

Call for Projects 2023

Outline Phase – Clarification Note II

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1 General issues

CN II-01 Please clarify the requirement regarding the inclusion of Project Partners. Are we supposed to only list the Partners that we will forward funding to (i.e. “sub-grantees”), or should we include all relevant Partners even if they won't receive any project funding?

The list of Project Partners in the Outline shall **NOT** be restricted only to institutions receiving funding from the project as "sub-grantees". In your Project Outline, please include ALL institutions that will take a leading role in the preparation and implementation of the project independently from the fact whether they are supposed to receive any funding from the Mitigation Action Facility or not.

Based on the definition of the Mitigation Action Facility, Project Partners may include the following institutions:

- national (sector) ministries,
- financial institutions such as regional or national (development) banks,
- other public and/or private entities.

Project Partners are expected to work closely with the Applicant / ASP and later on with the Implementation Organisation(s) on the project preparation and implementation respectively.

2 Eligible support instruments in projects

CN II-02 Is there any requirement and/or a recommendation regarding a maximum and a minimum number of outputs and activities per project?

The number of outputs and activities is very individual and depends on a specific project as well as sector- and country context. Outputs and activities can be understood as "what the project will do in order to achieve its outcomes and impact", i.e. outputs are tangible results and services delivered to beneficiaries and generated by using and transforming inputs through project activities. Therefore, the outputs and activities, including their number, shall be defined by the project's respective goals.

For more information, please take a look at a [video podcast](#) detailing Annex 2 as well as the [M&E Framework](#) of the Mitigation Action Facility.

3 Submission of Project Outlines and Annexes

CN II-03 In the Project Outline template provided as an example, a character count is used to guide Applicants with regard to the maximum length of text allowed per each section. Please confirm that the section "Objectives of the project" only allows for 800 characters and not words.

Since the Open Application Platform (OAP) operates based on the character count, all limits indicated in the Outline template provided as an example are also based on the number of characters. A limit of 800 characters for the description of the project objectives requires Applicants to be very precise and clear in describing the impact, outcomes and key outputs of their projects as well as the respective logical linkages. More details must be then provided in Annex 2.

Please also note that an Outline can only be submitted via OAP. Any Outline submitted in any other way without a reasonable justification (e.g. *force majeure* preventing an Applicant from accessing OAP) will be considered ineligible.

4 Detailed Preparation Phase

CN II-04 Does the total maximum funding volume of the project of up to EUR 25 million include the DPP costs?

As indicated in the [GID](#), section 4.1, the funding volume requested from the Mitigation Action Facility for implementation must be in range of EUR 5-25 million **excluding** DPP funding.

At the Project Concept Phase, all Applicants / ASPs were required to estimate funding necessary for the project implementation. At the Project Outline Phase, in addition to the implementation budget, Applicants / ASPs should also estimate their DPP budget which assumes that DPP costs would come "on top".

CN II-05 In the DPP Budget (Annex 4b), under the budget line 1 - Applicant / ASP staff, we are supposed to include staff with "relevant employment contracts". Please explain what it means.

The budget line 1 in Annex 4b is foreseen to account for staff salaries, meaning employees of an Applicant or an ASP assigned to the project. Such staff members would have individual employment contracts with an Applicant or an ASP. The salaries paid would include social security charges and other remuneration related costs. Supporting documents would include contracts, timesheets and salary statements broken down into gross salary, social security charges, insurances and net salary.

Staff costs of part time employees must also be included in the budget line 1 and must be calculated with a fixed percentage or number of hours worked and documented using a timesheet for each person and month.

For additional information, please take a look at a [video podcast](#) detailing Annex 4b.

Last but not least...

Couldn't find an answer to your question?

In line with our clarification policy for the Call for Projects 2023, please submit your question in writing to contact@mitigation-action.org. We will publish the clarification on the Mitigation Action Facility's



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website as part of the Clarification Note publication on the [Call for Projects 2023 webpage](#) and respond to your query directly.

The next and last Clarification Note will be published on 13 December 2023 – be sure to submit your question to the Mitigation Action Facility by 10 December, 23:59 CET to ensure that your clarification is included.