



Montenegro

Ministry of Finance

Directorate for Finance and Contracting of the EU Assistance Funds

Ref. Ares(2019)2384689 - 04/04/2019

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### Contracting Authority's Clarifications

#### Grant scheme: *“Training and education activities for deficit occupations and for boosting employability of RE population”*

Following the info sessions held on 14<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> March 2019, below are presented the answers on questions raised by the participants. Also, the table contains the answers on questions received on the functional e-mail address [cfcu@mif.gov.me](mailto:cfcu@mif.gov.me).

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| <b>Q1</b> | <b>Are salaries of civil servants eligible cost?</b>   |
| A1        | <p>Please refer to the GfA section 2.1.5- Eligibility of costs: costs that can be included; Eligible direct cost:</p> <p>“Salary costs of the personnel of national administrations <b>may be eligible</b> to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.”</p> <p>Also refer to article 14.11. of the General Conditions which foresees following costs as non-eligible:</p> <p>“Salary costs of the personnel of the national administrations, unless otherwise specified in the Special Conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.”</p> <p>Additionally, salaries of civil servants are considered eligible cost. However, these salaries can only be calculated as applicants’ own-contribution. They cannot be calculated as part of the Contracting Authority’s contribution.</p> |
| <b>Q2</b> | <b>According to which rules (Montenegro or EU) per diems of personnel at the project will be calculated?</b>   |
| A2        | <p>Per diems for missions/travel costs for project staff participating at the trainings, seminars, may be reported in accordance with the provisions indicated in national rules or in any regulations/internal circulars of Beneficiary institutions.</p>   |
| <b>Q3</b> | <b>Are travel costs of participants of the trainings eligible under this CFP?</b>  |
| A3        | <p>Refer to sub-Article 14.2 of the General Conditions (Eligible direct cost), where it is stated that:</p> <p>“Subject to Article 14.1 and, where relevant, to the provisions of Annex IV being respected, the following direct costs of the Beneficiary(ies) shall be eligible:</p>  |

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|           | b) “travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded”   |
| <b>Q4</b> | <b>Who is considered as an “employer” under this CfP?</b>   |
| A4        | <p>According to the Article 15 of the Labour Law (OJ of Montenegro, no. 49/2008, 26/2009, 59/2011, 66/2012, 31/2014), an employer is a national or foreign legal person, or a part of a foreign legal person, or a physical person concluding contract of employment with an employee.</p> <p>However, please bear in mind that under this CfP only legal persons are eligible applicants. Please refer to the GfA section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s)):</p> <p>Lead applicant</p> <p>(1) In order to be eligible for a grant, the lead applicant must:</p> <ul style="list-style-type: none"> <li>• be a legal person <b>and</b></li> <li>• be a specific type of organisation such as: <ul style="list-style-type: none"> <li>○ licenced education and training provider,</li> <li>○ non-governmental organisation/association,</li> <li>○ regional development agency,</li> <li>○ local self-government/municipality,</li> <li>○ social partner (association of employers, trade unions, chambers)</li> <li>○ employer</li> </ul> </li> </ul> |
| <b>Q5</b> | <b>Is VAT an eligible cost?</b>   |
| A5        | <p>Please refer to the GfA section <i>2.1.5- Eligibility of costs: costs that can be included:</i></p> <p><u>Ineligible costs</u></p> <p>The following costs are not eligible:</p> <p>(...)</p> <ul style="list-style-type: none"> <li>– <b>taxes</b>, customs and import duties and levies and/or charges having equivalent effect;</li> </ul> <p>(...)</p> <p>Additionally, for all information on the tax regime please refer to the Annex J in the Application package.</p>   |
| <b>Q6</b> | <b>Should the number of participants be specified in Concept Note phase and should Agencies be listed in the Concept Note phase?</b>  |
| A6        | Please refer to the PART A – Concept Note of the Grant Application Form where you can find all instructions how to fulfil all data or what data should be provided.   |
| <b>Q7</b> | <b>Can you clarify the last activity from the Guidelines for applicants for LOT 2 or “Organisation of first professional qualification training for unemployed persons of RE population”?</b>   |
| A7        | <p>The Article 6 of the Law on Adult Education (OJ of Montenegro no. 020/11, 047/17), defines the following “the first qualification refers to education and training for becoming engaged in work after completing primary school obligation”.</p> <p>Additionally, the Article 10 of the Law on National Qualifications Framework (OJ of Montenegro, no. 80/10) recognises two sub-levels under the Level One (I) of qualifications framework:</p> <p>“Sub-level one (II) comprises:</p>  |

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|            | <p>- qualification acquired upon completion of a part of elementary education programme (at least completed first cycle of elementary education or basic literacy programme);</p> <p>- vocational qualification or part of vocational qualification with minimum one Montenegrin Credit Transfer System MCTS credit.</p> <p>Sub-level two (I2) comprises:</p> <p>- qualification for completed elementary education; and</p> <p>- vocational qualification or part of vocational qualification with minimum one Montenegrin Credit Transfer System (MCTS) credit.”</p>  |
| <b>Q8</b>  | <b>What is the minimum number of participants in the project?</b>   |
| A8         | <p>The minimum number of participants for Lot 1 should range between 30 and 75 depending on the size of the grant requested which may range between 60.000 and 150.000 EUR as per the GfA section 1.3 Financial allocation provided by the contracting authority and in line with the maximum amount per trainee (unemployed person engaged in training/education activities) which must not exceed EUR 2.000 also as per the same section of GfA.</p> <p>The minimum number of participants for Lot 2 should range between 22 and 37 depending on the size of the grant requested which may range between 60.000 and 100.000 EUR as per the GfA section 1.3 Financial allocation provided by the contracting authority and in line with the maximum amount per trainee (unemployed person engaged in training/education activities) which must not exceed EUR 2.700 also as per the same section of GfA.</p> |
| <b>Q9</b>  | <b>Can co-applicants be service providers?</b>  |
| A9         | <p>Please refer to the Section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)):</p> <p>“Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.</p> <p>Co-applicants must sign the mandate in Part B Section 4 of the grant application form.”</p>   |
| <b>Q10</b> | <b>Can there be a budget line “Costs of trainees” in the Budget?</b>  |
| A10        | Yes, there can be a budget line named “Cost of trainees”, but there has to be a relevant supporting documentation to prove these costs.   |
| <b>Q11</b> | <b>Can you explain further “Support measures” in the Note for Lot 2?</b>  |
| A11        | <p>Please refer to the GfA section 2.1.4 Eligible actions, part defining the Types of activity and the NOTE therein stating:</p> <p>“The situation of unemployed RE is very complex and their obstacles to the labour market go beyond technical skills. Prejudices and long term social exclusion also affect their behavior with regard to employment. For this reason, proposals that address their training needs must also include <b>support measures such as intensive counselling, coaching and mentoring</b> throughout the duration of the interventions.”</p>  |
| <b>Q12</b> | <b>To whom “Coaching and mentoring” relates?</b>  |
| A12        | <p>Coaching and mentoring relates to the trainees (unemployed persons) from RE population.</p> <p>Additionally, please refer to the answer A11.</p>   |
| <b>Q13</b> | <b>Is transport of participants to the trainings an eligible cost?</b>  |
| A13        | Please refer to the Guidelines for grant applicants <i>Section 2.1.5. Eligibility of costs:</i>   |

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|            | <p><b><i>costs that can be included:</i></b><br/> <u>Eligible direct costs</u><br/> b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;</p>   |
| <b>Q14</b> | <b>What is the expected start of project implementation date for this Call for proposal?</b>   |
| A14        | Please note that deadline for submission of Concept note is 15 <sup>th</sup> April 2019, after which the evaluation process of the received applications starts. The duration of the evaluation process depends on the number and quality of the received proposals and full applications.   |
| <b>Q15</b> | <b>Is the number of co-applicants limited?</b>   |
| A15        | The number of co-applicants is not limited, but please note that:<br>A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per lot under this call for proposals.<br>A co-applicant/affiliated entity may not be awarded more than 1 grant per lot under this call for proposals.   |
| <b>Q16</b> | <b>If the occupation is deficit and is not on the list in the GfA, is it considered as ineligible?</b>   |
| A16        | In line with the GfA Section 1.2. Objectives of the Programme and Priority Issues, one of the specific objectives of this Call for Proposals is defined as: <ul style="list-style-type: none"> <li>to improve employability of unemployed persons by equipping them with key knowledge, skills and competences for identified deficit occupations* and ensure their better access into the labour market;</li> </ul> * See Annex L for the full list of defined deficit occupations/qualifications for which the training/educational activities will be eligible under this call for proposals.   |
| <b>Q17</b> | <b>At what stage the Budget has to be submitted?</b>   |
| A17        | Please refer to the Part B of the Grant Application Form, <i>Section 2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding</i> , indicating the following:<br>“Fill in Annex B to the guidelines for applicants to provide information on: <ul style="list-style-type: none"> <li>the budget of the action (worksheet 1), for the total duration of the action and for its first &lt;12/if more specify&gt; months;</li> <li>justification of the budget (worksheet 2), for the total duration of the action, and</li> <li>amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3)”.<br/> Therefore, Budget for the Action should be submitted in the Full applications phase. In the Concept Note phase, applicants are in obligation to simply indicate the Requested EU contribution (amount), Requested EU contribution as a percentage of total eligible costs of the action (indicative) and Total indicative budget, <i>Section 1.1. Summary of the action of the Grant Application Form</i>.</li> </ul> |
| <b>Q18</b> | <b>Do the trainees must be registered at the Employment Agency?</b>  |
| A18        | The trainees do not have to be registered at the Employment Agency of Montenegro, with the exception of long-term unemployed who are defined as “unemployed  |

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|            | <p>persons who are in the EAM register over 12 months”. Nevertheless, the grant beneficiary must provide relevant document/s proving that the trainees (training/education activities participants) involved in the project are not in the employment status.</p> <p>In line with the GfA Section 1.2. Objectives of the Programme and Priority Issues, the target groups of this Call have to be from the following categories:</p> <p>For Lot 1:</p> <ul style="list-style-type: none"> <li>• Unemployed youth (age group 15-29);</li> <li>• Unemployed women;</li> <li>• Long-term unemployed (unemployed person who is in the EAM register over 12 months);</li> <li>• Unemployed persons with low education levels.</li> </ul> <p>For Lot 2:</p> <ul style="list-style-type: none"> <li>• Unemployed RE population.</li> </ul> <p><b>For both lots</b>, the applicants must ensure that the participants in project activities are the target group representatives.</p> |
| <b>Q19</b> | <b>Should the CD ROM be submitted in an envelope together with the rest of the documentation?</b>   |
| A19        | <p>Yes. An electronic version should be submitted together in the envelope.</p> <p>Please refer to the point 2.2.2 of GfA:</p> <p>An electronic version of the Concept Note must also be submitted. A CD-ROM or USB with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain exactly the same application as the paper version enclosed.</p>  |
| <b>Q20</b> | <b>When the Concept Note is sent by post service on the last day (the deadline day), whether the exact time will be taken into account?</b>   |
| A20        | <p>No. The exact time will be taken into account only in the case of hand delivery.</p> <p>Please refer to the point 2.2.3 of GfA:</p> <p>The applicants' attention is drawn to the fact that there are two different systems for sending concept notes: one is by post or private courier service, the other is by hand delivery.</p> <p>In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.</p>  |
| <b>Q21</b> | <b>May the EU contribution vary from the initial estimate given in the Concept Note stage?</b>  |
| A21        | <p>Please refer to the GfA <i>Section 2.2.1. Concept note content</i>:</p> <p>“2. The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The EU contribution may not vary from the initial estimate by more than 20 %, although 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 under Section 1.3.”</p>  |
| <b>Q22</b> | <b>Does the applicant have to employ the people he has previously trained?</b>  |
| A22        | <p>As per GfA section 2.1.4 Eligible actions: actions for which an application may be made and the part on the Types of activity under Lot 1, it is stated that:</p> <p>“The applicants, in case their application is selected for financing, in the role of grant</p>  |

<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

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|            | <p>beneficiary, must ensure:</p> <p><b>- that at least 25% of the trainees (unemployed persons) who have successfully finished the training/education programme for a concrete deficit occupation get an employment for the period of at least 6 months, upon the completion of the project.</b> This is to be proven to the contracting authority by providing copies of the employment contract for each person in question.”</p> <p>This is, however, not a requirement under the Lot 2.</p>   |
| <b>Q23</b> | <b>May the applicant apply for both Lots in this grant scheme?</b>  |
| A23        | Yes. But it may not be awarded more than <b>1 grant per lot</b> under this call for proposals.  |
| <b>Q24</b> | <b>Can there be re-training for example: a car mechanic to be re-trained for a cook?</b>  |
| A24        | <p>In line with the GfA Section 1.2. Objectives of the Programme and Priority Issues, the target groups of this Call have to be from the following categories:</p> <p>For Lot 1:</p> <ul style="list-style-type: none"> <li>• Unemployed youth (age group 15-29);</li> <li>• Unemployed women;</li> <li>• Long-term unemployed (unemployed person who is in the EAM register over 12 months);</li> <li>• Unemployed persons with low education levels.</li> </ul> <p>For Lot 2:</p> <ul style="list-style-type: none"> <li>• Unemployed RE population.</li> </ul> <p>The GfA does not prescribe the qualifications the trainees from these target groups must possess before entering the training/educational activities in the project.</p>   |
| <b>Q25</b> | <b>Whether training can be done by employers or only by licensed institutions under the activities for Lot 1?</b>   |
| A25        | <p>The trainings may be conducted by both of these eligible applicants in line with the GfA Section 2.1.4. Eligible actions: actions for which an application may be made, and the part Types of activity therein which states:</p> <p>Lot 1:</p> <ul style="list-style-type: none"> <li>• Trainings and educational activities for the unemployed persons for the defined occupations in demand (deficit occupations) in line with the accredited adult education programmes.</li> <li>• On-the-job trainings or in-service trainings*.</li> <li>• Activities promoting cooperation with employers in terms of matching the unemployed persons with potential employers for the purpose of getting an employment.</li> </ul> <p>*Trainings at the employers' for the purpose of obtaining employment (Montenegrin: osposobljavanje za rad na konkretnom radnom mjestu u cilju zaključivanja ugovora o radu).</p> |
| <b>Q26</b> | <b>Is an Action containing the execution of works eligible under this Call for Proposals?</b>   |
| A26        | <p>In line with the GfA point 2.1.4. Eligible actions: actions for which an application may be made, “actions concerned only or mainly with infrastructure investments and/or the procurement of equipment” are defined as ineligible.</p> <p>However, the purchase of equipment for purpose of achieving the project objectives is eligible, but must not exceed 10% of total eligible direct costs of the project.</p>  |
| <b>Q27</b> | <b>What is the number of applications to be submitted per lead applicant(s) and co-applicant(s) under this Call for Proposals?</b>  |

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| A27        | <p>Please refer to the Section 2.1.4 of the Guidelines for grant applicants <i>Eligible actions: actions for which an application may be made (Number of applications and grants per applicants / affiliated entities)</i> indicating the following:</p> <p>„The lead applicant <b>may not submit more than 1 application per lot</b> under this call for proposals.</p> <p>The lead applicant <b>may not be awarded more than 1 grant per lot</b> under this call for proposals.</p> <p>The lead applicant <b>may be a co-applicant or an affiliated entity in another application per lot</b> at the same time.</p> <p>A co-applicant/affiliated entity <b>may not be the co-applicant or affiliated entity in more than 1 application per lot</b> under this call for proposals.</p> <p>A co-applicant/affiliated entity <b>may not be awarded more than 1 grant per lot</b> under this call for proposals”.</p>  |
| <b>Q28</b> | <p><b>In case a certain occupation is considered to be a deficit one, but it is not in the list of deficit occupations included in the published application package, is it considered to be eligible for this Call for Proposals?</b></p>   |
| A28        | <p>Please refer to answer A16.</p>   |
| <b>Q29</b> | <p><b>Which applicants are considered to be eligible under this Call for Proposals?</b></p>  |
| A29        | <p>Please refer to the Section 2.1.1 of the Guidelines for grant applicants <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i> indicating the following:</p> <p>„In order to be eligible for a grant, the lead applicant must:</p> <ul style="list-style-type: none"> <li>• be a legal person <b>and</b></li> <li>• be a specific type of organisation such as: <ul style="list-style-type: none"> <li>○ licenced education and training provider,</li> <li>○ non-governmental organisation/association,</li> <li>○ regional development agency,</li> <li>○ local self-government/municipality,</li> <li>○ social partner (association of employers, trade unions, chambers)</li> <li>○ employer</li> <li>○ public institution</li> <li>○ public enterprise</li> <li>○ international (inter-governmental) organisation as defined by Article 43 of the rules of application of the EU Financial Regulation <b>and</b></li> </ul> </li> <li>• be established in a Member State of the European Union or countries that are beneficiaries of the IPA as stipulated in the Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11<sup>th</sup> March 2014 establishing an Instrument for Pre-Accession Assistance (IPA II).</li> </ul> <p>For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. Unless sector-specific</p> |

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|            | <p>eligibility rules provide otherwise, if the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible to participate) or will be required to leave the project on the basis of Article 12.2 (e) of the grant agreement’.</p> <p>This obligation does not apply to international organisations <b>and</b> be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.</p>                           |
| <b>Q30</b> | <b>Are non-licensed education and training providers eligible under this Call for Proposals?</b>   |
| A30        | <p>In line with the Guidelines for grant applicants, <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>Therefore, please refer to the Answer A29.</p>  |
| <b>Q31</b> | <b>Are daily allowances for trainees considered to be an eligible cost?</b>  |
| A31        | <p>Please refer to the GfA Section 2.1.5. Eligibility of costs: costs that can be included: Eligible direct costs:</p> <p>b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded.</p> <p>Proofs of Per diems for missions/travel expenses must be submitted for validation of expenditure. In case ‘daily allowances’ are foreseen in the national rules as the only way of reimbursement of such costs, they are eligible.</p> |
| <b>Q32</b> | <b>In which phase of the procedure should the Budget for the Action be submitted?</b>  |
| A32        | Please refer to the Answer A17.  |
| <b>Q33</b> | <b>Is it required that trainees are registered as unemployed at the Employment Agency of Montenegro?</b>   |
| A33        | Please refer to the Answer A18.  |
| <b>Q34</b> | <b>Is the natural person eligible as an applicant under this Call for Proposals? If eligible, please explain to which address should I sent application? Should I send it to the Ministry of the Labour and Social Welfare, Ministry of Science or IRF?</b>  |
| A34        | Please refer to answer A29.  |
| <b>Q35</b> | <b>Should the lead applicant and/or coapplicant must be licenced adult education providers?</b>  |
| A35        | Please refer to answer A29.  |
| <b>Q36</b> | <b>Can the Agencies for employment be the lead applicant?</b>  |
| A36        | Please refer to answer A29.  |
| <b>Q37</b> | <b>How an applicant can describe target groups in Concept Note if he is not provided with a list of 700 targeted unemployed persons registered in Employment Agency?</b>   |
| A37        | <p>Please refer to the answer A18.</p> <p>Additionally, the list of 700 targeted unemployment persons, as stated in the question, from the Employment Agency register was neither pre-identified for the</p>   |



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|            | purpose of this Call nor stated as such anywhere in the GfA.  |
| <b>Q38</b> | <b>Is the Employment Agency obliged to provide potential applicants with a list of 700 identified unemployed persons (candidates for this project) for the purpose of developing a project and defining the target group (geographically, by sex, by qualification, etc.)?</b>  |
| A38        | Please refer to the answer A18.<br><br>Additionally, the list of 700 identified unemployment persons who would be candidates for projects, as stated in the question, from the Employment Agency register was neither pre-identified for the purpose of this Call nor stated as such anywhere in the GfA.   |
| <b>Q39</b> | <b>Do trainees receive a formal qualification or qualification from non-formal education through this project?</b>  |
| A39        | In line with the Article 19 of the Law on Adult Education of Montenegro (OJ of Montenegro, 20/11), „after completion of education programme, an education provider shall issue a learner with a certificate (mne. potvrda) confirming their attendance of the programme“. In order to obtain a (national) vocational qualification, a learner/trainee/candidate must take an exam organised by the adult education provider and conducted by the examination commission. Upon that, the trainee gets the certificate (mne. sertifikat) on vocational qualification.<br>Additionally, the certificate (mne. potvrda) confirming finished training may also be issued by an employer who does not have a licence, but conducts on-the-job trainings or in-service trainings for the purpose of employment. The trainee/candidate may in this case also get a vocational qualification upon examination. |
| <b>Q40</b> | <b>What are the conditions for retraining? Can the bricklayer be gardener? Both are in the list of deficit occupations.</b>   |
| A40        | Please refer to the answer A24.   |
| <b>Q41</b> | <b>Who can issue a certificate of acquired qualification? (trainees upon completing a training/education programme for a concrete deficit occupation receive a certificate for nationally recognised adults education programme (in line with the General Law on Education and Law on Adult Education))</b>   |
| A41        | As stated under GfA point 2.1.4, within the NOTE under Types of activity „The applicants, in case their application is selected for financing, in the role of grant beneficiary, must ensure:<br>- that trainees (unemployed persons) upon completing a training/education programme for a concrete deficit occupation receive a certificate for nationally recognised adults education programme (in line with the General Law on Education and Law on Adult Education).”<br><br>Also, please refer to the answer A39.   |
| <b>Q42</b> | <b>Does the lead applicant or co-applicant issue a certificate for certain occupations (for which is accredited)?</b>   |
| A42        | Please refer to the answer A41.   |
| <b>Q43</b> | <b>What does training and education mean? Does it include all of following:</b><br>a) acquiring knowledge and skills (competencies) for inclusion in the labour market<br>b) practice: training for work at a specific workplace (training with an employer)  |

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|            | <b>c) psycho-social support?</b>  |
| A43        | We can not recommend what types of training or education activities should be proposed by the applicant. The applicant needs to ensure that the activities are closely aligned with the objectives and priorities of the Call for Proposals as defined in the Section 1.2., as well as with the eligible actions and eligible activities (Section 2.1.4).   |
| <b>Q44</b> | <b>Does the maximum amount per participant (EUR 2000 – Lot 1) include the salary and contribution costs in case of employment of trainees for a 6 months?</b>   |
| A44        | As stated under GfA point 2.1.4, within the NOTE under Types of activity „The applicants, in case their application is selected for financing, in the role of grant beneficiary, must ensure:<br>- that at least 25% of the trainees (unemployed persons) who have successfully finished the training/education programme for a concrete deficit occupation <b>get an employment for the period of at least 6 months, upon the completion of the project.</b> This is to be proven to the contracting authority by providing copies of the employment contract for each person in question.   |
| <b>Q45</b> | <b>Does the 6 months period of work with employer fall into the total duration of the project (maximum 12 months)?</b>  |
| A45        | Please refer to the answer A44.   |
| <b>Q46</b> | <b>What is the end of project, finished practice with employer or after 6 months of work with the employer?</b>   |
| A46        | Please refer to the answer A44.   |
| <b>Q47</b> | <b>Could you please inform me about grant scheme „Training and education activities for deficit occupations and for boosting employability of RE population”, because I am interested in participating in this programme? It is necessary to train and educate people who will be employed in “██████████” which will be start operating in June, and it is planned to be employed over 30 people. Most of the persons who will be employed cover positions of deficit occupations.</b>   |
| A47        | In line with the Guidelines for grant applicants, <i>Section 2.2.4. Further information about concept notes</i> , in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.<br>Therefore, please refer to the Answer A29.<br>Please be informed that all relevant information about this Call for proposal is published on the following sites: <ul style="list-style-type: none"> <li>• website of DG International Cooperation and Development:<br/><a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome</a> and</li> <li>• the website of the Contracting Authority:<br/><a href="http://www.cfcu.gov.me/en/tenders/grants/open_calls">http://www.cfcu.gov.me/en/tenders/grants/open_calls</a></li> <li>• website of the Ministry of Labour and Social Welfare<br/><a href="http://www.mrs.gov.me/vijesti/196805/Poziv-za-dodjelu-bespovratnih-sredstava-Aktivnosti-osposobljavanja-i-obrazovanja-za-deficitarna-zanimanja-i-za-povecanje-">http://www.mrs.gov.me/vijesti/196805/Poziv-za-dodjelu-bespovratnih-sredstava-Aktivnosti-osposobljavanja-i-obrazovanja-za-deficitarna-zanimanja-i-za-povecanje-</a></li> </ul> |

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|            | <a href="#">zaposlj.html</a>  |
| <b>Q48</b> | <b>Which is the minimum period of employment for the members of RE population?</b>  |
| A48        | No such requirement is prescribed in the GfA.   |
| <b>Q49</b> | <b>Are the costs for the work carried out by volunteers eligible costs?</b>   |
| A49        | <p>According to the section 2.1.5. Eligibility of costs: costs that can be included of GfA costs for the work carried out by volunteers are <b>ineligible costs</b>:</p> <p><u>„Contributions in kind</u></p> <p>Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, <b>they are normally not eligible costs.</b></p> <p>As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).</p> <p>(...)</p> <p><b>However, contributions in kind may not be treated as co-financing in this Call for Proposal.”</b></p> <p>Additionally, please refer to the same GfA Section stating the types of ineligible costs:</p> <p><u>“Ineligible costs</u></p> <p>The following costs are not eligible:</p> <p>(...)</p> <p>– in kind contributions;</p> <p>(...)”</p> |
| <b>Q50</b> | <b>How to recruit trainee (unemployed person engaged in training/education activities) of RE population?</b>  |
| A50        | It is the responsibility of the applicant to ensure and execute proper measures or activities in order to identify, inform, motivate, recruit, train, etc, the target group participants.   |
| <b>Q51</b> | <b>Can we as a non-profit limited liability company, which is project of the EU and under control of municipality apply for this call for proposals?</b>  |
| A51        | In line with the Guidelines for grant applicants, <i>Section 2.2.4. Further information about concept notes</i> , in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities. Therefore, please refer to the Answer A29.  |
| <b>Q52</b> | <b>How are deficit occupations defined?</b>   |
| A52        | The Chamber of Commerce of Montenegro conducted a survey in the first half of 2018 on deficit occupations in Montenegro electronically by sending e-mails to the members of the Chamber’s associations boards and coordination boards with the aim  |

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|            | <p>to find out their needs in this regard by asking which profile of employees they lack (qualification and/or occupation). Based on their replies, the Chamber of Commerce has created a list of occupations for which the employers need workforce.</p> <p>The similar survey has been conducted by the Montenegrin Employers Federation in 2018, by contacting their members.</p> <p>Consequently, in July 2018, at the initiative of the Minister of Labour and Social Welfare (MLSW), a group consisting of representatives of the MLSW, Employment Agency of Montenegro, Chamber of Commerce, Ministry of Education, Montenegrin Employers Federation and VET Centre have had a series of consultative meetings during which the list of deficit occupations has been created based on:</p> <ul style="list-style-type: none"> <li>• both above-mentioned surveys (the lists provided by Chamber of Commerce and Montenegrin Employers Federation);</li> <li>• existing adopted accredited adults education programmes (the list provided by the VET Centre);</li> <li>• adopted occupational and qualification standards for which programmes will be developed in the near future (the lists provided by the VET Centre);</li> <li>• joint decision made by the group of all above-mentioned institutions that the focus of this call for proposals should be on occupations with the secondary school level qualifications and not tertiary.</li> <li>• selection of occupations matched with the state of play in the EAM register (i.e. comparison of the selected occupations with the EAM information on the number of unemployed with the qualifications needed for these occupations).</li> </ul> <p>Additionally, the List of deficit occupations identified within this GfA (Annex L) have been developed also in line with one of the conclusions from the above-mentioned meetings where it was proposed that in addition to the provision of trainings and educational activities for the unemployed persons for the defined occupations in demand in line with the accredited adult education programmes, the on-the-job trainings or in-service trainings (i.e. trainings at the employers' for the purpose of obtaining employment or in Montenegrin: osposobljavanje za rad na konkretnom radnom mjestu u cilju zaključivanja ugovora o radu) should be included.</p> |
| <b>Q53</b> | <b>Does the occupation need to be exclusively from the provided list?</b>   |
| A53        | Please refer to the answer A16.   |
| <b>Q54</b> | <b>What is the minimum amount for grant for both lots?</b>  |
| A54        | <p>Please refer to GfA <i>Section 1.3 Financial allocation provided by the contracting authority</i></p> <p>Size of grants</p> <p>Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:</p> <p><b>Lot 1:</b></p> <ul style="list-style-type: none"> <li>• minimum amount: EUR 60.000</li> <li>• maximum amount: EUR 150.000</li> </ul> <p><u>Note:</u> Maximum amount per trainee (unemployed person engaged in training/education activities) must not exceed EUR 2.000.</p> <p><b>Lot 2:</b></p> <ul style="list-style-type: none"> <li>• minimum amount: EUR 60.000</li> <li>• maximum amount: EUR 100.000</li> </ul>   |

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|            | <p><u>Note:</u> Maximum amount per trainee (unemployed person engaged in training/education activities) must not exceed EUR 2.700.</p> <p>Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> <li>• Minimum percentage: 70% of the total eligible costs of the action.</li> <li>• Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5).</li> </ul>   |
| <b>Q55</b> | <b>How many people is employer obliged to employ? Is the employer obliged to train those people?</b>   |
| A55        | <p>As per GfA section 2.1.4 Eligible actions: actions for which an application may be made and the part on the Types of activity therein, it is stated that:</p> <p>For LOT 1:</p> <p>“The applicants, in case their application is selected for financing, in the role of grant beneficiary, must ensure:</p> <ul style="list-style-type: none"> <li>- that at least 25% of the trainees (unemployed persons) who have successfully finished the training/education programme for a concrete deficit occupation get an employment for the period of at least 6 months, upon the completion of the project. This is to be proven to the contracting authority by providing copies of the employment contract for each person in question.”</li> </ul> <p>For the LOT 2, please refer to answer A48.</p> <p>Additionally, please refer to the same GfA Section stating the types of eligible activities:</p> <p>Lot 1:</p> <ul style="list-style-type: none"> <li>• Trainings and educational activities for the unemployed persons for the defined occupations in demand (deficit occupations) in line with the accredited adult education programmes.</li> <li>• On-the-job trainings or in-service trainings*.</li> <li>• Activities promoting cooperation with employers in terms of matching the unemployed persons with potential employers for the purpose of getting an employment.</li> </ul> <p>*Trainings at the employers’ for the purpose of obtaining employment (Montenegrin: osposobljavanje za rad na konkretnom radnom mjestu u cilju zaključivanja ugovora o radu).</p> <p>Lot 2:</p> <ul style="list-style-type: none"> <li>• Trainings and educational activities for unemployed persons of RE population for acquiring skills and competencies related to production, service and crafts activities.</li> <li>• Activities such as tailor-made trainings and educational activities in compliance with RE population needs, including intensive individual support to overcome social and psychological barriers and actions to remove/reduce prejudices among employers.</li> <li>• Activities for gaining knowledge, skills and competences for independent performance tasks and implementation of on-the-job training in line with defined employers’ needs.</li> <li>• Organisation of first professional qualification training for unemployed persons of RE population.</li> </ul> |
| <b>Q56</b> | <b>Are the costs in the amount of 2000 EUR and 2700 EUR average costs or maximum costs? What is considered under the cost per trainee?</b>   |

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| A56        | <p>The amounts of 2000 EUR and 2700 EUR are maximum amounts per trainee (unemployed person engaged in training/education activities). Under the cost per trainee are considered all eligible costs related to the training and education activities in accordance with the GfA.</p> <p>Additionally, please refer to the Answer A8.</p>  |
| <b>Q57</b> | <b>How many pages should concept note have?</b>  |
| A57        | <p>Please refer to the PART A – Concept Note, <b>1 Instructions for drafting the concept note:</b></p> <p>There is no specific template for the concept note but the lead applicant must ensure that the text:</p> <ul style="list-style-type: none"> <li>• does not exceed 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;</li> <li>• provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid in the guidelines for applicants);</li> <li>• provides full information (as the evaluation will be based solely on the information provided);</li> <li>• is drafted as clearly as possible to facilitate the evaluation process.</li> </ul> |
| <b>Q58</b> | <b>Is there someone in the institutions involved in this call for proposal that could help the applicants with budget planning?</b>  |
| A58        | <p>In line with the Guidelines for grant applicants, <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>Also, this includes that Contracting Authority cannot assisting potential applicants in preparation of their application.</p>   |
| <b>Q59</b> | <b>Is this Call for proposal addressed only to the certain companies (since this is Restricted call) or the list of potential applicants is broader?</b>   |
| A59        | <p>Please refer to Answer A29 about all eligible applicants who can submit their applications in this Call for proposal.</p> <p>Additionally, please note that the Restricted Call means the following:</p> <p>In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application.</p>                                   |
| <b>Q60</b> | <b>Is it up to us to select only one target group from the project and define the number of participants?</b>  |
| A60        | <p>Under section 1.2 of GfA it is not stipulated that only one target group out of those defined should be addressed, meaning that unemployed persons involved in individual projects may be from one or more defined target groups in the case of Lot 1. In the case of Lot 2 there is, however, only one target group defined.</p> <p>Additionally, please refer to the answer A8.</p>   |
| <b>Q61</b> | <b>Is it up to us to choose the project implementation areas and the duration of the</b>   |

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|            | <b>project?</b>  |
| A61        | <p>The applicants needs to ensure that the activities are closely aligned with the objectives and priorities of the Call for Proposals as defined in the Section 1.2, as well as with the eligible actions and eligible activities (section 2.1.4 of GfA). Additionally, please refer to <i>section 2.1.4 Eligible actions: actions for which an application may be made</i> of GfA:</p> <p><u>Duration</u><br/>The initial planned duration of an action may not be lower than 6 months nor exceed 12 months.“</p>  |
| <b>Q62</b> | <b>Are grants awarded after the realization of the project, or before the realization?</b>   |
| A62        | <p>In accordance with the <i>Article 15 of the General Conditions applicable to European Union-financed grant contracts for external actions</i>, the Contracting Authority must pay the grant to the Coordinator following one of the payment procedures below, as set out in Article 4 of the Special Conditions.</p> <p><u>Option 1: Actions with an implementation period of 12 months or less or grant of EUR 100 000 or less</u></p> <p>(i) an initial pre-financing payment of 80 % of the maximum amount referred to in Article 3.2 of the special conditions (excluding contingencies);<br/>(ii) the balance of the final amount of the grant.</p> <p><u>Option 2: Actions with an implementation period of more than 12 months and grant of more than EUR 100 000</u></p> <p>(i) an initial pre-financing payment of 100 % of the part of the estimated budget financed by the contracting authority for the first reporting period (excluding contingencies). The part of the budget financed by the contracting authority is calculated by applying the percentage set out in Article 3.2 of the special conditions;<br/>(ii) further pre-financing payments of 100 % of the part of the estimated budget financed by the contracting authority for the following reporting period (excluding not authorised contingencies):</p> <ul style="list-style-type: none"> <li>- the reporting period is intended as a twelve-month period unless otherwise provided for in the special conditions. When the remaining period to the end of the action is up to 18 months, the reporting period shall cover it entirely;</li> <li>- within 60 days following the end of the reporting period, the coordinator shall present an interim report or, if unable to do so, it shall inform the contracting authority of the reasons and provide a summary of progress of the action;</li> <li>- if at the end of the reporting period the part of the expenditure actually incurred which is financed by the contracting authority is less than 70 % of the previous payment (and 100 % of any previous payments), the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the previous pre-financing payment and the part of the expenditure actually incurred which is financed by the contracting authority;</li> <li>- the coordinator may submit a request for further pre-financing payment before the end of the reporting period, when the part of the expenditure actually incurred which is financed by the contracting authority is more than 70 % of the previous payment (and 100 % of any previous payments). In this case, the following reporting period starts anew from the end date of the period covered by this payment request;</li> <li>- in addition, for grants of more than EUR 5 000 000, a further pre-financing payment may be made only if the part financed by the contracting authority of the eligible costs approved is at least equal to the total amount of all the previous</li> </ul> |

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|            | <p>payments excluding the last one;</p> <ul style="list-style-type: none"> <li>- the total sum of pre-financing payments may not exceed 90 % of the amount referred to in Article 3.2 of the special conditions, excluding not authorised contingencies;</li> <li>(iii) the balance of the final amount of the grant.</li> </ul> <p>Additionally, please note that in no event may a grant be awarded retroactively for actions already completed. For further details please consult Section 6.3.8 of PRAG.</p> |
| <b>Q63</b> | <b>How do we select potential participants in the project, whether we made a selection of participants ourselves or the participants are already pre-determined through the Employment Bureau (whether you assign them to us or we select them)?</b>   |
| A63        | <p>Please refer to the answer A37.</p> <p>The individual participants are not pre-determined and the Contracting Authority does not assign them to the potential applicants. The target groups are, on the other hand, defined for this Call for Proposals and specified under section 1.2 of the GfA.</p>   |
| <b>Q64</b> | <b>Where can we get information about the statistics of target group in Montenegro?</b>  |
| A64        | <p>On the web sites of the Employment Agency of Montenegro (Annual Reports – <a href="http://www.zzzcg.me">http://www.zzzcg.me</a> ) and the Statistical Office of Montenegro – MONSTAT (Labour Force Surveys – <a href="https://www.monstat.org/cg">https://www.monstat.org/cg</a> ).</p>   |
| <b>Q65</b> | <b>Does the unemployed persons (potential participants) must be registered at the Employment Agency?</b>   |
| A65        | Please refer to the answer A18.  |
| <b>Q66</b> | <b>Are the deficit occupations only those that are on the list or even some other occupation can be acceptable?</b>  |
| A66        | Please refer to the answer A16.  |
| <b>Q67</b> | <b>Are the natural persons eligible for this Call for proposal?</b>  |
| A67        | Please refer to the Answer A29.  |
| <b>Q68</b> | <b>Is the Italian Red Cross organization or Montenegrin municipal Red Cross organizations eligible applicants under this CFP?</b>  |
| A68        | <p>In line with the Guidelines for grant applicants, Section 2.2.4. Further information about concept notes, in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to the Answer A29.</p>  |
| <b>Q69</b> | <b>Is it possible to issue a certificate to a trainee if the training provider is not a licenced training/education provider?</b>  |
| A69        | Please refer to the Answer A41.  |
| <b>Q70</b> | <b>Can a non-for-profit organisation be eligible applicant?</b>  |
| A70        | <p>In line with the Guidelines for grant applicants, Section 2.2.4. Further information about concept notes, in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to the Answer A29.</p>  |
| <b>Q71</b> | <b>Can clusters be eligible applicant for this CFP?</b>  |
| A71        | In line with the Guidelines for grant applicants, Section 2.2.4. Further information   |



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|            | <p>about concept notes, in order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to the Answer A29.</p>  |
| <b>Q72</b> | <b>Does the project budget must be reported in the Concept note?</b>  |
| A72        | <p>Please refer to the <i>section 2.2.1 Concept note content</i> of GfA:</p> <ol style="list-style-type: none"> <li>1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.</li> <li>2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20 %. 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. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.</li> </ol> <p>Own contributions by the applicants can be replaced by other donors' contributions at any time.</p> |