31 December 2025). This will include the budget expenses made for the inception phase and may include other costs. It is for instance possible to initiate mine action activities (demining, EORE, victim assistance) during the inception phase.

68	<p>Corporate rates for Somalia: The overview of corporate rates per country does not contain values for Somalia. Could you please clarify whether corporate rates for Somalia are available, or what country equivalent can be adhered to?</p>	<p>Over the last few years, unfortunately no corporate rates for Somalia were available. Also not for 2025. Alternatively the corporate rates for Kenya can be used.</p>
69	<p>Activity plan: The Guide to Model Budget (Annex 6.1) states on page 14: <i>"The activity budget to be included in the grant application should be based on the standardized model budget, the programme's Theory of Change and possibly also an <u>activity plan</u>, if mine action activities (demining, EORE, victim assistance) will be started during the inception phase. The latter has to be submitted only if mine action activities on the ground start during the inception phase."</i></p> <p>Can the Ministry please provide guidance on format requirements and assessment criteria related to this <u>activity plan</u>, in particular:</p> <ul style="list-style-type: none"> ▪ Can the activity plan be submitted as a standalone annex or should this be integrated in the narrative responses in the proposal format "Annex 5.1. Application form - Mine Action Activities"? ▪ Is there a standard format that an applicant should use for the activity plan? ▪ Are there any other guidelines and requirements that should be taken into consideration when preparing the activity plan? <p>Should project indicators (outcome and output) be defined for demining activities (demining, EORE, VA) and integrated into the activity plan?</p>	<p>Contrary to what is stated in the Guide to Model Budget, no separate activity plan is requested. Activities related to mine action starting in the inception phase may be further explained in the:</p> <ol style="list-style-type: none"> 1) Theory of Change (see Policy Grant Framework Chapter 11.3. criteria M2); 2) narrative explanation accompanying the budget. <p>An update on mine action activities conducted in the inception phase combined with further planning of these activities in the remaining project period has to be included in the inception report.</p>
70	<p>Reporting and other grant obligations: The MACM III Policy Framework states under section 13. "Reporting and other grant obligations" that the activities of grant recipients and the MACM III programme as a whole will be subjected to a mid-term evaluation and/or and end-term evaluation in the fourth year of the grant programme. These evaluations will be conducted by a third party contracted by the ministry. All grant recipients are required to participate. Are applicants also required to budget for the completion of an operator-led external evaluation?</p>	<p>No.</p>
71	<p>Audit requirements: Can the Ministry please confirm that applicants need to budget for six annual audits, assuming that they will be required for calendar years 2025 – 2030?</p>	<p>The Ministry confirms that assuming the programme will run from 2025-2030, six annual audits will be required.</p>
72	<p>Narrative budget – can the Ministry please clarify whether the narrative budget can be a standalone document that can be submitted as an appendix to the budget submitted in Annex 6.2., or should the narrative be incorporated in Annex 6.2?</p>	<p>The budget narrative has to be submitted as an additional worksheet/tab in Annex 6.2. There is no fixed format for this (see answer to Q37).</p>

73	Underlying PxQ calculations – can the Ministry please clarify whether the underlying PxQ calculations can be a standalone document that will be submitted as an appendix to the budget submitted in Annex 6.2.?	No. As is the case for narrative elaborations (see e.g. answer to Q37) underlying PxQ calculations should be presented as an additional sheet in Annex 6.2 budget model.
74	Underlying PxQ calculations – can the Ministry please clarify whether the underlying PxQ calculations are only to be submitted for the first twelve months of the budget, or also for the indicative multi-annual budgets?	The underlying PxQ calculations should only be presented for the first 12 months in the Annex 6.2 budget model.
75	A question in relation to the optional mine action sub activity of capacity strengthening of local NGOs: do these NGOs have to be already active in the mine action sector, or would it be possible to propose strengthening NGO capacity to enable them to work in the mine action sector, for example training staff to implement explosive risk education and/or supporting local NGOs to become accredited for mine action activities?	The applicant may propose capacity-strengthening activities for a local NGO <u>working in the mine action sector</u> . The local NGO may be new in the sector, but has to already be active on the day of the submission of the program proposal.
76	Please confirm an estimate of the costs of this type of audit so that we can budget it accordingly. The link for more information was broken when I tried to obtain further details. <i>NB: When preparing the budget, one should take account of the requirement to draw up a report of factual findings as part of the audit. This requirement stems from the new 2022 audit protocol and entails higher costs than an audit without a report of factual findings.</i>	Please see link in the answer to Q40. The applicant has to make it's own estimate for the costs of an audit, based on this information and include this in the budget proposal.
77	Can a local NGO be partner with more than one applicant?	Yes, provided that the local NGO has sufficient capacity to deliver in all partnerships.
78	In the Q&A published on 22 January, it is clarified with regards to the 5% allocation for Nexus activities (Q 16), that this is for activities only and staff can be included in the applicant's general budget. It is further clarified in response to Q15 on allocation for localisation, that the 5% for capacity strengthening of local partner is in addition to the costs of coordinating the partnership and the allocation to the local partner. However, we assume, that costs for staff involved in the coordination of the partnership and involved in the capacity strengthening of the local partner are in addition to these costs, as well. Can you, please, confirm.	Confirmed. Costs for staff involved in the coordination of the partnership and involved in the capacity strengthening of the local partner are in addition to (the 5% allocation for) Nexus activities.
79	According to the principle of non-discrimination, once Victims Assistance is in place, it should support anyone in need. Hence, we understand that any VA activities included	Confirmed that all victims present in the area where you are active are eligible for Victims Assistance.

	under the MACM III in EO contaminated areas, could potentially include all victims of both HMA and SALW, based on needs. Please, confirm.	
80	Can you confirm that we only have to submit one annexe 4 for the entire application of the organisation or should we provide an annexe 4 track record on each country we would like to submit?	Only one annexe 4 is expected for the entire application.
81	Can you confirm that we don't have to submit a separate logical framework as annexe with the result chain, baseline, target, indicators and assumptions? Can you confirm that this is only expected in the inception report?	<p>A separate logical framework as an annexe is not part of the application. Instead a Theory of Change has to be submitted, see paragraph 4.4 and criteria M2 and N2 of the grant policy framework. Applicants must link the proposed activities to outcomes and the corresponding Indicator Bank from the sector-wide Theory of Change (see see paragraph 4.4 of the Policy Grant Framework) .</p> <p>Elaboration of the ToC, including result chain, baselines, targets will be part of the inception phase. In this phase the assumptions of the ToC in the original application can also be adapted.</p>
82	In the guidelines is written: <i>“For each country, the applicant shall choose to focus on either mine action (lot a) or capacity strengthening for the national mine action authority (lot b). Activities that combine both types (a and b) in the same country are not eligible for funding under MACM III.”</i> While in principle this guideline is straightforward, we do have a practical question because in certain countries you will have to work through the NMAA to deliver on mine action results under lot a. More concretely, can an organisation propose activities under lot a knowing that it will be provided by staff working for the NMAA. To improve the quality for those activities, we would have to organise technical (+refresher) training and we should also consider salary cost for NMAA staff under the project. (In Yemen for example: you can't work under lot a without having the NMAA, which implies that the INGO pays for salaries, capacity strengthening of these staff). Would this render the proposal ineligible because it would be considered a combination of lot a & lot b?	Light support to the NMAA such as trainings on specific topics that have a <i>strong link</i> with the main Mine Action activity are allowed, as long as the applicants demonstrate in the proposal that this light support is <i>needed</i> to ensure the successful implementation of the Mine Action activity.
83	Following the above question, in case a country proposal would be ineligible because it would be considered of combining of lot a) and b) would this make only that specific country proposal ineligible, or would it render the entire application of the organisation ineligible, affecting other countries as well?	This would make only that specific country proposal ineligible.

84	Can we attach a visuals/schematics in attachment for the Theory of Change to the proposal?	See answer to Q43, Q63 and Q86. A narrative of 700 words is allowed under M2, this may include the country-specific ToC as a visual/schematic as long as the total of the answer consists of the maximum of 700 words. This should be part of the answer in the program proposal under M2, not added as an extra document or annex.
85	Annex 5.1, M.4: Can the risk table be submitted as landscape formatted Word or Excel annex to the document to enhance readability of the table?	Yes.
86	Annex 5.1, M.2: Can this include visual charts supplementing the allowed 700 words, either under M.2 or as separate annex to the document?	See answer to Q43, Q63 and Q84. A narrative of 700 words is allowed under M2, this may include the country-specific ToC as a visual chart as long as the total of the answer consists of the maximum of 700 words. This should be part of the answer in the program proposal under M2, not added as an extra document or annex.
87	Can you confirm that there is no overall limitation (cap) on the submitted application for one organisation, meaning that in principle we could submit 5 countries requesting the maximum country budget of 6,5million €?	Yes. Please refer to threshold criteria D.11 and D.14.
88	Does the assessment with scoring follow a country approach meaning that a country proposal of one organisation only competes with the country proposals of other organisation? Or will all scorings for all countries of all organisations be put into one big ranking list? If the latter assessment would be followed, would all proposals with the highest scoring one by one be selected until the wallet is empty?	Based on the scores, the applications will be ranked as described in paragraph 7.2 of the Grant Policy Framework, which will be done per country proposal. For each of the activity types (i.e. mine action and capacity strengthening of NMAA), the Minister will award grants in accordance with the ranking of country proposals while taking into account a balanced distribution of the available funds among the focus countries, until the respective activity type budgets are exhausted.
89	Is it the objective of the donor to divide the overall funding portefeuille across all 8 target countries, or would it be possible that one country does not receive funding at all while another country would have 2 or 3 winning proposals?	The Ministry aims to divide the overall funding across the 8 target countries. However, only proposals scoring at least 'amply sufficient' will be taken into account to be rewarded (please refer to paragraph 7.2 and paragraph 11.1 of the Grant Policy Framework, see also question 88). Therefore, the outcome could also be that some countries will not have funding and countries will have two or more winning proposals.
90	Is there a minimum or maximum amount of the budget that should be spent on localisation?	No. See answer to Q14.

91	Can you confirm that we understand correctly that the budget going to local partners is not limited under this call? But that only the capacity strengthening of that local partner is limited?	We can confirm there is no limit. See the answer to Q14. And up to 5% of each total country budget can be used for capacity strengthening activities targeting local NGOs.
92	Can you elaborate on the definition of the capacity strengthening of local partners. The guidelines say that this capacity building should reinforce the partner's abilities to carry out the activities under the project. However, is organisational capacity building also allowed? For example, some organisations struggle with their finance or HR department. Training them on financial reporting or on how to have a successful recruiting system could be very important for the local partner to be able to effectually conduct the proposed activities. In sum thank you for clarifying the boundaries/limitations of the capacity strengthening.	Please refer to the Glossary in the Grant Policy Framework, where also capacity strengthening is defined with the context of the Grant Policy Framework: "The process of developing and strengthening the skills, resources and structures of national governments and local NGOs, with the aim of sustainable and independent development." Capacity strengthening is eligible for funding regarding local NGOs working in the field of mine action, for activities including the development of local expertise and institutional structures, such as education and training, institutional support and supply of equipment and technology (paragraph 4.1.1 and paragraph 4.2 of the Grant Policy Framework). Strengthening their finance or HR departments to improve project implementation can be seen as an appropriate and necessary form of capacity strengthening.
93	Could you say where in the Budget Template we should put the 'capacity strengthening for local partners'?	<p>The aggregated costs for capacity strengthening for local partners in the context of mine action activities have to be included in column V of the Excel worksheet of the Budget model '2. Activity budget per country'.</p> <p>These costs should also be included in the sheets 'Budget by year-country' under the respective cost category, to be chosen by the applicant.</p> <p>In addition a detailed description of the costs for capacity strengthening of local partners has to be included in the narrative explanation (see question 37).</p>
94	For the triple nexus activities there is the cap of 5% in the guidelines. The guidelines define the triple nexus as : " <i>synergies that are increasingly being sought between mine action and humanitarian aid, stability, reconstruction and socio-economic development (triple nexus) which can increase the impact of mine action activities</i> ". The examples provided in the guidelines are clearly outside the scope of Victim Assistance. But the line is not always so clear. We would like to receive more clarification (definition) on what is considered Victim Assistance and what is considered an activity under the Tripple Nexus. In sum where is the boundary of VA towards TNexus?	Victim assistance is one of the mine action pillars, we follow the IMAS definition of victim assistance (Victim assistance in mine action - International Mine Action Standards: IMAS). The Triple Nexus seeks to integrate mine action into broader humanitarian aid, stability and development efforts. The Triple Nexus activities aim to create synergy between these areas and mine action activities to amplify their collective impact. It thus emphasizes systemic and community-wide benefits, rather than targeting specific survivors. The boundary lies in the fact that Victim Assistance is primarily survivor-focused, while Triple Nexus is primarily community-focused.

95	Could you confirm that Victim Assistance and Tripple Nexus Activities are not calculated together as Triple Nexus which is limited to 5% of the budget?	The Ministry confirms that Victim Assistance and Triple Nexus activities are separate items and are not calculated together as Triple Nexus.
96	Can you confirm the inception phase is maximum 4 months long? Or is it minimum 4 months? In the budget template there is written 6 months	The inception phase is maximum 4 months, starting 1 June 2025. See for further detail the answers to Q22 and Q32.
97	Could you clarify the definition of indirect costs? Is for example a financial staff directly working on this project in the country (responsible for buying equipment, paying local partners, ensuring quality, etc..) considered an indirect cost or a project staff? Similarly, the proportion of country office rent, utilities and supplies as the coordination will be based in the country.	<p>A definition of indirect costs is included in chapter 3.2 of the Budget model guidelines (annex 6.1 to the grant policy framework).</p> <p>In the example of the financial staff it is considered as direct costs. The proportion of country office rent, utilities and supplies are considered as indirect costs if those costs are not directly and specifically related the project.</p>
98	Is there a template for the budget narrative. If not, what are the specific elements you like to read in the narrative.	<p>See answer to Q37. There is no obligatory format for the budget narrative. As a consequence, there are no requirements which elements to cover in the budget narrative.</p> <p>Generally speaking the budget narrative provides the opportunity to explain certain budget elements for which annex 6.2 leaves no space. Since the Excel sheets only present the cumulative costs per cost item, the breakdown of this sum can be included in the budget narrative, including the underlying PxQ-calculations.</p> <p>The applicant should include the budget narrative as an additional worksheet in Annex 6.2.</p>
99	Can you confirm that the budget narrative will be a separate annex allowed to be submitted.	See answer to Q37.
100	How does the donor define project staff?	There is no mention nor definition of project staff. The Model budget and its guidelines (resp. Annex 6.2 and 6.1 of the grant policy framework) make use of direct and indirect staff costs, both for non local and local personnel. Staff directly involved in the project activities are considered direct staff costs.
101	The budget template is protected. We are prevented to add rows which is essential to provide you with a budget, especially for year one. Is there a way to lift the protections/possible to receive the password of the budget file in order to insert budget details? Thank you	<p>Indeed the budget template is protected.</p> <p>Detailed explanation on costs and detailed breakdowns should be included in resp. a narrative explanation (see Q37) and underlying PxQ-calculations for year 1</p>

		(see Q73 and Q74). Both have to be included as additional sheets in annex 6.2. The Excel-sheet is open to adding those sheets, so no password is needed.
102	Can you confirm that the cap of 5 % for the nexus activities is calculated on the total amount requested? For ex: if requesting 6,5 mil, we cannot spend more than 325.000€ on capacity strengthening of local partners. The same question applies to the cap of 5% on triple nexus activities.	The 5% maximum for triple nexus and capacity strengthening activities indeed are calculated on the total amount requested for a specific country programme on mine action. See column iv and v of the Excel worksheet of the Budget model '2. Activity budget per country'.
103	Can you confirm that the nexus max 5%, the capacity strengthening max 5% are based on the total costs per country as opposed to the contingency % which is based on the total applicant costs (direct + indirect) + the total partner's costs (direct + indirect). Let me clarify with an example : Say on a 6,5 million application, nexus & cap would be max 5% of 6,5 millions & yet included in the total direct costs, and contingency would be max 4% of 6,250 millions and counted outside of the total costs applicant + partners. If there's a contingency then grand total including contingency should therefore be 6,5 millions, leaving indeed a total operating budget included ICR at 6,250 million.	The 5% maximum for capacity strengthening activities indeed is calculated on the total amount requested for a specific country programme on mine action. The contingency costs are indeed 4% of the subtotal of the direct costs and indirect costs of the applicant and the total direct and indirect costs of the local partner.
104	Can you confirm that ICR calculation is based on total costs and not on the direct costs as we usually see it (meaning % of ICR is based on the following : ICR divided by total direct costs + total ICR costs). If yes, there's a mistake in the formula of cell E24. As opposed to the other formulas in cells D24 & D30 and to what it's stated in cells B24 & B30, cell E24 is calculating the overheads on direct costs and not on full costs.	The ICR percentage indeed is based on the total of the direct and indirect costs. Please allow us to provide a concrete example on the Excel sheet Budget by Year-Country X of Annex 6.1. The total costs of the applicant (line V in this sheet) comprises the direct costs (line III) and the indirect costs (line IV.A). If we enter 10% ICR and (imaginary) direct costs of EUR 900.000 in for example line I.A, the total adds up to million; completely in accordance with the intended formula.
105	While in the calculation of staff cost per workable hours , in the guide it is stated that the hourly rate can be multiplied by a factor of 1.11 in order to cover all costs incurred by the staff member. Which type of other cost are considered to be incurred by staff?	The staff costs to which the multiplier of 1.11 applies is related to direct staff costs, which are costs for hours worked that can clearly be attributed – either fully or in part – to the MFA-funded activities. The guidelines to the budget model paragraph 3.1 (Annex 6.1 to the grant policy framework) provides further details on direct costs. Other costs that can be considered to be incurred by staff are the indirect staff costs. Indirect costs are not directly linked to the activity, for example indirect staff costs (such as secretarial costs), phone charges and heating costs. The

		guidelines to the budget model paragraph 3.2 (Annex 6.1 to the grant policy framework) provides further details on indirect costs.
106	SRoL updated results framework is mentioned several times – where can we find it?	The SroL results framework is not publicly available. Paragraph 4.4 Monitoring, Evaluation and Learning (MEL) includes the main indicator of the Security and Rule of Law (SRoL) results framework which tracks how mine action contributes to SROL as the <i># of square metres of land released thanks to mine action operations</i> .
107	Weapons Ammunition Management and Physical Security and Stockpile Management are critical to broader EOD and security efforts so would it be considered part of the overall Demining Activity?	No. As far as demining is concerned, only the following activities are eligible for funding under MACM III: Mapping and clearing contaminated areas by means of non-technical surveys, technical surveys, clearance (including Explosive Ordnance Disposal Spot tasks for individual explosives) and stockpile destruction.
108	Are local partners for the MACM III programme accepted to be part of several applications with different INGOs in one given country context?	Yes.
109	<u>Annex 6.1 Budget model Guideline - 3.1.2. C. Project office costs:</u> The guideline only mentions rent, maintenance costs and office supplies and IT equipment as allowable project office costs. At our organisation we have a cost allocation policy by which all office costs are allocated to projects based on number of FTEs, in which we have some other office costs as well such as security, insurance, bank fees, utilities, office vehicle running costs, service staff etc. Could you please confirm if these costs will also be considered as allowable as they are all necessary office costs for the implementation and a shared across projects.	Paragraph 3.1.2 of Annex 6.1 refers to direct project costs. This implies that costs presented under this category must have a clear and direct relation to the execution of activities financed by MFA. If they don't have that direct link MFA considers them as indirect costs. For the latter category MFA uses the fixed ICR (see paragraph 3.2.2.C of Annex 6.1) which is supposed to cover all indirect costs. The examples mentioned in the question are generally considered by MFA as indirect costs and therefore covered by the fixed ICR. In case the organization still wants to present them under direct costs, a detailed elaboration must be included in the budget narrative (see question 37 and 98).
110	<u>Annex 6.1 Budget model Guideline - 3.1.2. E. Monitoring, evaluation and auditing:</u> The link in footnote 2 related to the factual findings requirement as part of the audit is not working. Could you please share the audit protocol and audit requirements?	Please see the link in the answer to Q40.
111	<u>Annex 6.1 Budget model Guideline - 3.2.3. Indirect costs of local partners:</u> While the section mentions that in general same 15% rule applies to local partners, it also states that "However, these rates do not have to be filled out under VI.B in the model budget. Instead, as much as possible they have to be included in the underlying PxQ-calculations of the local partners." Could you please elaborate if the indirect costs	If the applicant (foresees to) work(s) with local partners, in all cases line VI.B in the Budget by Year-country-sheets in Annex 6.2 (Budget model Excel) must be filled in when applying for a grant.

	<p>should be included in the PxQ-calculations? Also, why does annex 6.2 Budget model Excel have a section VI.B if not supposed to be used?</p>	<p>This line leaves room for only one number. i.e. the average ICR for all local partners involved in that particular country. This also implies that the average ICR for local partner most likely will vary from country to country.</p> <p>Therefore the applicant has to provide an elaboration on this number (per country). It makes the most sense for this to include the elaboration in the budget narrative (see question 98). Further (numeric) elaboration on the local partners' cumulative ICR should be included in the underlying PxQ-calculations.</p>
112	<p>Annex 6.2 MACM III Budgetmodel Excel: Sheet 1.Budget by year-all countries, cell E29 seems to contain the wrong formula. The average ICR of local partners is calculated as follows: sum of the ICRs included in cells E29 in the various budget by year-country-sheets, divided by 5. However, not all applicants will work in 5 countries. Could you please clarify on this?</p>	<p>Indeed Sheet 1.Budget by year-all countries, cell E29 of Annex 6.2 contains an incorrect formula. Before dividing the sum of the respective ICR's, the formula should have taken into account the number of countries the applicant is applying for. E.g. if the applicant will work in three countries, the ICR-sum should have been divided by three.</p> <p>Fortunately, the only consequence of this little error is that cell E29 of Sheet 1.Budget by year-all countries presents an incorrect value in case the applicant is applying for less than 5 countries. As no further calculations are based on the value of Cell E29 in this sheet, the harm done is very limited.</p>
113	<p><u>Annex 6.1 Budget model Guideline - Annex – Activity budget to be included in the grant application (p. 14):</u> Sub-bullet 4 under “Key points before filling out the Excel Model Budget!” states that “The applicant also must submit all underlying PxQ-calculations” whereas Annex 6.2 Budget model Excel states “Please note: Costs must be elaborated down to the category staff members. It is not necessary to include a PxQ-explanation per staff member though”. So, we would like to clarify:</p> <ol style="list-style-type: none"> a. Do we need to provide PxQ calculation for each staff member on the project or at staff category level, and if so what staff category level to be used (e.g. staff costs for non-local / local personnel as presented in the template or more granular)? b. Could you please confirm that by PxQ calculations, you expect to receive the hourly rate (P) and the number of hours (Q) and not the underlying actual hourly rate and number of workable/productive hours calculations for each staff / staff category? 	<p>Ad.a. MFA suggests to provide PxQ calculations on staff category. You may use the non-local / local personnel division, as presented in the template. Ad.b. MFA confirms that we expect to receive the hourly rate (P) and the number of hours (Q).</p>

114	<p><u>Annex 6.1 Budget model Guideline - Annex – Activity budget to be included in the grant application (p. 14):</u> Sub-bullet 1 under “Key points before filling out the Excel Model Budget!” states that “a narrative explanation must be added to the budget by year... giving insight in how all figures of these sheets 1 were developed”. We understand that there is no set format for the budget narrative, but since the Annex 6.2 Budget model is grouped at a high-level cost category level, could you please elaborate on what level of detail you expect for the budget narrative? Same for partners, where there is only one category for all Direct costs of the partners, but are you expecting a full breakdown of each underlying cost in the narrative only?</p>	See answer to Q98.
115	Annex 4: Track Record: Please confirm that no more than 3 references are required	Yes, confirmed.
116	Annex 5.1: 1) As mentioned, in Annex 1 point 3. Only when indicated, you may refer to other documents in your responses. Is it possible to refer to annexed documents in sections M1 to M7?	Yes.