**Clarifications - Call For Proposals**

**SLO/22482/2024/001**

**“Direct EU Integration Support”**

**1. Who does the needs analysis (decides which country will be assisted first, for which topic).**

The Programme Team (K4RA) is responsible for conducting the needs analysis. Country needs assessment mechanisms are in place, and the pipeline and requests are continuously monitored. The decision on Technical Support Assignments (TSAs) to be implemented by the grantee arises from discussions and joint identification with the Programme Team, taking into account the grantee’s capacities and expertise.

**2. Who makes the first contact and starts discussion about the length of TSA, programme with beneficiary ministry?**

This process can be initiated jointly with the Programme Team, in coordination with the Regional Coordinator. The Programme Team maintains strong relationships with all six countries, with regular contact—often weekly or even daily—with government focal points.

**3. Do we understand correctly that we are in charge of the TSA from the programe, to agreements, logistics, compiling reports from the expert?**

The Programme Team collaborates with the grantee in defining the Terms of Reference and supports the organization with logistics, establishing contacts, and arranging kick-off meetings. For monitoring, the Programme Team has a simple "check-point" system that requires brief reports (approximately three pages) summarizing progress, including highlights and lowlights. However, organizations are welcome to apply their own monitoring approaches if preferred and if they align with UNOPS rules and regulations.

**4. How big is the difference between the chapters that are in strategic focus and the rest? Can we plan that most of the activities will be linked to the chapters labeled as strategic focus?**

The chapters listed in the **Call for Proposals (CFP) Section 1.4 Scope of the Grant** represent the Programme’s strategic focus areas. The Programme Team does not deliver TSAs in fields outside of those described in the CFP.

**5. How long is an average TSA? 200 working days that are foreseen in the call seem quite a lot to us (if we calculate that an expert is on TSA for 10 working days, that means 20 TSA in one year.**

The average TSA duration is closer to 20 days. The number of TSAs can be discussed and determined with the Programme Team when reviewing the workplan.

**6. We read the list of the indicative activities and like very much all of them - how many of these would you like to see implemented in one year? We're asking especially due to the funding planning (a regional workshop is quite expensive if we want to bring experts from all six countries to one place, as we assume they would expect full coverage of their costs, such as travel, accommodation, meals).**

The Programme Team leaves it to the organization to propose the number and type of activities, provided that the objectives outlined in the Call for Proposals are met. When discussing the proposed workplan, there will be an opportunity to address potential adjustments to the presented activities.

**7. Is there any programe/budget template for a TSA that you could share? We mostly work with experts from the private sector that are quite expensive, it is quite similar when we work with public servants that have to take a holiday at work to do the TSA with us. We're eager to know how it has been done so far.**

Organizations are welcome to use their own budget templates and methodologies for determining expert costs.