

## FREQUENTLY ASKED QUESTIONS (FAQ)

### MONTEPUEZ DISTRICT, CABO DELGADO PROVINCE, MOZAMBIQUE “PREVENTION AND RESPONSE TO GENDER-BASED VIOLENCE (GBV) IN TERRITORIES IMPACTED BY THE CABO DELGADO CRISIS”

#### General comments:

*The AFD will not answer emails individually but answers transparently within the present document to guarantee fairness and equity of treatment.*

*Also, please note that, for the same reason, no answer will be given to questions enquiring about specific situations of applicants (such as annual turnover or financial requirements, administrative requirements, eligibility of project orientation, examples of activities etc.). Eligibility criteria and all other information are available in the call for proposals document.*

#### Acronyms and definitions

Acronyms or Expressions	Definitions
AFD	Agence Française de Développement (French Development Agency)
APCC	Appel à Projets Crises et Sortie de Crises
“Call”	The call for crisis and post-crisis project proposals (APCC in French)
CSO	Civil Society Organization (OSC in French)
GBV	Gender-based violence
HDP nexus	Humanitarian-Development-Peace nexus
HQ	Headquarters
HRP	Humanitarian Response Plan
(I)NGO	(International) Non-Governmental Organization
Minka	AFD’s peace and resilience financial instrument (i.e. informative leaflet)
NPO	Non-Profit Organization
PIP	Project Implementation Partner
PLI	Project Lead Institution
SOPs	Standard Operating Procedures
ToC	Theory of Change
ToR	Terms of Reference

#### General questions

	Questions	Answers
<b>01</b>	How many projects can be awarded? Is the total grant amount of 6MEUR intended to be awarded to a single project implemented by one organization or consortium only, or will it be divided among multiple organizations/projects submitted under this call?	Only one single project of 6 MEUR maximum will be awarded to one international organization or to one consortium led by an international organization.

	Could you please confirm if this call is designed to select only one organization/consortium as the Project Lead Institution (PLI), or if there is a possibility of awarding multiple PLIs with different projects under the same funding window?	
<b>02</b>	Where are the AFD's Headquarters (HQ)?	The AFD head office is located in Paris, France.
<b>03</b>	What language should the proposal be presented? Can AFD please specify whether all proposal documents, including the administrative requirements need to be translated to Portuguese for the submission? Alternatively, will it be acceptable for just the concept note portion and budget to be translated?	Proposals shall be written in French or English. Portuguese translation of concept note and budget shall be attached.
<b>04</b>	Could you please clarify what is defined by "concept note" and "final project note"?	The "concept note" or "technical and financial proposal" is the proposal submitted by the applicant. The "final project note" is the project that the selected applicant and the AFD team will agree upon following the negotiation phase. This "final project note" will be submitted for approval to the AFD board.
<b>05</b>	Deadline for submission of application?	At the latest by 11 AM, Paris time, on August 25th, 2025. <i>Submissions arriving after the deadline will be systematically declined.</i>
<b>06</b>	Is there a code of conduct for the project?	There is no specific code of conduct or set of rules for this project.
<b>07</b>	Could you give an indicative project start date?	The project is expected to start in Q1 of 2026.

## Eligibility

	Questions	Answers
<b>08</b>	Could you please clarify how AFD defines International Civil Society Organisation or International Non-Profit Organisation?	International Civil Society Organisations (ICSOs) or International Non-Profit Organisations (INPOs) encompass all organisations that are not classified as "local", hence <i>not Mozambican</i> .
<b>09</b>	Are (I)NGOs considered as being eligible for this call?	Yes, (I)NGOs are considered as "(International) Civil Society Organization" or "(International) Non-Profit Organization". An international organization will need to be PLI for this call. National organizations can be members of a consortium as PIP.
<b>10</b>	Are NATIONAL civil society organizations (i.e. a Mozambican organization) eligible as project leaders (PLI) for this call?	No, as stated in the call for proposals documents. National organizations can be members of a consortium (as PIP).
<b>11</b>	If a partner has an operational presence and conducts activities in Montepuez district, but only maintains an office in Pemba, as the distance allows for daily travel to and from Montepuez; would this setup be considered compliant with the established criteria?	At least one of the consortium members must have an office in the Montepuez district. An office in Pemba is not enough to meet the eligibility criterion.
<b>12</b>	Article 1.1: In the case of a consortium, at least one of the members must already have an office and operate in the Montepuez District.	A signed statement indicating the address of the office in the Montepuez District, that there are operations physically managed from and in Montepuez, specifying the amount and nature of these operations as well as the

	What types of supporting documents must be provided to prove that at least one of the partners (in the consortium configuration) has an office in the Montepuez District and carries out operations/activities there?	number of staff physically working in Montepuez on these operations should be provided as supporting document.
13	Article 1.1: Must have past experience in project implementation in the Cabo Delgado Province, including in the Montepuez District, before and/or during the crisis. Concerning the PLI, what type of past experience is requested? Is it possible to know the level of detail and the supporting documents that are required?	A table including details about the projects (objectives, results, main activities, dates of execution, amount and source of funding).
14	During a coordination meeting organized recently at local level for this call for proposal, it was mentioned that organizations that are currently receiving AFD funding are not eligible to apply. However, it was not specified whether this refers only to organizations receiving funds for activities in the project's target area, or more broadly. As this information does not appear in the Terms of Reference, could you please confirm whether it is accurate and, if so, clarify which types of ongoing funding are concerned (funding in the project area, in the country, or even in other countries).	Organizations currently receiving funding from AFD are eligible, providing they meet all the other eligibility criteria
15	Considering that the consortium is limited to three organizations, we would like to confirm whether, as per other AFD call for proposals we have applied in the past, multiple legally distinct entities operating under the same network or federation are considered collectively as a single organization (either as Project Lead Institution or as a project partner) for eligibility purposes. Could you kindly confirm the same principle also applies to this call?	Entities operating under the same network or federation are considered as a single organization, provided they can prove their legal link.
16	Is it allowed to form a consortium with a social enterprise?	A social enterprise cannot be part of a consortium but it can be associated to the implementation of the action. As stated in the call for proposals documents, collaboration and strong operational synergies may be developed with local actors (public authorities and, if relevant, academia and private sector organizations).
17	Is screening of final beneficiary required or preferred?	If certain activities involve cash transfers to final beneficiaries, an exemption from the requirement to conduct due diligence as regards to money laundering or terrorist activities ("LAB-FT due diligence") may be granted, provided that the target area and sector are included in the country's Humanitarian Response Plan (HRP). <i>Exemption requests will only be analyzed during the negotiation phase with the selected applicant.</i>
18	Is an organization permitted to participate in multiple consortia under this call for proposals? Specifically, we would like to	An organization is allowed to apply in <u>one consortium only</u> , either as PLI or PIP. An organization cannot

	<p>understand if it is acceptable for an organization to apply as a Project Lead Institution (PLI) in one consortium, while also participating as a Project Implementation Partner (PIP) or sub-partner in a different consortium?</p> <p>Can an organization join in more than one proposal?</p>	<p>participate in a consortium as a PLI and as a PIP in another.</p>
19	<p>Could you confirm if UN agencies are eligible to apply as part of a consortium?</p>	<p>UN agencies are not eligible to participate to this specific call for proposals, either as PLI or PIP (France supports UN agencies through other financial means).</p>
20	<p>Is an official registration in Mozambique for each member of a consortium applying to this call mandatory?</p> <p>Would a partner organization be eligible if their legal registration as an organization in Mozambique is pending?</p>	<p>Yes, <i>it is mandatory</i> for a PLI applying solo and/or for each member of a consortium to all be officially registered to work in Mozambique at the time of the application.</p>
21	<p>Regarding partner presence in Montepuez, we are requesting for clarification. May you please confirm if the requirement refers specifically to having a physical office in Montepuez, or if an active operational presence and engagement in the area is sufficient?</p> <p>Specifically, an NGO with experience operating in other districts of Cabo Delgado, be eligible to apply as a single applicant? Or would eligibility require us to form a consortium with a CSO or NGO that has specific experience in Montepuez district?</p>	<p>At least one member of the consortium needs to have an office in the Montepuez District.</p>
22	<p>Is it necessary to have an international organization lead? This point is not very clear based on the language used in the first part of the call and we would like to clarify?</p> <p>Is a "consortium" understood as a partnership between three (I)NGOs?</p> <p>Can two INGOs be part of a consortium, with one serving as the lead and the other as the implementing partner, both having extensive experience related to this call?</p>	<p>A consortium must be led by an International NGO. Consortium cannot have more than three members. Several international NGOs can be part of a consortium, but it is not mandatory. It is however strongly recommended that the consortium includes at least one national NGO/CSO (as PIP).</p>
23	<p>Could you please clarify these financial requirements for the PLI? Specifically:</p> <ul style="list-style-type: none"> <li>- The PLI must have a cumulative budget of €18 million over the last three years?</li> <li>- Does this budget (€18 million over three years) represent the total combined budget only for Mozambique or for the organization's entire international activities / programs?</li> </ul>	<p>The financial stability takes into account only the PLI budgets. The PLI must show a cumulated annual budget of three times the amount of the proposal over the past 3 years overall, taking into account the organization's entire activity.</p>
24	<p>Could you clarify whether organizations providing technical assistance to a consortium must meet your criterion for project implementation partners, specifically: "must have a local office in the area of implementation?"</p>	<p>The rules set in the ToRs apply to consortium members. Technical assistance providers are considered sub-contractors and are not subject to this rule.</p>
25	<p>Would it be problematic or impactful for the assessment if certain sub-sections of the</p>	<p>All sections of the application must be completed with the expected level of detail. If applicants encounter</p>

	“Information sheet on the CSO / PSO applying for the project”, such as the details of PLI actions or the breakdown of public funds as requested in the table « amount of total financial resources for past three years », are not completed with the expected level of details?	difficulties in providing full information, they are encouraged to explain the specific circumstances within the application file.
26	Our 2024 audit report is currently in progress and will not be available for submission by August 25, 2025. However, we do have audited reports for 2023, 2022, and 2021, and we plan to include these with our proposal. Is it acceptable to submit these previous reports, or is a 2024 audited report mandatory for consideration?	Provide the last three audits available and approved.

### Project budget

	Questions	Answers
27	We noticed that the budget template provided does not contain built-in formulas. Would it be acceptable for us to insert formulas into the template to facilitate accuracy and internal consistency during the budgeting process? The budget is also in French, would it be acceptable to translate it to English and submit the English version?	It is possible to add built-in formulas and translate the budget categories in English.
28	What is the total amount of the grant?	The AFD will award a grant of maximum 6MEUR to the selected applicant.
29	When referring to “the amount of the proposal,” should we interpret this as the specific budget proposed by the applicant (e.g. €4.5M), or does it refer to the maximum ceiling of the envelope (i.e. €6M), regardless of the proposed budget?	“The amount of the proposal” refers to the total amount of the project – the amount requested from AFD added to potential other co-financing. If the amount requested to AFD is €4.5M, and there is co-financing from another donor of €4.5M, the turnover of the lead organization over the last three years must be calculated based on €9M (being the amount of the proposal).
30	Is there a possibility to finance preliminary studies?	AFD will not be responsible for any costs incurred by the applicant during the design of their proposal. However, applicants may include in their budget proposal any studies that directly support the project's objectives, granted they are performed after the contract's signature.
31	What would be an acceptable ratio of support costs to be included? The budget template includes a separate line for indirect costs. Is there a maximum allowable percentage for indirect costs?	AFD has chosen not to impose a fixed ceiling nor provide specific indications on ratio of support costs, in recognition of applicants' contextual knowledge of cost structures and market conditions in the targeted countries. Applicants are therefore invited to propose a support cost allocation they deem appropriate, accompanied by a clear rationale and justification within the budget narrative.
32	Can a crisis modifier be included in the contingency budget line?	Yes, a crisis modifier may be included in the budget under the “Imprévu” category of the budget template.

33	Does “turnover” refer to the organization’s overall global turnover, or only to the turnover of the country office/mission where the project would be implemented?	“Turnover” refers to the organization’s overall global turnover.
34	If a national NGO has faced challenges in maintaining accurate financial planning or detailed multi-year budget records, can it still submit a proposal without providing a complete three-year budget history?	<p>National NGOs/CSOs are reminded that they are not eligible to apply as the PLI or consortium lead. However, they are strongly encouraged to participate as members of an internationally-led consortium, in the role of PIP.</p> <p>This criterion reflects the high level of financial capacity, human resource expertise, and time investment required to manage AFD funding.</p> <p>PIPs are not required to provide detailed financial records for the past three years but should indicate their current annual budget in Section VI of the Information Sheet on Project Partners. If financial data have been lost due to conflict, national NGOs may provide an estimated budget amount and briefly explain the situation in the same section. This rationale will then be studied by the AFD.</p>
35	<p>Article 2.9: Administrative and management costs cannot exceed 10% of the total budget. The cost of head-office staff in charge of the project must be fully detailed in the "Administrative costs" budget line.</p> <p>Administrative costs correspond to the headquarters' operating expenses and are not calculated on a fixed basis nor broken down among the different types of expenditures they comprise.</p> <p>Could you kindly clarify whether "Administrative and management costs" in this context refers to support costs or to overheads? Additionally, if it does refer to overheads, could you confirm that head-office staff in charge of the project included in the overheads must be detailed?</p> <p>Article 2.9 states that “Administrative and management costs cannot exceed 10% of the total budget.” Could AFD clarify whether this refers only to head-office staff costs or whether there are other costs included in the administrative and management cost category?</p> <p>Could you please clarify your expectations and the level of detail required for the "Administrative costs" line?</p> <p>Furthermore, in the budget table, specific lines for 'headquarters' human resources need to be detailed in dedicated budget lines:</p> <p>Therefore, can we indicate in these budget lines the provisional expenses for 'Program HR – Headquarters' and 'Support HR – Headquarters' assigned to this project?</p>	<p>“Administrative and management costs” are support costs (which are part of the overheads), that can include head-office staff costs as well as other costs. Their nature and calculation should be as detailed as possible.</p> <p>It is recommended that the total 10% overheads be calculated and allocated among the consortium members in proportion to their respective shares in the project budget and activity implementation. Any deviation from this recommendation should be explained in the narrative section of the technical and financial proposal.</p>



	<p>It is mentioned in the technical &amp; financial proposal that overheads: «the maximum budget for overheads is set at 10% of the total operational costs and should be allocated among the consortium members proportionally to the operational costs each member is responsible for».</p> <p>- Does it mean that each member of the consortium must have the exact same % of overheads or is it possible to allocate a different % of overheads to each member of the consortium?</p> <p>- Does a member of the consortium can have more than 10% of overheads as long as the total overheads of the project does not represent more than 10% of the total global operational costs</p>	
36	Will the AFD do a due diligence to all the partners of the consortium (meaning for the local NGOs and international NGOs)?	Granted the consortium is legally formalized, AFD will conduct due diligence on the lead PLI INGO and expects the latter to carry out appropriate screening of all stakeholders funded through the awarded grant (including suppliers, NGO staff, and local NGO partners).
37	<p>Article 2.9: Only the expenses for missions of the staff from head office may be transferred to another cost category such as "Support and Monitoring".</p> <p>We understand that travel by headquarters personnel assigned to this project should be allocated under the budget line "Monitoring and Evaluation".</p> <p>However, the line "Travel – International mission expenses" appears in the budget table.</p> <p>What types of expenses should be allocated under this budget line?</p> <p>Could you let us know if there are any guidelines regarding the allocation of administrative fees (FA) among consortium members? The objective is to be as competitive as possible in order to share this with the consortium members.</p>	<p>Article 2.9 is not correct. International mission expenses must be detailed in the line "Travel – International mission expenses"</p> <p>It is recommended that the total 10% overhead be calculated and allocated among the consortium members in proportion to their respective shares in the project budget and activity implementation. Any deviation from this recommendation should be explained in the narrative section of the technical and financial proposal.</p>
38	Could you please clarify what kind of charges and taxes are expected to be indicated in the PLI information sheet "finance charges and taxes"	Under this section, applicants should indicate the portion of funds the NGO allocates to charges such as bank fees, audit and financial service costs, customs or import duties, and non-recoverable VAT. This information will help the AFD in assessing the reasonableness and relevance of these anticipated costs within the proposed budget and in verifying their consistency with historical expenditures.
39	Are small subgrants to CSOs for specific components within the project allowed?	Small subgrants are allowed. The amount and purpose shall be indicated in the concept note, section 2.3, and duly justified. The PLI is expected to carry out appropriate screening of all stakeholders funded through the awarded grant.

40	As the consortium is limited to three members, we are considering involving an implementing partner who would not have the same status as a full consortium member. Could you let us know whether such an arrangement is possible, and if so, what the terms would be?	You can involve another organization through small subgrant or subcontracting. The amount and purpose shall be indicated in the concept note, section 2.3, and duly justified. The PLI is expected to carry out appropriate screening of all stakeholders funded through the awarded grant.
41	Article 4.1: "The selected PLI will have to contract an audit firm." Can the audit firm be contracted at the local office of the PLI or by the headquarters structure?	The audit firm can be contracted at the local office of the PLI.
42	In the budget template: <ul style="list-style-type: none"> <li>Can you please share what is the difference between the 3 budget lines listed under the "IMPREVUS" – "UNFORESEEN" section?</li> <li>What is the difference between these three lines in terms of their description and calculation method:  - Fonds de contingence  - Divers &amp; imprévus (10% recommandé)  - Enveloppe non-affectée</li> <li>Should this amount be applied as a percentage of all direct cost budget lines?</li> </ul>	<p>"Imprévus" = budget line which content is not specified, mobilised to adapt the project.</p> <p>"Fonds de contingence" = budget line which content is identified to adapt the project to risks identified in the project proposals.</p> <p>"Enveloppe non-affectée" = this envelope is an accounting flexibility tool that allows for responding to contingencies not identified at the planning stage. The amount is a % calculated on the direct costs.</p>
43	-There are two types of columns in the budget: "Total" and "Total EUR" <ul style="list-style-type: none"> <li>Should the budget table be completed in local currency, and only in EUR where indicated in the column titled "Total EUR"?</li> </ul>	The budget table shall only be completed in EUR.

### Project proposal framework

	Questions	Answers
44	Is there a needs assessment carried out by the French Embassy on the situation in Cabo Delgado and the Montepuez district in particular that can be shared? Are there any criteria defined by the embassy for defining geographical areas of intervention for the project at Montepuez district level? Under Section VII. ToR, the background on gender-based violence in conflict zones and Cabo Delgado references data collected between August and October 2023. Will AFD share the citation for these data?	<p>The AFD will not provide additional documentation / analyses / etc. other than the call for proposal documents provided online.</p> <p>The applicants must demonstrate through their proposals that they have past experience in project implementation in the Cabo Delgado Province, including in the Montepuez District, and have an in-depth knowledge of the context and key stakeholders, and possess relevant sectoral experience, especially in the field of development of education, health and protection for host and forcibly displaced communities.</p>
45	Does the requirement for the PLI to initial each page of the proposal only apply to the technical and financial proposal? Do all administrative documents need to be initialed? Or does this requirement apply only to the concept note and budget?	This requirement applies to the entire set of documents comprising the proposal, including administrative records, information sheets, etc. Electronic signatures or initials are expected across all file formats (Word, Excel, PDF), rather than handwritten marks on scanned documents. However, a degree of flexibility will be applied in assessing compliance with this requirement.



46	Please clarify the information expected in sections IV–VI regarding the organization’s committees, board, general assembly, and legal registration?	If an NGO uses different terminology or administrative references, it is encouraged to explain the equivalences and provide related supporting documents.
47	In section V and VI “information sheet”, please clarify who are defined as "members" and who as "contributors"?	The term “members” refers to individuals, who officially constitute the board of the NGO. The term “contributors” refers to the individuals (contributing members), who actively support and engage in the NGO activities through their financial contributions.
48	Article 2.4 - Point b: “CVs of key project personnel (Project Manager and other individuals with major project roles)”. Could you please specify the major project roles? In section 2.4 b) Mobilized Expertise, it is requested to share the CVs of key project personnel, including those of the Project Manager and other individuals with major project roles. Could you please clarify what is expected, as we may not have identified the Project Manager at this stage? The concept note template guidance indicates that we should include CVs for key project personnel under the “Project Implementation Capacity & Expertise” section (under the “mobilized expertise” subsection). However, this section is limited to four pages maximum. Can the CVs be submitted as an annex to the concept note?	The project activities and inherent personnel’s roles and responsibilities are to be explicitly explained and described in the applicants’ proposals and will be assessed accordingly.  CVs can be submitted as an annex.
49	Please can you confirm the target group intended by AFD? The goal of the call is to work only with basic (previous primary) schools or also include secondary? Does this include out of school children (girls)?	We leave it to the applicant to define the exact perimeter of the interventions.
50	Is there a template AFD would prefer applicants use for the logical framework?	No, applicants are free to use their own template, which will be assessed as part of the project proposal.
51	Could AFD confirm if the stated objectives in the Terms of Reference (ToR) should appear in the log-frame as stated in the ToR or if applicants can adjust them to be more specific in the "specific objective x" (outcome x) section of the log-frame, while still ensuring they are in line with the intention of the proposal. To what extent are the specific objectives (in the call for proposals) fixed? Do you expect these to be translated word for word into the proposed outcomes in the log-frame? Is there openness to adapt/add to these?	Applicants may adapt the formulation of the project specific objectives (and adjust these formulations in the log-frame), provided the specific objectives remain consistent with the overall intent of the proposal.
52	Should the general objective (impact) in the log-frame reflect the strict exact wording in the overarching goal in the	Applicants may adapt the formulation of the general objective (impact) in the log-frame, provided it remains consistent with the overall intent of the proposal.

	ToR, the main objective in the ToR, or does the applicant have the freedom to independently frame the "general objective/impact" in line with these goals but providing their own understanding and wording.	
53	The evaluation matrix mentions evaluation against "- Expertise on sexual and reproductive rights and health" but this is not exclusively discussed in the Terms of Reference later. Can AFD elaborate on this?	Gender-based violence has an impact on sexual and reproductive health. The health dimension must be fully integrated into the project, and it is therefore important to have dedicated expertise.