

CALL FOR PROPOSAL

**“Coding Girls – Tackling the Gender and Geographic Divide in the ICT sector in Mozambique”**

**FREQUENTLY ASKED QUESTIONS (FAQ)**

(updated to 20<sup>th</sup> August 2021 – the most recent questions on top)

- 1. Submission of application: since one copy has to be submitted in original, if the applicant and co-applicants headquarters and legal representatives are located in Italy, do we need to submit the Declaration of the Lead Applicant and Mandate originally signed or a scanned version of the originals (showing legible stamp, signature and date)?** [This is accepted for the documents listed at page 27/28 of the Guidelines]

As clarified in par. 2.2.2 of the Guidelines for Applicants (*Where and how to send applications*), at the submission stage of the proposals, the **application documents** shall be sent<sup>1</sup> or hand-delivered in original (plus one copy and an identical electronic version in a pen-drive/USB drive) at the address and the time indicated at page 19 of the Guidelines.

This provision does not apply to the submission of the **additional supporting documents** which will be requested by the Evaluation Commission for the provisionally selected applications (as stated in par. 2.4 of the Guidelines, page 28), which may be sent in their original version, or photocopies, or scanned versions.

- 2. Documents to be completed/annexed: at page 27/28, the Guidelines state that the *Legal entity sheet* as well as the *Financial identification form* must be submitted only by applications provisionally selected. Also the *Declaration on honour* is listed among these documents, but the checklist at page 26 of Annex A-e3b\_applicform\_en\_final, Part 1 point 2, includes the *Declaration on honour* signed by lead applicant and co-applicants. Is it correct to submit all these documents only upon request, if selected?**

Yes, it is correct. There was actually a reference to the *Declaration on honour* in the checklist of the Application Form (Annex A), meant for the procedure in 2 steps (concept notes and full proposals), which was now corrected thanks to this alert.

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<sup>1</sup> “The applicants' attention is drawn to the fact that there are two different systems for sending applications/full proposals: one is by post or private courier service, the other is by hand delivery. In the first case, the application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application which will serve as proof.” (Par. 2.2.3 of the Guidelines for Applicants)

**3. Could INAGE kindly provide some information by answering to the questions in the table(s) below?**

INAGE has provided the information and assessment below.

Nr.	QUESTIONS / QUESTÕES	ANSWERS / RESPOSTAS
1.	<p><i>Serviços disponibilizados pelo INAGE/Services provided by INAGE</i></p>	<ul style="list-style-type: none"> <li>• <i>No geral - O INAGE tem a missão de coordenar e prestar serviços de Governo Electrónico, nomeadamente: (i) Ligação à Rede Electrónica do Governo, (ii) CloudGOV: armazenamento, sincronização e partilha de ficheiros, (iii) Aluguer de servidores e hospedagem de aplicações, (iv) Licenciamento de software de servidores e aplicações, (v) Desenvolvimento de aplicações, (vi) Consultoria de TI, (vii) Criação e gestão de contas de e-mail GOV.MZ, e Tratamento de incidentes de segurança, proporcionando maior celeridade na prestação dos serviços públicos, e promovendo iniciativas com vista a melhorar a eficiência, eficácia e transparência da Administração Pública na interacção com o cidadão.</i></li> <li>• <i>In general - INAGE's mission is to coordinate and provide Electronic Government services, namely: (i) Connection to the Government's Electronic Network, (ii) CloudGOV: storage, synchronization and sharing of files, (iii) Rental of servers and hosting of applications, (iv) Server and application software licensing, (v) Application development, (vi) IT consulting, (vii) Creation and management of GOV.MZ email accounts, and Security incident handling, providing greater speed in the provision of public services, and promoting initiatives aimed at improving the efficiency, effectiveness and transparency of the Public Administration in its interaction with citizens.</i></li> <li>• <i>Ao Nível das capitais provinciais - o INAGE representa-se através das Delegações Provinciais do INAGE (DPI's), e presta serviços de (i) Conectividade: Ligação de instituições públicas a GovNET, (ii) Formação de TI (Básica, em Administração de Redes de Computadores, Reparação e Manutenção de Computadores, gestão de conteúdos das paginas de Internet do Governo, Web Design), (iii) Criação e gestão de e-mail .gov.mz para funcionários do estado, (iv) Suporte técnico ao utilizadores e manutenção da GovNET nas instituições da Administração Pública.</i></li> <li>• <i>At provincial capitals' level - INAGE is represented through INAGE's Provincial Delegations (DPI's), and provides services of (i) Connectivity: Connection of public institutions to GovNET, (ii) IT Training (Basic, in Computer Network Administration, Repair and Computer Maintenance, content management of Government websites, Web Design), (iii) Creation and management of .gov.mz e-mail for state employees, (iv) Technical support to users and</i></li> </ul>

Nr.	QUESTIONS / QUESTÕES	ANSWERS / RESPOSTAS
		maintenance of GovNET in Public Administration institutions.
2.	<p><i>Qual é o Ponto de situação da Operacionalização da Delegação do INAGE da Província de Maputo/</i> How far is the establishment of the Maputo Province delegation?</p>	<ul style="list-style-type: none"> <li>• <i>A Delegação do INAGE na Província de Maputo ainda não foi estabelecida, estão a ser envidados esforços com vista a garantir a sua implantação e operacionalização (infraestruturas, equipamentos e recursos humanos qualificados) e dentro do presente Quinquénio (2020-2024). Esta acção está a ser implementada em coordenação com o Governo local.</i></li> <li>• The INAGE Delegation for Maputo Province was not established yet, but efforts are being made at the moment to ensure its establishment and operationalisation (infrastructures, equipment, qualified human resources) within the government cycle 2020-2024. This action is implemented in coordination with the local government.</li> </ul>
3.	<p><i>Qual é a capacidade das salas de formação nas Delegações Provinciais/</i> Which is the capacity of the training rooms of the provincial delegations?</p>	<ul style="list-style-type: none"> <li>• <i>As salas de formação têm uma capacidade que varia de 20 a 30 lugares (situação óptima). De referir que a capacidade varia de delegação por delegação, por não termos ainda um modelo padrão dos edifícios para o funcionamento das Delegações.</i></li> <li>• The training rooms have a capacity ranging from 20 to 30 places (optimal situation). It should be noted that the capacity varies from delegation to delegation, as we do not yet have a standard model of buildings for the functioning of the Delegations.</li> </ul>
4.	<p><i>Necessidades de equipamento informático/</i> ICT equipment needs</p>	<ul style="list-style-type: none"> <li>• <i>É necessário equipamento informático sim, visto que o equipamento em uso nas Delegações provinciais do INAGE encontra-se no estado avançado de descontinuidade.</i></li> <li>• There is a need for new equipment, since the equipment available is almost obsolete and would need replacement.</li> </ul>
5.	<p><i>Número de técnicos informáticos por província é que formação tem /</i> Number of technical staff per provincial delegation?</p>	<ul style="list-style-type: none"> <li>• <i>Em média existem 2 a 3 técnico informáticos por cada Delegação</i></li> <li>• On average 2-3 ICT technical staff per delegation</li> </ul>
6.	<p><i>Como é feita a disseminação dos cursos nas Delegações Provinciais /</i> How is shared the information about the training courses?</p>	<ul style="list-style-type: none"> <li>• <i>Nas páginas dos Governos Provinciais, Cartazes, Panfletos, cartas dirigidas as instituições.</i></li> <li>• Through newspapers provincial government pages, brochures, leaflets, letters to institutions</li> </ul>
7.	<p><i>Um exemplo de lista de cursos de uma das sedes provinciais (com custos, duração, horários etc.) /</i> Could you provide na exemple of the courses supplied by a provincial Delegation</p>	<ol style="list-style-type: none"> <li>1. <i>Microsoft Office (informática na óptica do utilizador) Básica e Intermédia - 1.500 MZN;</i></li> <li>2. <i>Manutenção e Reparação de Computadores - 5.000 MZN / Computer Maintenance and Repairs, 5,000 MZN;</i></li> <li>3. <i>Configuração de Redes (2.500 MZN) / Network setting and management (2,500 MZN)</i></li> <li>4. <i>IT ESSENTIALS (CISCO); e</i></li> <li>5. <i>CCNA (1 e 2) – 5.000 MZN;</i></li> </ol> <ul style="list-style-type: none"> <li>• <i>A duração dos cursos varia de 45 dias a 3 meses /</i> The courses'</li> </ul>

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		duration varies between 45 days and 3 months
8.	<i>Informações sobre o número de mulheres que participaram dos cursos/ information about female trainees</i>	<ul style="list-style-type: none"> <li>• <i>Nos últimos 3 anos, através das Delegações provinciais do INAGE foram formadas um total de 20.512 mulheres em matérias de Tecnologias de Informação e comunicação, distribuídas da seguinte forma, em: 2020 (3.579); 2019 (6.761); 2018 (10,172).</i></li> <li>• In the last 3 years, through INAGE's Provincial Delegations, a total of 20,512 women were trained in Information and Communication Technologies matters, distributed as follows, in: 2020 (3,579); 2019 (6,761); 2018 (10.172).</li> </ul>
9.	Quantidade de delegações?/Number of Delegations	<ul style="list-style-type: none"> <li>• <i>De momento são 9, mas serão 10 dentro em breve (veja-se acima)</i></li> <li>• Currently they are 9, but they will be 10 soon (see above)</li> </ul>
10.	<i>Número de formadores existentes nas delegações?/Nr. of existing trainers</i>	<ul style="list-style-type: none"> <li>• <i>INAGE tem 35 formadores, distribuídos nas províncias em 2-3 por delegação (algumas têm 4)</i></li> <li>• INAGE has 35 qualified trainers, distributed among the delegations in 2-3 per delegation (few have 4).</li> </ul>
11.	<i>Número de formadores necessário nas delegações?/Nr. of required trainers.</i>	<ul style="list-style-type: none"> <li>• <i>A ideia inicial para este projecto era que pelo menos dois técnicos por delegação fossem formados em “coding” com aplicativos aptos aos jovens finalistas da 11ª ou 12ª classe; os cursos de formação teriam sido administrados por um deles cada vez, apoiado por uma tutor externa. Portanto não há falta de novos treinadores, de momento</i></li> <li>• The original idea of the project suggested that at least 2 technical staff/trainers per delegation would be trained in coding apps suitable for 11<sup>th</sup> and 12<sup>th</sup> high school youth; the training courses would be run by one of them at a time, with the support by a (female) tutor. Therefore there is no need for new trainers at the moment.</li> </ul>
12.	<i>Lista descrevendo a quantidade e tipo de equipamento em falta/ Describe and quantify type of equipment</i>	<ul style="list-style-type: none"> <li>• <i>No projecto inicial Coding Girls estimou-se 19 computadores portáteis (laptops) por delegação (visto que a COVID19 sugeria uma opção a distância), isto é cerca de 15 para cada curso, com reservas pelas possíveis perdas ou danificação. Mais um datashow e uma impressora, com alguma mobília para guardar e proteger este equipamento.</i></li> <li>• In the original Coding Girls programme a number of 19 laptops per delegation (15 for the girls of each course, plus some backup in case of damage or loss), was estimated as suitable. Plus a datashow machine and a printer per delegation, with some office furniture to protect this equipment.</li> </ul>
13.	<i>Acesso e qualidade de internet/Access and quality of internet connection</i>	<ul style="list-style-type: none"> <li>• <i>As delegações têm um mínimo de 4 Mbps de banda, mas em algumas foi melhorado o serviço com 20 Mbps</i></li> <li>• All delegations have at least 4 Mbps band breadth, but some were upgraded to 20 Mbps</li> </ul>

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14.	<p><i>Tabela Indicativa de ajudas de custo do INAGE (alimentação, transporte, alojamento, etc.)/Per Diem (lodging, meals, transport...)</i></p>	<ul style="list-style-type: none"> <li>• <i>A Ajuda de custo fixada pela legislação em vigor para todos os funcionários prevê 6.000 MZN por dia (nos casos em que os hotéis de uma cidade tenham preços acima da ajuda de custo, uma percentagem é retida e a administração paga o alojamento)</i></li> <li>• <i>The per diem amount for all officials is by law 6,000 MZN/day (a percentage is withheld and the administration pays directly the hotel, if lodging -in some cities- is more expensive than the per diem itself).</i></li> </ul>

#### 4. May a University be a co-applicant?

According to the Guidelines for Applicants read (Section 2.1.1 *Eligibility of Applicants*), if a university is no-profit making, is established in a Member State of the EU, or in Mozambique, and satisfies the other eligibility criteria, it may apply as Co-applicant.

#### 5. For the activity of coding courses in secondary schools, they must obtain the ANEP certification to be approved?

No, this programme does not relate to the TVET sector. The coding courses for the secondary school girls (not ideally run by the schools at this stage – rather at and by INAGE provincial delegations/CIUEM or online if appropriate) are meant to stimulate and support the target beneficiaries to apply for full tertiary courses in STEM faculties and Computer Science in particular, or for other kind of ICT-courses. Under this component the programme foresees scholarships for the most deserving participants (refer to the last of the activities suggested in order to achieve the first priority).

The advanced courses in coding (or ICT application to business processes) under the second priority are meant mainly to boost start-up business initiatives' competitiveness. Applicants may also include activities to support some beneficiaries towards recognised ICT qualifications, if they are deemed relevant for the achievement of the programme's expected results.

#### 6. With regards to profit entities identified as "partners for the continuity of support to the beneficiaries (scholarships) and for the sustainability of the initiative: IT companies, telecommunications companies", how their participation should be formally expressed in the proposal?

As described in the Guidelines for Applicants (ref. 2.1.2 Eligible actions: actions for which an application may be made - Types of activity), the search and involvement of this kind of partners is one of the main activities considered and identified as appropriate to achieve

Expected Result n.1. Therefore, it is recommended that an applicant devises its own strategy to involve and motivate such actors in order to give sustainability and continuity to the programme results, in particular by ensuring the establishment of scholarships to allow the most deserving to continue their studies in the promoted areas.

If the Lead applicant deems appropriate to include for-profit partners in the applying consortium since the outset, it shall use the forms allowed by the PRAG and mentioned in the Guidelines (e.g. “associates”), also keeping in mind that the no-profit rule must be complied with (refer to Section 6.3.10 of the PRAG).

The applicants are not required to identify these actors since the proposal stage, but the proposal should indicate their roles, how they will be identified, engaged and partnered during the programme. Note that according to the Applicant’s Guidelines (2.1 Eligibility Criteria), per diem and travel costs of associates are eligible for reimbursement with programme funding only if these associates are included in the grant application form.

**7. Is AICS in the position to provide a preliminary assessment on the IT equipment needs of the INAGE Provincial Delegations?**

An initial assessment was done with the programme government partners in 2019, whereby purchasing new equipment for the target beneficiaries’ training needs was deemed appropriate, taking into consideration the desired investment sustainability of the new actions to be carried out by the partners under this programme. For this reason, an updated analysis is recommended, also referred to the strategy, tools and suggestions that each applicant proposes, and was listed in the Guidelines as one of the activities identified to achieve the second priority (Expected Result n. 2).

As it was mentioned in the Guidelines, the programme shall be developed over three years and the INAGE provincial delegations should be “activated” progressively (e.g. South, Centre, North or other order of priority), so every year a specific procurement for the new delegations might occur after an assessment of the appropriate modality (online or in presence at the Delegations’ premises), with implications on the kind of computers and other equipment to purchase.

**8. May a Lead applicant, Co-Applicant or Affiliated entity established in a country which is not a Member State of the European Union, but is included in the European Economic Area, be eligible to apply?**

Please refer to Section 2.1.1 of the Guidelines for Applicants (*Eligibility of Applicants*) and to the next answer below.

**9. Our organisation is established in Europe (Rome), our affiliate entity is registered in Mozambique and - according to our operational model – carries out in the country all activities of our programmes, but has its legal HQ in UK: is our organisation eligible?**

As the Guidelines for Applicants read (ref. Section 2.1.1 *Eligibility of Applicants*), the Lead Applicant shall “be established in one of the Member States of the European Union”, the same applies to the Co-Applicant(s), but the latter may also be established in Mozambique. The Affiliated entity(ies), through which the applicants may act, “must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s)”.

By combining the abovementioned rule and the Guidelines’ Section 2.1.3 (*Eligibility of Costs*), only the costs incurred into by an applicant, co-applicant or an affiliate with HQ based in a European Union Member State (or Mozambique where applicable), with statutes governed by the law of such a country, will be eligible under this Grant.