

Fostering Agricultural Markets Activity II (FARMA II)

This assistance is from the Swedish and American people

Info Session related to RFP-01 I-2020

April 30, 2020 at 14:00

Questions and Answers

- 1) Do we have to send the names of 100 Producer Organizations (POs) now, with the Proposal, or the names and descriptions are supposed to be sent after the selection process is completed, and the contract is signed?**

This is not a must. At this point you have to explain how you will reach the proposed number of beneficiaries. It is the applicant's obligation to animate and detect potential users through a promotional campaign and other activities – you should explain how.

- 2) Regarding 500 appearances of the keywords in the press clipping... how many keywords can be proposed?**

FARMA II already has 30 keywords used for regular clipping reports. It is important to differentiate between the regular activities in agriculture and other project activities and the result of the campaign.

- 3) Which and how many sites are required to record 10 videos?**

There is no limit to the number of locations. The geographical representation and quality of the video, as well as the representation of the sectors with which the FARMA II project works are important.

- 4) Is it necessary to make video at site locations, or can recording be done in the studio?**

Recording can be done both in the studio, and at the site location. The geographical representation and quality of the video, as well as the representation of the sectors covered by FARMA II project are most important.

- 5) Please specify the required minimum length of a single video?**

There is no minimum limit to the length of the promo video. Use your best judgement – it is important to generate shareable and viral content.

- 6) What should the Training Agenda contain?**

This is not obligatory – if the training activities are planned, the applicant should specify the details and the training agenda should include planned activities; For example, an explanation of how POs should prepare reports for social media posts, how to highlight their competitive advantages, and how to make good photographs, etc.

- 7) What should the Financial Statements include?**

The submission of balance sheet and income statement for the last two years is required.

8) Does the application have to arrive physically by 4pm on May 6, 2020?

It is not mandatory to physically submit an application, only electronically. In case that the application is too large and cannot be sent via e-mail, it can also be submitted via wetransfer.com, or some other website for transferring large files. The link for download must be included in your email.

9) Point 6 talks about the Financial Stability Statement, what is meant by that?

It is necessary to submit a statement of financial stability on the applicant's memorandum, and to submit it together with the balance sheet and income statement.

10) The Public Invitation states that the budget is BAM 30,000. Is VAT included here?

No. When preparing your budget, the maximum amount of BAM 30,000 is VAT excluded.

11) Who bears the cost of administering social networks?

As per the Public Invitation, the management and cost of maintaining social networks is the responsibility of the applicant.

12) Is there an opportunity for the applicant to operate a web site where the content will be published (FARMA II web site)?

The FARMA II project manages the maintenance of the web site, and for security reasons there is no possibility for anyone else to do this part of the work.

13) Are there any restrictions on making promo videos with drones?

There are no restrictions on such activities, if that fits into the budget. The quality of the content is important.

14) What is meant by the required document "Conflict of Interest"?

You will need to submit this document if you are selected for the next round of the selection process. FARMA II will provide the relevant form.

15) Is it possible to apply in a partnership? Can an NGO apply in partnership?

Such a combination is possible. Both partners are evaluated, and the contract will be signed only with the lead applicant.

16) When doing promo video, can animation be done?

There are no restrictions on such activities, if that fits into the budget. The quality of the content is important. Examples of previously made animations, or links may be provided in application.

17) Is it better to submit the document Detailed Implementation Plan in writing or in tabular form?

For the sake of simplicity of assessment, it is recommended to send in tabular form, but this is not an obligation.

18) On page 9, point H, the Defense Base Act is mentioned - what is meant by that?

The answer to this question will be provided to you later (this is relevant only for those that are selected and FARMA II will provide further explanation when necessary).

19) Regarding the budget, how will deliverables, achieved independently, without contracting other entities, be financed? Including project staff in a budget, or direct funding for a deliverable?

The invoice towards FARMA II will be based on the deliverable as agreed and documented as required by the contract and in accordance with the final accepted budget. Each deliverable will be described in detail once the subcontract is defined. Budget attached to the proposal should include all costs, including the costs of the proposed staff, as detailed as possible.