



<b>Q&amp;A 2 Women, peace and Security</b>		
<b>No.</b>	<b>Question</b>	<b>Answer</b>
1.	<p>Please clarify threshold criterion D.7 parts d) and e) on COCAs, updated COCAs and PARTOS ISO-9001 certification. Does an organisation with an ongoing funding relationship with the Ministry of Foreign Affairs, which no longer holds a positive and valid (i.e. less than four years old) COCA, or PARTOS ISO-9001 certification, only need to submit a short COCA form describing any changes to the previously approved COCA or should it – as e) would appear to suggest – attach a completely filled in new COCA form?</p> <p>In the Q&amp;As the Ministry states that ‘an organisation that has a grant relationship with the Ministry of Foreign Affairs will have received a positive organisational check or COCA’. Does this answer mean that, if an organisation is currently receiving a grant from the Ministry, a valid and positive COCA or organisational check is held at the Ministry? If so, how can this positive organisational check be retrieved?</p>	<p>Both the application form and the Q&amp;As clearly state that if a COCA or an organisational check with a positive outcome took place <i>more than four years ago</i>, the applicant must fill in and submit the short COCA form.</p> <p>If a COCA or organisational check was used for a previous grant application, which at the time was less than four years old, but which is now more than four years old, the short COCA form must also be used.</p>

2.	<p>An English version of the application form has not yet been made available on the website. This is also the case for the COCA form and the short COCA form. Please upload these Word documents as soon as possible or provide a link to the website where they can be downloaded.</p>	<p>The English version of the application form is now available online. The COCA form, the short COCA form and the budget model will be made available on the English website this week. These will, however, also be provided in PDF format. None of the documents, in Dutch or English, will be uploaded as Word documents.</p>
3.	<p>When preparing the Threshold Criteria for the Women, peace and security call, we encountered that some of the annexes are not to be found on the website. On page 15 in Model Application it is referred to appendix 4 - budget model:</p> <p>"A budget for the entire duration of the programme, including a cost estimate for the technical assistance needed to develop and strengthen an M&amp;E framework. The budget should be drawn up in accordance with the model in appendix 4."</p> <p>Furthermore, the model application format is only available in PDF format,. Could you kindly publish a word document as well?</p>	<p>The COCA form, the short COCA form and the budget model will be made available on the English website this week, but in PDF format. None of the documents will be uploaded as Word documents.</p>

<p>4.</p>	<p>The model application form states under P.11: 'The extent to which the programme makes a clear and realistic connection between the outputs to be achieved and the resources necessary to do so. Notes: This should be evident from the proposal and the accompanying budget and explanatory memorandum.'  Our question is: What points should the explanatory memorandum include?</p>	<p>The budget should be drawn up using the budget template appended to the policy framework. The explanatory memorandum must include at least the following points:</p> <ul style="list-style-type: none"> <li>- The applicant must explain the resources required to achieve the envisaged outputs and outcomes.</li> <li>- The applicant must give a complete overview of the distribution of the budget per consortium partner per year (not per budget line).</li> <li>- Consortium partners may use their own costing structure, for example full costing, for the calculation and depletion of the budget and for the financial statements. Each organisation must explain the costing structure used, preferably per job group, and indicate the specific costs included in the costing structure.</li> <li>- The costing structure must meet the following conditions: <ul style="list-style-type: none"> <li>• Rates must not include any profit or risk mark-up. Risk mark-up: some organisations have indicated that, for projects with a long time span, transitional costs (i.e. redundancy payments) arise at the end of the project, even if staff have been hired for this period. No mark-up for this may be included in the rate; instead these costs must be included in the budget for the final year.</li> <li>• Costs must be charged to the grant on the basis of the actual number of hours worked.</li> </ul> </li> </ul>
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5.	<p>If an organization has PARTOS ISO-9001, the 1.9 appendix, the short organizational check form does not apply to this organisation? If it does, could you kindly provide the format?</p>	<p>That is correct. Valid PARTOS ISO-9001 certification will suffice. The short COCA form will be made available on the English website.</p>
6.	<p>Can I submit my short COCA form after the tender deadline on August 15th?</p>	<p>A COCA (Checklist for Organisational Capacity Assessment) is used by the Ministry of Foreign Affairs to verify your organisational capacity to implement projects. Verification will take place during the threshold check, which is the starting point of the appraisal process. Therefore, every COCA (including a short COCA form), needs to be submitted with the application, before the tender deadline of August the 15th. Without a COCA (or short COCA form), or a PARTOS ISO-9001 certification, it is not possible to show the organisational capacity and the application at hand will be rejected.</p>