

TERMS OF REFERENCE FOR THE ROLE OF FUND OPERATOR FOR PRE-DEFINED CIVIL SOCIETY PROJECTS – QUESTIONS AND ANSWERS

Last updated: 1 October 2019

This document lists the questions sent to the FMO regarding the role of Fund Operator for an EEA Grants programme in Cyprus comprising the two pre-defined projects 'Home for Cooperation' and 'Centre for Visual Arts and Research' and the responses provided by the FMO. Questions may be sent to acfund@efta.int until 25 October 2019. No individual replies will be given to questions. All questions and answers will be published on the EEA and Norway Grants website.

Question 1: How much do you expect us to write for the part on risks and mitigation measures?

Answer: The bidder should describe what they consider are the main programme risks and the mitigating measures based on their experience in managing similar projects. It is up to the bidder to decide how much to write for this section, taking into account the overall page limit set for the bid. However, as a general guidance, around one page maximum would be sufficient for this section.

Question 2: Should the bidder propose a payment schedule (advance, interim and final payments) for the projects?

Answer: Yes, the bidder is expected to propose a payment schedule for the projects, taking into account their previous experience and expertise in managing similar projects. Prior to the signature of the Programme Implementation Agreement (PIA), the selected bidder and the FMO will jointly work on further defining the implementation setup.

Question 3: Should the bidder propose a percentage for financial verifications?

Answer: Yes, the bidder is expected to propose a percentage for financial verifications, taking into account the scope of the programme as well as their previous experience and expertise in managing similar projects.

Question 4: Should the bidder propose a results framework for the programme in the bid?

Answer: No, the bidder should not propose a results framework for the programme. The results framework will be developed by the FMO in close cooperation with the two pre-defined projects.

Question 5: Is it possible that the audit functions are carried out by an auditor who is subcontracted to the main bidder? Or should the auditor be a co-bidder?

Answer: Yes, the audit functions can be subcontracted.

Question 6: Is the selected FO expected to review/suggest improvements to the projects' results reporting?

Answer: The FO is expected to proactively support, assist and guide the project promoters on all aspects of project management during the implementation period, including in the area of results reporting. It is also the responsibility of the FO to ensure that they have the necessary information on the projects to comply with reporting requirements to the FMO (e.g. annual and final programme reports).