

CSO Call for Expression of Interest (Eoi) for the WoS ECW-funded programme:
“Emergency Education response for the IDP crisis in North West and North East
Syria”

QUESTIONS & ANSWERS

BUDGET:

Q: Is there a standard teacher salary that should be used?

A:

- For **Gaziantep** Hub applications, the monthly take-home income of full-time teachers and professional school personnel should be between \$120-\$135 USD. It is expected that non-professional school staff such as cleaners and guards will be paid less than this.
- For **Amman** Hub applications, the monthly take-home income of full-time teachers and professional school personnel should be between \$120-\$135 USD. It is expected that non-professional school staff such as cleaners and guards will be paid less than this.
- How the rate is calculated needs to be clearly explained in the budget narrative. UNICEF may request ToRs at a later stage of the selection process.

Q: Do members of a consortium need to have the same salary scale?

A: No, members of a consortium do not need to have the same salary scale; however they need to be coherent. We suggest that your budget is designed so that it is clear which cost is for which consortium member. (I.e. Education Officer (NGO-X); Rent (NGO-Y)).

Q: What are program cost and what are a support cost?

A: See Annex C Budget Guidance.

Q: How much is the project budget?

A:

- See page-1 and page-4 of Call for Eoi
- UNICEF will contribute a maximum of \$850,000 to the project. If you are an international CSO, UNICEF's 7% contribution to your HQ is included in the \$850,000.

- All CSO's are encouraged to contribute funds to the project. International CSO's must contribute at least 10%. (i.e. UNICEF \$850,000 + international CSO \$85,000 = \$935,000 for total budget)

Q: How can I ensure my budget is clear?

A:

- In the "budget narrative" column you can explain the logic and rationale of each budget line and the percentage of the cost charged to UNICEF.
- Lumpsums should have a Bill of Quantity (BOQs). The BOQ explains what the lumpsum is composed of. The BOQs should be on separate Excel worksheets and clearly labeled to show which budget line they refer to.

CONSORTIUM

Q: All things be equal, will a consortium with more members be preferred over a consortium with fewer members?

A: During evaluation process, no additional marks will be given to bigger consortia. It is up to the consortium to best demonstrate value for money and technical expertise to implement the proposed project.

Q: Is there a minimum number or maximum number of consortium members?

A: The minimum is two CSO. There is no maximum.

Q: Who is responsible in a consortium?

A: The consortium's lead organization is contractually responsible for the project. The other members of the consortium are responsible to the lead organization. Normally the consortium lead and the consortium members will have a Memorandum of Understanding (MOU) between them. The MOU will outline the roles and responsibilities of each party.

Q: Can an CSO be a member of more than one project or apply to more than one hub?

A: No, a CSO can only apply for ECW funding through one project.

Q: If an international CSO is implementing through another CSO is this a consortium?

A: No, this is a partnership. A consortium is different than a partnership.

Q: Does the application need to state who the members of the consortium are?

A: Yes, the application needs to clearly state who the members of the consortium are, what each member's will do and how they are qualified to do it. See page-16 (section 2.5)

Q: Does every member of a consortium need to be eligible?

A: Yes, each member of a consortium needs to comply with the eligibility and exclusion criteria. See page-6 and page-7.

Q: Will the UNICEF micro-assessment be done for all consortium members or only the lead agency?

A: The lead agency is contractually bound to UNICEF. Only the lead agency will be assessed.

PROGRAMME

Q: What do you mean by light teacher and school personnel training?

A: The project is an emergency intervention for 12-months. It is assumed that the teachers and school personnel you hire will be competent at their job and will not need intensive training. It is recognized that some specific targeted training may be needed. For example, if PSS is new to the teachers and school personnel; if the non-formal curriculum is new to the teachers, etc. ECW encourages blended approach to capacity building. See page-4.

Q: Can you recommend a percentage of the budget that can be allocated to teacher and school personnel training?

A: No, there is no percentage allocated to trainings. This is up to the CSO to decide. However, it should be realistic and coherent with the overall proposed implementation.

Q: Which IDP camps can we target?

A: Only camps recognized by the CCCM Cluster can be targeted. See Annex H for a list of camps. If the camp is new and not on the list, contact the CCCM Cluster and attach an email from the Cluster stating they support the camp being targeted.

Q: Where can we do the project?

A: You can implement the project in the governorates stated on page-4. You need to target areas where you already have a presence and demonstrate value for money. The budget cannot cover costs related to opening a new office, etc. Knowledge of the local context will be given greater importance.

Q: What should we put in the “means of verification” on page-14?

A: The means of verification should be a summary of the ways you will track and prove that you meet your indicators and targets. For example: student attendance records, pre-post training tests, ASER, etc.

Q: How should we breakdown our “targets” on page-14?

A: For each target you should clarify; total number of people, the percentage of the total that are male, the percentage of the total that are female, the percentage of the total that are IDPs. Ideally you should have the breakdown from a recent assessment. If you do not have this information you need to have a footnote that explains that the breakdown is a “best guess” and explain what information your “best guess” is based on.

GENERAL QUESTIONS

Q: Do we need to follow the word limit?

A: Yes, you need to follow the word limit. Please also remember that often longer proposals are less clear than shorter proposals. Keep your project clear and to the point.

Q: How long is the project?

A: The project is 12 months (August 2018-July 2019). See page-1

Q: What is the geographic level that we need to share?

A: You need to explain where you are targeting to the community or IDP camp level. See page-13.

Q: Where do I submit my project?

A:

- You can only submit your project to a hub that you are an active member to.
- Projects submitted to the Gaziantep Hub can cover northwest and/or northeast Syria.
- Projects submitted to the Amman Hub can cover only northeast Syria.

Q: Are current UNICEF partners automatically qualified as they are already micro-assessed?

A: No, UNICEF will review partners’ performance as well. Based on the partner’s performance the partner may be deemed too high risk.

Q: Do we need to discuss protection and WASH with the other clusters?

A: Yes, you do need to discuss components of the project with the relevant clusters and get an email or letter from the cluster stating that what you proposed was discussed. The clusters were informed that this is part of the ECW application process. See page-4 and page-5.

Q: Do we need to attach the curricula the project will use?

A: No, do not attach curricula but explain what curricula are and why you chose to use it.

Q: Can we apply to both the Humanitarian Pool Fund and ECW?

A: Yes, you can apply to both. These are separate processes.

Q: If there is more than one local authority responsible for education can we get a letter from both?

A: Yes, you should have letters from all relevant authorities. If there is more than one relevant authority, you should provide more than one letter. You can explain why this is needed in your proposal. All letters need to be in English or have official translation. See page-5 and page-7.

Q: Which assessments should I attach?

A:

- Projects are encouraged to be based on recent assessments done by the submitting CSOs. If you have done your own assessment you should attach it. The assessment should have a short executive summary.
- Do not attach general assessments such as ACU, HNO, etc. If you use information from these types of assessments, you should footnote or state the source when you cite the information.

Q: Can you share the score card?

A: Unfortunately, this cannot be shared as it is an internal document. However the score card assigns points linked to the criteria set on page-7 section 3.3 -Selection criteria.

Q: Will we get an explanation on why we were not selected?

A: The WoS will communicate individually to all CSOs on the status of their proposal at the end of the evaluation process.

Q: Who completes Attachment I Partner Declaration (page-9)?

A: All CSOs that will implement the project should complete Attachment I Partner Declaration.

Q: Whose information should be in “4.1 annual budget” and “10.2 Core staff” on page 11-12?

A:

- The information from the lead agency should appear in these sections.
- If you want to add additional information on the other consortium members it can be summarized in “4.3 Any other information demonstrating financial capacity”. See page-12.

Q: Whose information should be in “section-5 experience working with UN/UNICEF (page-12)?

A:

- The information from the lead agency should appear in these sections.
- Please remember that the Humanitarian Pool Fund is UN funding.