



# JORDAN SERVICES MODERNISATION PROGRAMME



**Contracting Authority:** Jordan Enterprise Development Corporation

Jordan Services Modernisation Programme – JSMP

Local Restricted Call for Proposal

Scheme (5)

## Questions & Answers

No.	Question	Contracting Authority's answer
1	<p>We are applying to the grant under scheme 5, during our preparation of the application, we have revised the two checklists which indicate the required forms and documents (one for the concept note and the other one for the full proposal) and noticed that annex B ( budget form) is not mentioned in any of them.</p> <p>Could you please clarify in which submission we have to attach the filled budget from? Is it in the concept note stage or in the full proposal stage?</p>	<p>The filled budget is not requested in the first phase (Concept Note); it should be submitted in the second phase (Full Application) upon sending the applicant an invitation letter from the Contracting Authority to submit the Full Application.</p>
2	<p>"Annex B. Budget for the Action", is this paper must be presented with concept note for scheme 5 or not?</p>	<p>Please see above answer.</p>



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3	<b>Under scheme 5 do the bodybuilding, fitness, training equipments fall under supplies or equipments</b>	They are equipments and are listed under Budget line no. 3 (Equipments & Supplies).
4	<b>Can the governmental fees (registrations, parking fees, others) be included in the budget?</b>	Yes, under Budget line no. 4?( Other sub-contracted services)
5	<b>What's the max number of days for (per diem)?</b>	It depends on the requested number of mission days.
6	<b>Do we have to submit the financial statements with the concept note as support documents or only with the full application?</b>	Supporting documents are submitted if applying for reinforcement.
7	<b>Is the office rent covered in scheme 5/start ups?</b>	Yes
8	<b>What does relevance in Part A of the application form mean?</b>	Relevance means:  <ol style="list-style-type: none"><li>1. Your action is compatible with the objectives of the scheme.</li><li>2. It is relevant to the objectives (overall and specific), which you set for the action</li><li>3. relevant to the needs of your company</li><li>4. relevant to wider national or sector objectives.</li></ol>
9	<b>We are as a new start up business we don't have yet a registration number at the ministry of trade and industry so in application form part A is asking to fill the registration number? How can I get this number and yet we are not registered?</b>	If you are applying as an individual (natural person), no need to fill out the registration number. If you apply as a company, then you need to fill out your existing company's registration number.



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10	<b>Part A of the application form asks for financial eligibility with 5,000 JD and I don't have this amount yet.</b>	This is the paid up capital and is not required for individuals. If you are a company, the requirement is to have a paid up capital that equals or is above JD 5000. You can prove that by any of the following supporting documents: Your company's registration certificate, in case it shows registered capital of JD 5000 and above; or your financial statements; or your bank accounts.
11	<b>I have a partner with me I want him to be a part of the project I am applying for so as I read I need to apply for Scheme 3 but even scheme 3 is requesting some things we don't have yet! Could I register my partner name in the project but without sharing the Grant with me?</b>	If you are individuals, then you can not apply to scheme 3. You are only eligible for scheme 5, which does not allow for partners. Yet you can mention your partner in the concept note when you describe your project.
12	<b>Part B of the application form is requesting some financial information as detailed balance sheet, do u recommend me to make a feasibility study for my project, or only by filling these form?</b>	This form is not requested in the concept note stage
13	<b>Under the Jedco guidelines document, there is the following requirement;  "Applicants asking for a grant of an amount above 25.000 EUR will be requested to supply also:  Documentary proof or statements required under the Law of the Hashemite Kingdom of Jordan to show that it does not fall into any of the exclusion situations listed in section 2.3.3 of the PRAG to contract procedures for EC external action. This</b>	<p>What is required at this stage of submitting the concept note and/or the full application form is the <u>signed declaration</u> attached to both the concept note and the full application form, in which you declare you do not fall into any of the exclusion situation listed in section 2.3.3 of the PRAG.</p> <p>If, at a later stage, there is a need for further documentary proof you will be requested to submit an officially and legally recognized statement or document which shows you do not fall under any of the legal situations listed in section 2.3.3 of the PRAG.</p>



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	<p>evidence or these documents or statements must carry a date, which cannot be more than one year before the date of submission of the grant application. In addition, a sworn statement shall be furnished stating that the situations described in these documents have not changed since then".</p> <p>Can you please explain what type of document would be needed to fulfil this requirement? Secondly, from where do we issue it, i.e. what governmental organization? You can state the type of document in Arabic if that helps better explain it.</p>	
14	<p><b>“The action will be implemented mainly in Jordan and/or in any eligible countries”, is this also applicable for the marketing of the product, or only the implementation?</b></p>	<p>This applies only to the implementation of activities under the Action. For marketing your products, if part of the activities (such as market study) is carried out in an ineligible country, this will be accepted as long as this does not form the bulk of activities under the Action.</p>
15	<p><b>For Start-ups, no place is mentioned to specify the partners and their expertise. Should we mention them? If yes, where under the application we should mention this information?</b></p>	<p>Scheme 5 is for individual entities only (whether natural persons or companies). So one only person or company applies and owns the grant. Yet, if there are other people involved in the implementation of the project, do mention them and their expertise and roles in the description of the action.</p>
16	<p><b>Full Application Form, section 1.6: The following statement is mentioned “Provide a detailed description of your company, target groups and final beneficiaries and <u>estimated number</u>”. What is meant by “estimated number” in the above statement?</b></p>	<p>The expected numbers of groups whom the action is targeting them and final beneficiaries who will be positively affected by the action. These could be your clients or your employees.</p>



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17	<p><b>Full Application Form, section 1.7: The following statement is mentioned “<u>Indicate notably foreseen publications</u>”</b> <b>What is meant by this statement?</b></p>	<p>If the deliverables will be in the form of publications like brochures for example; this should be mentioned.</p>
18	<p><b>Full Application Form, section 1.8: The following statement is mentioned “Where the actions is part of a larger program, explain how it fits or is coordinated with this program or any other possibly planned project. <u>Please specify the potential synergies with other initiatives, in particular from the European Commissions.</u></b></p> <p><b>The above statement, is it applicable if our project is only part of a higher program from European Commission, or any other program?</b></p> <p><b>Also, does the above statement is applicable if our project consists of phases and we will apply for the EU for only 1 or more phases of the whole project lifecycle?</b></p>	<p>Yes. In most cases, the Action is part of a wider integrated plan or program and this should be clearly mentioned in the background of the action and methodology for implementation.</p> <p>Yes; it is applicable. But you should demonstrate that the Action, even if it is a phase or multiple phases of a bigger project, is still sustainability and effective.</p>
19	<p><b>Full Application Form, section 1.8: The following statement is mentioned “<u>The attitudes of all stakeholders towards the action in general and the activities in particular</u>”</b></p> <p><b>Can you please let us know what type of attitude is required to be mentioned? Also, how to proof that this attitude is correct?</b></p>	<p>The attitude here means that the stakeholder has(not) a buy in and will(not) be receptive of the Action &amp; its outcomes or will positively interact or will be passive ....etc. No formal proof is required, you should make the case in your proposal in the way you see is proper (only to exemplify it but not necessarily needed; you could describe the results of a conducted survey)</p>



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20	<p><b>Full Application Form, section 1.9: The following statement is mentioned “The activities stated in the action plan should correspond to the activities described in detail in section 1.7. <u>The implementing body shall be either the applicant, associates or subcontractors</u>”</b></p> <p><b>For the implementing body, nothing is mentioned if it is an “Employee”, not the applicant. Or all the employees are included by the implementing body “Applicant”?</b></p> <p><b>Should we mention the exact position of the implementing body, or only “Applicant”?</b></p>	<p>The more you specify who will implement the Activity/task the better, accordingly, you should mention who will implement from the applicant side "CEO, HR manage, Marketing Manager...etc" or it could be an outside consultant, so mention "assigned consultant"</p>
21	<p><b>What’s the difference between “Associates” and “Subcontractors”?</b></p>	<p>As stated in the guide lines :</p> <p>Associates: Other organizations that may be involved in the action, and play a real role in the action, but may not receive funding from the grant with the exception of per diem or travel cost. Associates do not have to meet the eligibility criteria.</p> <p>Subcontractors: are neither partners nor associates, and are subject to the procurement rule according to JEDCO Frame Work Contract.</p>



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22	<p>Page 6/ guidelines: The following statement is mentioned: <u>“Applicants asking for a grant of an amount above 25.000 EUR will be requested to supply also: Documentary proof or statements required under the Law of the Hashemite Kingdom of Jordan to show that it does not fall into any of the exclusion situations listed in section 2.3.3 of the PRAG to contract procedures for EC external action. This evidence or these documents or statements must carry a date, which cannot be more than one year before the date of submission of the grant application. In addition, a sworn statement shall be furnished stating that the situations described in these documents have not changed since then.”</u> As a startup, is this documentary proof required too or is it only for companies?</p>	Please refer to answer to question 13.
23	<p>Page 8/guidelines: The following statement is mentioned <u>“Note that the eligible costs must be based on real costs based on supporting documents”</u> What are the supporting documents for these real costs?</p>	The costs that will be stated in the budget" Annex B" should be real; if the evaluation committee feels the cost is overestimated they might ask to ask for supporting documents.
24	<p>Page 9/guidelines: PADOR, what does this mean?</p>	PADOR is an abbreviation of (Potential Applicant Data Base On-Line Registration); As stated in page 9 PADOR registration is not mandatory so it is not requested.
25	<p><u>Annex E:</u></p>	Procurement of both supply and services under the JSMP grants should follow



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	<p><b>Article 5 – Procurement procedures: The following statement is mentioned “<u>Subcontracting activities for services below 200.000€ and for supplies below 60.000€, , unless derogation a priori is provided by JE, shall be implementing in accordance with the rules prescribed in Annex IV to the grant contract.</u>”</b></p> <p><b>What is meant by the above statement?</b></p>	<p>certain procedures that vary according to determined threshold (i.e. ceilings of estimated cost of procurement). These are described in Annex IV which will be attached to the Grant Contract.</p>
26	<p><b>2. <u>Page 7:</u> “Types of action For Start-Up and existing Enterprises Reinforcement, any proposed actions MUST be related to the business development plan; ONLY for the Start up, <u>which are not the target of the CfP schemes 1 and 2,</u> actions related to the promotion of their services at international level are also considered eligible.”</b></p> <p><b>More elaboration is needed to clarify this statement.</b></p>	<p>Actions in the application form should come from a more integrated and comprehensive plan in the company, and not a fragmented activity that has no relevance to the needs and objectives of the company. You should explain that in the Relevance and Methodology parts of the Application form.</p> <p>The other part of the statement is that, if you are a start-up and you have marketing or promotional activities targeting export markets, you can incorporate that in your Action under scheme 5, because you will not be eligible to the other export schemes. This does not apply to existing companies.</p>
27	<p><b><u>Page 9:</u> Under ‘Eligible indirect costs (overheads)’: “If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.”</b></p> <p><b>More elaboration is needed to clarify this statement.</b></p>	<p>If the applicant is already benefiting from other grants or financial support, then it is not allowed to repeat the items covered by this other support in the indirect costs of JSMP budget form "Annex B". In general, co-funding of the same activities budget lines is not allowed.</p>
28	<p><b><u>Application/ Page 4:</u> In footnote ‘1’, there is a reference to the list of Target Groups under paragraph 2.3 in Section II. Where</b></p>	<p>Please ignore and identify your target groups and beneficiaries based on the nature</p>



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	is this paragraph located?	of your action.
29	<b>Application/ <u>Page 5</u>: It is not clear what the 'Legal status' and 'Financial eligibility' fields should include if I was a <u>start up company</u>.</b>	For natural persons applying to scheme 5, write "Not Applicable" in both fields. For Companies applying to scheme 5, Fill out your legal status as stated in the CCD certificate. In the Financial eligibility field write "Not Applicable".