

**CLEAR FREQUENTLY ASKED QUESTIONS  
FOR  
LATIN AMERICA**

**Q. Where can I find all the information required to submit an Eol for Latin America?**

**A.** You can download information on the Latin America Eol requirements and process at [http://www.theclearinitiative.org/center\\_la.html](http://www.theclearinitiative.org/center_la.html).

You may also send us a request for information via e-mail to [clear@worldbank.org](mailto:clear@worldbank.org) and we will send you the required forms.

For information not available on this website, please contact:

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**Q. Can my institution submit the Eol in Spanish?**

**A.** No. Due to the multi-regional nature of the CLEAR Initiative, we are requesting that all Expressions of Interest be submitted in English.

**Q. Do required legal and financial documents and supporting documentation need to be in English as well?**

**A.** No. The responses to the EOI questions must be in English, as well as supporting documentation. However the required legal documents and financial statements may be in Spanish. CVs can be in Spanish, but a summary highlighting relevant background and experience must be provided in English.

**Q. My institution will be presenting an Eol as part of a consortium. Do all institutions in the consortium need to submit information regarding their legal status and financial stability?**

**A.** No. Only the lead institution is required to submit information regarding its legal status and finances at the Eol stage. However, please bear in mind that the Bank's procurement rules will govern any relationship that will involve use of CLEAR grant funds for payments.

**Q. In the case of a consortium, is the statement of interest still limited to 200 words? Or can each institution make separate statements?**

**A.** In the case of a consortium, the statement of interest is still limited to 200 words and should be presented by the lead institution.

**Q. My institution meets most of the selection criteria, but not financial capacity. Would our Eol be considered despite this fact?**

**A.** Financial stability is a basic requirement. All Eols submitted will be considered against the criteria outlined in the call for Eols. All Eols received will be reviewed and only the ones that meet the criteria listed will be considered for the second stage.

**Q. My institution will need extra time in finding some of the documentation required for the EoI. Can I get an extension for the deadline?**

**A.** No. All institutions should submit their Expression of Interest on or before the deadline (**May 13th**). No case-by-case extensions will be granted.

**Q. Which countries in Latin America are considered to be part of Spanish-speaking Latin America and are eligible to apply to the Latin America Call?**

Institutions from the following countries are eligible to apply to the Latin America Call and considered to comprise Spanish-speaking Latin America:

*Argentina, Bolivia, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela*

**Q. What does CLEAR mean by a “consortium” of institutions?**

**A.** CLEAR defines a “consortium” as a group of institutions that plan to form a long-term relationship for effectively delivering the CLEAR program in the region. The consortium should strengthen the capacity of the applicant (lead) institution to provide a range of M&E services, based on one or more of the following criteria: core skills and knowledge that complements the lead institution’s capacity; experience and knowledge that strengthens the lead institution’s capacity; and ability to reach key clients. **All consortiums are required to have a “lead institution”**. The lead institution should be located in Spanish-speaking Latin America.

**Q. Is there a maximum number of institutions that could comprise a consortium?**

**A.** To avoid coordination issues, CLEAR suggests a maximum of three institutions per consortium.

**Q. What is the lead institution’s responsibility in a consortium?**

**A.** The lead institution will bear the administrative responsibility and accountability for implementing the CLEAR program in its region. In terms of the substance of the program, the lead institution will need to define its role with respect to the other institutions in the consortium, what the other institutions will contribute to the CLEAR program, and the mechanisms through which the collaboration would work.

**Q. Can an institution that is not located in Spanish-speaking Latin America be the “lead institution” for a Consortium?**

**A.** No. The lead institution must be located in Spanish-speaking Latin America. Institutions that are located outside the eligible countries in this region can participate in the consortium but not serve as the “lead institution.” The EoIs, and the final proposals from shortlisted institutions, will need to demonstrate the value-added of the consortium to the lead institution and to the ultimate beneficiaries – government and civil society in the region of interest.

**Q. Can consulting firms be lead institutions?**

**A.** No. Consulting firms may not be lead institutions; however they may form part of a consortium, where the lead institution is an academic institution, non-profit research firm, a think tank, or foundation.

**Q. Is an institution located in a non Spanish-speaking Latin American country eligible to apply?**

**A.** At this time, the call for Eols is to host a center for Spanish-speaking Latin America. Therefore only institutions that are located in Spanish-speaking Latin American countries are eligible to apply (as either the lead institution in a consortium or as a single institution). However, institutions located in non Spanish-speaking Latin American countries could be part of a consortium. CLEAR will however not be responsible for providing support directly to the institutions in the consortium.

**Q. Can a government present an Eol?**

**A.** No. Only academic institutions can present an Eol. However, the applicant can demonstrate the ways in which it would collaborate with, or obtain support from, government. At the Eol stage, a clear identification of demand from government and civil society will be key. The demand orientation of this initiative implies that the institution will have to work closely with government and civil society in designing and implementing its work program.

**Q. How can a government support an institution to host a CLEAR center?**

**A.** Evidence of government support in the form of letters, specific demand for courses, and pledges to financially support the work of the center can be included in the Eol.

**Q. In the case of the Latin America Center, is there a minimum amount of funding that the institution or the center has to provide as backing?**

**A.** No there is no minimum amount, although the institution must demonstrate financial stability. The application will be assessed against the criteria articulated in the Eol. At this stage, the institutions are not required to present a work program or financial resources for the Center. However, evidence of support from the institution, governments, or other institutions would strengthen the application.

**Q. How exactly will CLEAR support the Center in Latin America during the first year?**

**A.** CLEAR is developing several courses (Impact Evaluation, Rapid Evaluation, and Performance Based Budgeting). During the first year, the Initiative will work with the academic staff of the selected institution to provide training-of-trainers in these courses, to co-deliver the course, to assist with customizing the courses to meet regional needs and demands, and to provide the course materials and resources for use by the center. CLEAR will develop additional relevant courses, based on demands from the regions in which it is operating.

CLEAR will also support the institution to participate in the annual CLEAR forum and other selected CLEAR-sponsored events.

In addition, the Initiative will channel the demands and requests it receives for M&E capacity building services in the region to the centers.

For the moment, the initiative will not provide a grant to the institution, as it does in several other regions.

**Q. For how long will the selected institution host the CLEAR Center?**

**A.** The selected institution will host the center initially for one year. CLEAR's support will be continued and potentially be expanded in scope for 3-5 years, contingent on funding available and the selected institution's performance.

**Q. Regarding the Institution's previous experience on M&E, do the list of courses and evaluations need to fit in the word limit?**

**A.** The selection committee will base its assessments on the EoI. Therefore, the EoI should contain prioritized information for the selection committee to focus on while respecting the word limit. However, if necessary, an annex may be provided.

**Q. What exactly is the financial contribution that CLEAR will provide during the first year?**

**A.** CLEAR will not provide grants (direct financial contributions) as part of its support to the Latin American Center for the first year. However, the equivalent in-kind support in the form of courses, trainings-of-trainers, and expert support to the institution will be approximately \$100,000 during the first year.

**Q. Does the institution need to set up a separate structure for the management of CLEAR funds?**

No, since CLEAR will not be providing a grant for the moment in Latin America, no special administrative structure will be needed.

**Q. How should the institution that will host the CLEAR center conduct M&E?**

**A.** As part of the proposal requirements for the second stage of the selection process, an M&E plan is required. In addition, CLEAR will share materials and guidelines and forms on monitoring the implementation of capacity building programs the center might offer.

**Q. Will there be only one Center for Latin America?**

**A.** In the future, CLEAR might support other centers in the region, including one for Brazil and Lusophone Africa, and potentially one for the Caribbean.