



REPUBLIKA E SHQIPËRISË

MINISTRY OF FINANCE AND ECONOMY
GENERAL DIRECTORATE OF FINANCE AND CONTRACTING OF EU FUNDS, WORLD BANK AND
OTHER DONORS FUNDS
DIRECTORATE FOR CONTRACTING AND IMPLEMENTATION OF IPA PROGRAMMES

CLARIFICATION NO.01 TO GUIDELINES FOR GRANT APPLICANTS

Call for Proposals ref.: Europeaid/172781/ID/ACT/AL

Title: “Capacity building for civil servants of the public administration, including trainings/internships in EU Members State administrations and scholarship scheme (“young cells)”

Q1	<p>Page 6, it is mentioned in the specific objectives of the programme that Albanian civil servants will be offered « practical training and internships in EU Member States schools and public administration ».</p> <p>Then, page 11, it is mentioned among the types of activity: « Delivering training programmes, study visits and internships for the target groups, in the country and abroad »</p> <p>Hence, may you please clarify whether it will be possible to organise some training programmes/sessions in Albania?</p>
A1	<p>As it is mentioned in section 2.1.4. <i>Eligible actions: actions for which an application may be made, Location:</i> Actions must take place in Albania and in the EU member states countries.</p> <p>Please note that one of the specific objectives of this call is to improve the professional capacity and expertise of civil servants through practical training and internships in EU Member States schools and public administration.</p>
Q2	<p>Page 6, it is mentioned that « the programme should address the key priorities of the government and not focus on particular institutional needs ».</p> <p>May you please specify what « particular institutional needs » refers to in this sentence?</p> <p>Also, should the key priorities of the government of Albania be addressed through the training programmes topics, and/or also through the selection criteria of the trainees’ group?</p> <p>In other words, should the programme be designed around some pre-identified priority areas and themes, rather than being built on the human resources management</p>

	<p>approach of personnel and competencies planning?</p> <p>Connected to this, may you please clarify whether the activity “Conducting training needs assessments” (page 11) is supposed to be held among the HR departments of the administrations prior to the selection process, or among the trainees’ group, once selected, or both?</p>
<p>A2</p>	<p>Kindly note that as stated in the Guidelines for Applicants the training programme should address the key priorities of the government and not focus on particular institutional needs. Meaning that the programme should not focus on specific needs of certain institution of the public administration, but rather on horizontal/general needs that go beyond sector-specific capacities and knowledge. As an example, among the governmental priorities can be included all the aspects related to EU Integration process; public administration reform; policy coordination and decision-making process, etc. The strategic priorities of the Government for the upcoming years are in fields such as: legal approximation process; preparation for coordination of the EU negotiations; overall policy coordination; developing or implementation of an important reform etc, areas in which further professional development and capacity raising is needed.</p> <p>As such, the key priorities specified in the call for proposal should be addressed in the training programme. Please note that the methodology to be used for defining the selection criteria’s is subject to the applicant’s proposal.</p> <p>Regarding the activity “<i>Conducting training needs assessments</i>”, please note that the development of the training programme should be based on a “training needs assessment”, to reflect an accurate and effective way for the key priorities to be addressed. The “<i>training needs assessment</i>” may be conducted using the most proficient tools, depending on the applicants’ proposal, among the trainees’ group, in collaboration with the beneficiary of this grant project.</p>
<p>Q3</p>	<p>Page 11, among the types of action are mentioned:</p> <ul style="list-style-type: none"> ○ “Actions that promote mechanisms for follow-up, monitoring and assessment of the job performance and promotion of civil servants part of this scheme and also part of the entire civil service” ○ “Actions that promote and support the Albanian government in coordinating, retaining and motivating the graduates” <p>These types of actions are not translated into types of activity, also listed page 11. Can you confirm, however, that they should lead to the implementation of technical assistance activities, i.e. short-term experts missions?</p>
<p>A3</p>	<p>As mentioned in the Guidelines for Grant Applicants and in the Corrigendum No.1 these types of actions are part of the list of actions which may be financed under this call for proposal. The list of actions and activities is not exhaustive and these aspects should be defined by the applicant in their proposal.</p>

Q4	<p>Page 11 :« <i>Please note that the awarding of the contract is subject to the condition of approval from the European Commission of the request for exception to modify the guidelines for grant applicants’ template with regards to the ineligible actions and portion of scholarships as per following actions:</i></p> <ul style="list-style-type: none"> ● <i>actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;</i> ● <i>actions concerned only or mainly with individual scholarships for studies or training courses.”</i> <p>➔ Does this mean that there is currently an uncertainty on the fact that the EC will approve this modification regarding the actions eligibility rules?</p> <p>➔ In the case of an internship programme abroad, are the living allowance and the salary compensation that would be paid to the trainee considered as “sponsorships” or “scholarships” by the EC?</p>
A4	<p>Kindly note that a Corrigendum to the Guidelines for Applicants is already published in EuropeAid. For more information, kindly refer to the link below: https://webgate.ec.europa.eu/europeaid/onlineservices/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=172781</p> <p>Regarding your question whether the living allowance and the salary compensation that would be paid to the trainee can be considered as “sponsorships” or “scholarships”, kindly note that the living allowance can be considered as scholarship.</p>
Q5	<p>Page 11: « <i>Applicants may not propose financial support to third parties</i> »</p> <p>➔ Does this mean that:</p> <ol style="list-style-type: none"> 1) Albanian trainees/interns receiving a living allowance for their internship abroad are thus not considered as third parties in this call? <p>Or</p> <ol style="list-style-type: none"> 2) Albanian trainees/interns are to be considered as third parties and should only receive per diem during their internship abroad and no living allowance nor remuneration compensation?
A5	<p>Please note that Albanian trainees/interns receiving a living allowance for their internship abroad are not considered as third parties in this call.</p>
Q6	<p>Page 17 states that « <i>Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3.</i> »</p> <p>However, Section 1.3 states that “<i>the grant covers the entire eligible cost of the action</i>” and does not refer to any co-financing mandatory percentage. Do you confirm that the</p>

	latter equals to 0?
A6	Please note that <i>“the grant covers the entire eligible cost of the action”</i> and does not refer to any co-financing mandatory percentage.
Q7	I would like to ask you if local authorities , such as Regional governments or Municipalities , can be considered as "public sector operator" as defined in section 2.1.1. in order to be an eligible actor, as Lead applicant or co-applicant.
A7	Local Authorities, can be considered as "public sector operator".
Q8	Are there requirements for the duration of the training and internship elements and do these need to take place contiguously?
A8	These aspects should be defined by the applicant in their proposal.
Q9	Are there requirements for the format of the internship? Specifically, can these be implemented as twinning/shadowing formats?
A9	These aspects should be defined by the applicant in their proposal. Furthermore, this project is funded by the EU as a grant contract/procedure, which is different from the twinning instrument, used to foster institutional collaboration between EU Member States and beneficiary or partner countries.
Q10	I had a question regarding section: 2.1. Eligibility criteria 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) Does that mean that no Albanian institution/entity can apply? Or are the ones operating in Albania also eligible?
A10	Please refer to section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) of the Guidelines for Grant Applicants where it is stated: <i>“In order to be eligible for a grant, the lead applicant must:..... be established in¹ a Member State of the European Union..... Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself...”</i> _____
	¹ To be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been

	concluded.
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