

Public Call for proposals for local infrastructure projects

CfP 02-EUPROPLUS-2021

1. Background

The European Union for Local Development Programme - EU PRO Plus will contribute to more balanced socio-economic development in Serbia by enhancing territorial development management, supporting economic growth, and improving social infrastructure and social cohesion of 99 local self-governments in two regions: Šumadija and Western Serbia and Southern and Eastern Serbia.

The European Union (EU) has provided 40 million Euros through the Instrument for Pre-Accession Assistance (IPA) 2020 to fund the Programme, which will be implemented by the United Nations Office for Project Services (UNOPS) over a period of 42 months. The support is programmed with two action documents - the EU for Local Development which includes the 30 million Euros support and the EU for COVID-19 Economic Recovery which foresees a 10 million Euros addition.

There are three result areas that the Programme will achieve in targeted municipalities:

- Result 1: Improved development planning and introduction of the Integrated Territorial Investments (ITI) concept
- Result 2: Enhanced economic growth
- Result 3: Improved social infrastructure and social cohesion

While building on the momentum created by its three predecessors¹ Programme also focuses on four cross cutting aspects: good governance, digitalisation and innovations, environmental and climate change aspects and gender equality. In addition, EU PRO Plus will, through its COVID assistance related activity, strengthen the capacities of the public national health system to respond to COVID-19 pandemic and other national health emergency situations.

The direct beneficiaries of the EU PRO Plus are the Ministry of European Integration, 99 local self-governments, local administration structures, regional development agencies, other business support organisations, local SMEs, and civil society organisations (CSOs). The final beneficiaries are the inhabitants of 99 municipalities.

All programme activities will be undertaken in partnership with the Government of Serbia, while respecting the national policies and priorities, in order to ensure national ownership and help develop national capacities. The EU PRO Plus is based on the National Priorities for International Assistance in the Republic of Serbia until 2025 (NAD), crucial for economic and social development and the EU integration process, while particularly contributing to preparation for the fulfilment of the requirements under Chapter 22 of the EU acquis - Regional Policy and Coordination of Structural Instruments.

2. Justification

The quality of social infrastructure is a critical element for maintaining wellbeing, health and skills of the population, and one of the key contributors to overall socio-economic growth of local communities. The quality of social infrastructure complements economic growth, as job creation is pre-conditioned with public necessities such as access to communal infrastructure, education, culture, and sports facilities.

Feedback from the 99 beneficiary Local Self-Governments (LSGs) obtained by the Programme confirm that there is a great need for improvement of public infrastructure, including the communal infrastructure, education, health, social protection, sports and culture. Namely, existing local

¹ EU PROGRES (2010-2014), European PROGRES (2014-2018) and EU PRO (2018-2021) Programmes

development plans of 66 municipalities identify 786 infrastructure projects, out of which 575 local infrastructure projects worth 278 million Euros are in the pipeline for implementation. Majority of the projects (181) reflect the need for improvement of communal services, followed by 96 projects for improvement of conditions in education sector, 52 for improvement of sport infrastructure, 25 for improvement of the health sector, 40 projects for environment improvement, 42 projects for improvement of conditions in culture, 73 for improvement of urban mobility and 18 for improvement of social protection services worth 12 million Euros. Several local self-governments expressed the interest for improved accessibility for disabled in all public institutions such as Prijepolje or for improvement of accessibility related to health institutions (Raška) or institutions for provision of social services (Lebane). Affected by the global COVID-19 pandemic, the needs for improvement of local infrastructure (especially relating to health and social services) is increasing, while the capacities of LSGs to implement these projects has decreased with lowered central transfers and reallocation of funds at all levels to emergency procurements of medical equipment and supplies.

When it comes to communal infrastructure, Šumadija and Western Serbia and Southern and Eastern Serbia regions have a lower connectivity ratio compared to Serbia's average and particularly compared to Belgrade and Vojvodina. The percentage of the total population connected to public water supply networks in 2013 reached 82%. Compared to Belgrade (92%) and Vojvodina (91%) who have the highest percentage, the connection percentage is lower in Šumadija and Western Serbia and Southern and Eastern Serbia Regions (71%).

The percentage of the population connected to the public sewerage system has kept growing and has reached 63% in 2018 (compared to 58% in 2013)². According to the last available statistical data from 2013 the smallest percentage of connection to public sewerage (31 - 36%) is in the Šumadija and Western Serbia Region and Southern and Eastern Serbia Region, where the inhabitants are mostly connected to septic tanks, while the highest percentage (62 - 74%) is in the Belgrade Region. There has been some improvement in past years, and as an example of good practice is Surdulica, where the connection percentage had significant growth and increased from 43% in 2013 to 66% in 2015 mainly thanks to EU support³.

The current organised waste collection coverage is approx. 60%⁴. The smallest coverage is in the municipalities of Southern Serbia (20-25%), while in Belgrade this percentage is far above the average (80 - 90%). According to the Water Management Strategy in the Republic of Serbia, it is necessary to build over 300 wastewater treatment plants with a total capacity of about 5.5 million equivalent inhabitants to meet the EU regulation requirements. To date, only about 40 plants have been built in Serbia, while only slightly more than half are in operation with as many as acceptable effects. Existing plants serve 600,000 inhabitants which is less than 10% of inhabitants.

Aiming at a more balanced socio-economic development of Serbia, this activity will also contribute to the 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015. In particular, the activity will contribute to SDG 3 ensure good health and well being, SDG 4 ensure inclusive and equitable quality education, SDG 5 achieve gender equality, SDG 6 ensure availability and sustainable management of water and sanitation for all, SDG 7 Ensure access to affordable, reliable, sustainable and modern energy for all, SDG9 Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation, SDG 10 reduce inequality within and among countries, SDG 11 make cities and human settlements inclusive, safe, resilient and sustainable SDG 12 ensure sustainable consumption and SDG 13 take urgent action to combat climate change and its impact.

² Statistical Office of the Republic of Serbia - Ecco Bulletin 2018

³ Reports on regional spatial plans in the region of Šumadija and Western Serbia and the region of Southern and Eastern Serbia for 2016, IAUS

⁴ Waste Management Strategy for the period 2010-2019. The Official Gazette of the Republic of Serbia, 29/10

3. Objectives

Overall objective: To enhance quality of life and well being of the wider population with the consideration of the vulnerable groups and to contribute socio economic COVID 19 recovery efforts in the municipalities in the Regions of Šumadija and Western Serbia and Southern and Eastern Serbia⁵

Specific objective: Improved public services through infrastructure projects, while strengthening capacities of local self-governments to manage infrastructure projects of bilateral donors.

4. Scope

The Call for Proposals is open for projects aiming to improve the quality of public infrastructure and contribute to better living conditions in the following sectors: (1) Health; (2) Social protection; (3) Education; (4) Sport; (5) Culture; (6) Public Administration and (7) Communal Services. The Call focuses on construction or reconstruction of public buildings in the aforementioned sectors.

The improved public infrastructure should contribute to enhancement of quality of existing public services or expansion of existing services and must provide benefits to the wider community in one or more LSGs within the Programme area of responsibility⁶. The proposed projects should target reconstruction of public infrastructure which would enhance their functionality or construction of the lacking public infrastructure.

The types of interventions supported through this Call include the following:

- **Activities contributing to enhancement of energy efficiency in public buildings.** These may include replacement of joinery, improvement of facades, improvement of heating and electrical systems, or similar.
- **Activities contributing to enhanced accessibility of public infrastructure.** These may include provision of access for physically impaired persons or improved access to facilities for a wider population (i.e. enhancement of vertical communication in buildings, or similar). It may also relate to construction or reconstruction of access routes leading to a public infrastructure facility or provision of access to public buildings which would reduce contact (i.e. installation of sliding doors, or reconstruction of entrances which would allow for triage in the time of pandemics).
- **Activities contributing to protection of the environment.** These may include improvement of solid waste management, wastewater treatment, activities contributing to reduction of pollution, or similar.
- **Activities contributing to improvement of urban mobility.** These may include reconstruction of recreational areas, public parks, walking and cycling paths, public squares, construction or reconstruction of inclusive public spaces, and similar.
- **Activities enabling expansion of the scope of public services or expansion of outreach of already existing public services.** These may include construction of communal infrastructure in areas where it was not previously available, or construction of new facilities which would enable provision of public services, and similar.

Only projects with available technical documentation and building permit (or approval for works where applicable) will be considered for support under this Call. The Call also foresees limited funding for equipping the target public infrastructure, so procurement of equipment which will contribute to objectives of the project can be planned within the given budget thresholds.

⁵ The list of LSGs included in these regions is provided in the Annex I

⁶ The list of LSGs included in these regions is provided in the Annex I

The proposed projects should also include soft activities which would contribute to enhancement of sustainability of the project. These activities may include development of acts and regulation which would contribute to enhancement of good governance principles of accountability/rule of law, transparency, participation, non-discrimination and equality, and efficiency and effectiveness⁷. These activities may be implemented by the beneficiary LSG, through engagement of a service provider or in partnership with a civil society organisation (CSO).

The project proposals should also demonstrate the ability to address gender equality issues by targeting men and women equally in the project activities and by envisaging gender sensitive activities where appropriate and feasible considering the scope of the Call and of the proposed intervention.

In line with the territorial development principles, the Call will promote an inclusive, multi-sectoral, territorial, sustainable and integrated approach, underpinned by the active involvement of citizens. This may be achieved through the following interventions:

- Establishment of functional partnerships with different actors (i.e. civil society organisations, other local self-governments, etc.) which would contribute to enhanced impact of the project or enhancement of project sustainability;
- Application of multi-sectoral approach such as activities targeting multifunctional facilities, or combination of several types of interventions (i.e. enhancement of energy efficiency alongside improvement of accessibility);
- Implementation of projects which are a part of a larger action which foresees integration of different funding sources;
- Implementation of projects which are inter-municipal in nature, affecting individuals or groups from multiple municipalities;
- Implementation of projects with clear contribution to objectives of the sectoral strategies⁸ and/or regional strategies⁹, and/or contribution to priority areas identified in the [National Strategy for Sustainable Urban Development until 2030](#)

5. Location

The proposed project must refer **exclusively to one or more of 99 municipalities/cities** in the regions of **Šumadija and Western Serbia and Southern and Eastern Serbia** included in the EU PRO Plus Programme¹⁰.

⁷ guidelines and examples that facilitate completion of this section are available in the Application Form as well as in the [Making Good Governance Tangible](#) publication

⁸ Sectoral Strategies may include: [National Strategy for Sustainable Use of Natural Resources and Goods](#), [Waste Management Strategy for the period 2010-2019](#), [Energy development Strategy in the Republic of Serbia until 2025 with indications until 2030](#), [Strategy for Agriculture and Rural development of the Republic of Serbia for the period 2014-2024](#), [National Strategy on Social Housing](#), [Strategy for Implementing the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters – The Aarhus Convention](#), [National Environment Approximation Strategy for the Republic of Serbia \(„Official Gazette of RS”, no. 80/11\)](#), [National Strategy for Protection and Rescue in Emergency situations \(“Official Gazette of RS”, no. 86/11\)](#), [Biodiversity Strategy of the Republic of Serbia for the period from 2011 until 2018 \(“Official Gazette of RS”, no. 13/11\)](#), [National Strategy on Inclusion of the Republic of Serbia into Clean Development Mechanism of the Kyoto Protocol for the Waste Management Sectors, Agriculture and Forestry \(“Official Gazette of RS”, no. 8/10\)](#), [Strategy on introduction of cleaner production in the Republic of Serbia \(“Official Gazette of RS”, no. 17/09\)](#), [National Programme for environment protection \(“Official Gazette of RS”, no. 12/10\)](#), [Public Health Strategy in the Republic of 2018 – 2026](#), [Education Strategy until 2030](#), [National Youth Strategy for the period from 2015 until 2025](#), [Strategy for the improvement of the position of persons with disabilities in the Republic of Serbia in the period from 2020 to 2024](#), [Strategy for social inclusion of Roma in the Republic of Serbia in the period from 2016 until 2025](#)

⁹ Regional Spatial Plan, Spatial Plan of Special Purpose Areas, RDP for Šumadija and Pomoravlje District, RDP for Jablanica and Pčinja District, RDP for Nišava, Toplica and Pirot District, RDP for Braničevo and Podunavlje District, RDP for Bor and Zaječar District

¹⁰ The list of 99 Programme municipalities/cities is provided in Annex I to the Call

6. Financial Allocation and Cost Share Distribution

The indicative overall amount available under this Call for Proposals is 3,420,000 Euros (4,000,000 USD). The EU PRO Plus Programme reserves the right **not to award** all available funds.

Minimum and Maximum Grant Award¹¹:

Minimum – 50,000 USD (42,735 Euros),

Maximum – 200,000 USD (170,940 Euros)

Applicant's cost share

The minimum amount of co-funding is 15 percent of the total eligible costs of the action. These contributions **must be financed** from sources other than the European Union and they need to be registered in the budget.

The maximum amount of co-funding is not limited, and this Call encourages applications to be funded through multiple funding sources.

In-kind contributions are not eligible costs and cannot be considered as the Applicant's cost share.

Value Added Tax (VAT)

Expenses planned to be funded from EU PRO Plus funds presented in the budget must NOT include VAT.

Eligibility of costs that can be included

Only eligible costs can be covered by the project. The eligible costs must be based on actual costs incurred by the Beneficiary(ies) presented in the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit and/or
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

To be eligible under the Call for Proposals, costs must refer only to activities specified in Section 4. Scope.

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another project or founding source;
- purchases of land;
- currency exchange losses;
- credit to third parties.

Budget Thresholds

Costs relating to procurement of equipment should not exceed 50% of the EU contribution for projects targeting health and social services infrastructure or 30% for all other projects.

Financial implementation

¹¹ Budgeting and contracting shall be conducted in USD and the funds will be transferred to selected beneficiaries in RSD

The beneficiary LSGs will be required to open a separate sub-account for implementation of the awarded project. The cost share contribution must be paid within the period of 90 days after signing of the Grant Support Agreement.

7. Duration

The planned duration of an action may not **exceed 18 months** from the signing of the Grant Support Agreement. This includes initiation of activities, tendering, contracting for services/works/goods, implementation of services/works, handover of works/goods, where applicable and acceptance of the final report.

8. Visibility

The Applicants must take all steps prescribed in the [EU PRO Plus Communication Guidelines](#)¹² to promote the European Union (EU) financial contribution to the Action.

The Applicants are obliged to undertake steps prescribed by the Programme to promote the European Union (EU) financial contribution to the Action.

Namely, each project **will be required** to develop a video material (up to five minutes long) of the project according to template scenarios provided by the Programme. The material should contain video footage of before, during and after the intervention as well as statements by municipal leaders, direct and final beneficiaries. A good practice example will be provided to the grant recipients at the beginning of the project.

Visibility activities also extend to clear visual identification of the action at site during and after the intervention as per the EU Visibility Guide in Serbia (pg. 17).¹³ After completion of the project, the standing project board provided by the Programme is required to be placed in a visible place next to the completed object while a project plaque should be placed in a most visible place at the entrance of the object.

The visibility activities also include but are not limited to partaking in various media activities and events including activities designed to raise the awareness of specific or general audiences of the overall EU support to Serbia including on-camera and other media interviews, participation in high level events and relevant on-line and in person surveys on Programme related topics.

In case additional visibility activities are suggested by the project, these have to be agreed with and approved by the EU PRO Plus Communication team.

In all visibility activities, successful applicants must at all times comply with the objectives and priorities and guarantee the visibility of the EU financing.

9. General Eligibility Criteria

The eligible applicants include 99 local self-governments in the two regions: Šumadija and Western Serbia and Southern and Eastern Serbia included in the EU PRO Plus. Key beneficiaries of the activity include local administrations and public institutions providing services to citizens.

In order to be eligible to apply for funding, the applicant must:

- be a local self-government unit (city or a municipality). City municipalities cannot be the applicants,

¹² Developed in compliance with the European Commission Manual for [Communication and Visibility in EU-financed external actions](#) as well as [Visibility Guidelines for EU funded projects in Serbia](#)

¹³ <http://europa.rs/euzatebe-logo-and-visuals/?lang=en>

- be directly responsible for the preparation and management of the project alone or with the co-applicant(s) not acting as an intermediary
- demonstrate readiness to design and implement the activities that would improve the services linked to the subject of the infrastructure project, i.e. if one is deemed relevant and pertinent by the Programme, and provide written endorsement for its participation in the process.

Applicants may apply for funding of construction or reconstruction of infrastructure which are in public ownership.

If awarded the Grant Contract, the applicant will become the Beneficiary and the main interlocutor of the Programme. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the Action.

Partnerships

Applicants may act with partner organizations as specified hereafter.

A partnership exists where one (1) municipality comes together with one or more public companies/institutions, or one or more other municipalities to form a project consortium.

The participation of other types of organisations as Partners, such as Regional Development Agencies, Higher Education Institutes (HEI), business support organisations, tourist organisations, Research Centres and Institutes, Civil Society Organisations, Cooperatives, educational and training institutions, and profit-making institutions (provided that actions in the project are not profit making for them) are also eligible.

Verification of Eligibility of Applicants

The Declaration by the applicant (Annex E) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

The Programme reserves the right to conduct other forms of verification including site visits. If the budget check shows the discrepancies, the Programme reserves the right to request an adjustment of the budget in line with the propositions of the Call and the submitted proposal.

Number of applications and grants per applicant

In case a Local Self-Government (LSG) applies for projects targeting health and/or social protection sectors, the same LSG may submit two project proposals targeting these or other sectors. In case a LSG does not apply for projects targeting health and/or social protection sectors, only one application may be accepted.

10. Evaluation Criteria

The quality of the applications, including the proposed budget and capacity of the applicants, will be assessed by the Evaluation Committee by using the evaluation criteria as presented in the Evaluation Grid table below. The Evaluation Committee is submitting the evaluation results to the Programme Steering Committee, which provides final approval of the results.

Evaluation Grid

Section	Evaluation Criteria	Max score
1 Operational Capacity (15)	1.1 Relevant experience of the applicant Does the applicant have the necessary experience in implementation of donor funded projects? Does the applicant have the necessary experience related to implementation of infrastructure projects? Does the applicant have the necessary experience in capturing and evaluating project results?	5
	1.2 Technical capacity of the applicant Does the applicant have sufficient technical expertise needed to implement the proposed project (i.e. relevant units and departments)? Do the proposed members of the grant management team have the appropriate backgrounds to manage implementation of the proposed activities?	5
	1.3 Availability of in-house expertise Are the qualified members of the proposed grant management team available in-house or do they need to be outsourced?	5
2 Relevance (25)	2.1 Relevance in relation to the objectives of the Call Is the proposal relevant in relation to the objectives of the Call for Proposals? (eliminary question)	N/A
	2.2 Target beneficiaries Are the target groups (direct beneficiaries) clearly defined considering gender and vulnerable groups? Does the proposal target vulnerable groups? Does the proposal demonstrate the ability to address the needs of people with disabilities and youth, rights of minorities and other excluded groups?	5
	2.3 Development level of the LSG Which development group does the applicant belong to?	7
	2.4 Integration of gender concerns Does the proposal demonstrate ability to address gender equality issues?	3
	2.5 Integration of good governance principles To what extent does the proposal demonstrate ability to include good governance principles (efficiency and effectiveness, transparency, accountability, rule of law, participation, and equity and non-discrimination)?	5
	2.6 Value added elements Does the proposal contain specific added-value elements: elements of creative/innovative solutions are included (use of self sustainable energy sources, recycled materials or advanced innovative technical or building solutions such as BIM, 3D printing)?	5
3 Relevance in relation to Integrated Territorial	3.1 Contribution to priorities identified with national, regional or local strategies Is the proposal addressing the priority areas of intervention defined in the National Sustainable Urban Development Strategy until 2030? Is the proposal in line with other relevant sectoral strategies? ¹⁴	5

Dimension (20)	Is the proposal in line with regional development plans or strategies? ¹⁵ Is the Proposal in line with local development strategies and/or plans? Does the proposal directly derive from territorial strategies (SUD, CLLD or other)? ¹⁶	
	3.2 Contribution to establishment of functional partnerships Does the proposal include meaningful and effective partnerships? Does the proposal impact beneficiaries from more than one LSG? Will the proposed project contribute to establishment of partnerships among different sectors? Is participation of Civil Society Organisations (CSOs) foreseen with the proposal? In case of a multi-sectoral approach, are the roles and responsibilities of all parties clearly defined?	10
	3.3 Multiple funding sources are involved Is the proposal part of the larger action and/or involves multiple funding sources?	5
4 Methodology (15)	4.1 Plan of activities Is the action plan appropriate, clearly defined and feasible? Is the approach appropriate? Is the timeline realistic?	5
	4.2 Risks and Issues Have risks and issues been identified and assessed, and mitigation measures planned?	5
	4.3 Monitoring and Evaluation Does the proposal identify appropriate objectively verifiable indicators for the expected results of the action? Does the proposal include strong rationale and evidence, especially regarding expected outcomes and impact? Does the proposal include an effective and efficient monitoring system?	5
5 Outcomes, Impact and Sustainability (15)	5.1. Expected impact on the target group Will the proposed activities have a positive impact on its target groups? (eliminary question)	N/A
	5.2 Contribution to realisation of objectives of the Call To what extent does the proposal contribute to realisation of the outcomes aligned with the objectives of the Call	2
	5.3 Benefits for the wider community Will the proposed activities have a positive impact on a wider group of beneficiaries, beyond the level of immediate users?	2
	5.4 Potential for multiplying effects of the project Does the proposal have the possibilities for replication and extension of the action outcomes?	2

¹⁴ As outlined in footnote 8

¹⁵ Regional Spatial Plan, Spatial Plan of Special Purpose Areas, RDP for Šumadija and Pomoravlje District, RDP for Jablanica and Pčinja District, RDP for Nišava, Toplica and Pirot District, RDP for Braničevo and Podunavlje District, RDP for Bor and Zaječar District

¹⁶ SUD Strategies are developed for the cities of Kraljevo, Kragujevac, Niš and Užice, a number of CLLD strategies are developed by Local Action Groups (LAGs), there are also other examples of documents developed in line with territorial mechanisms such is the Action Plan for Golija

	5.5 Sustainability of results Is sustainability secured after completion of the action and are necessary measures, follow up activities, ownership by target groups and strategies built into the action? (Eliminatory question)	N/A
	5.6 Economic sustainability Does the proposal include elements of Economic sustainability? Do the proposed activities create savings in the applicant's operational and maintenance costs and, if yes, is the modality of usage of these savings considered? Are the funds needed for maintenance and usage of the project after infrastructure intervention secured?	3
	5.7 Social sustainability Does the proposal include elements of Social sustainability? Which structures would allow, and how, the results of the project to continue to be in place after the end of the action on the Institutional level? Have the issues related to "ownership" of project outcomes been considered? What structural impact will the project have on the Policy level - e.g. will it lead to improved legislation, codes of conduct, methods, etc.?	3
	5.8 Environmental sustainability Does the proposal include elements of Environmental sustainability? What impact will the action have on the environment? Are the conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment?	3
6 Budget and cost effectiveness (10)	6.1 Resource planning Does the proposal consider well planned resources? Are the activities appropriately reflected in the budget? Does the proposal demonstrate that the financial resources are fully/partially planned for the project?	5
	6.2 Cost effectiveness Is the ratio between the estimated costs and the expected results (number of beneficiaries) satisfactory?	5
	Maximum total score	100

Only the applications that have been given a total score of a minimum 60 points and a score of minimum 5 points in the Section Relevance in relation to the Integrated Territorial Dimension will be considered for the award.

The programme reserves the right to request clarifications related to project application before the finalization of the award process.

11. Application Procedure

Forms for submission of the Applications

- Annex A: Grant Application Form (Word format)
- Annex B: Project Budget, including sources of funding and narrative budget (Excel format)
- Annex C: Logical Framework (Excel format)
- Annex D: Partners of the Applicant Form (Word format)

- Annex E: Declaration by Applicant
- Annex F: Statement of Co-funding (Word format)

Important documents for information

- Annex G: The list of mandatory support documentations for submission
- Annex H: UNOPS Grant Support Agreement Template (not to be filled)
- Annex I: List of Eligible LSGs (Word format)

Instructions for submission of the Applications

The application together with related Annexes A, B, C, D, E and F and the list of mandatory support documentation for Submission (to be found in Annex G), must be submitted in the following manner:

- Applications must be submitted exclusively via online application form at <https://www.euproplus.org.rs/>
- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to emails will be rejected. Hand-written applications will not be accepted.
- All fields in the application form must be filled in before submitting the applications
- Exclusively via online form application documents should be uploaded in PDF format (signed, stamped and scanned) and in original editable format (i.e. Excel, Word). Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format.
- The applicant must submit application forms in the English language.
- The total size of the application documents should not exceed 100 MB.
- Automatic notification of the delivery to the entered contact email address of the applicant would follow upon successful submission of the application form.
- The deadline for the submission of applications is **24:00 (CET) on 31 January 2022**. Any application submitted after the deadline will be rejected.
- Applications must be received before **24:00 (CET)** on the closing date of the Call for Proposal. Applicants are kindly advised to submit the application timely, as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of the application. Only applications received by UNOPS server before the deadline would be accepted.
- Requests for clarification should be submitted via on-line form at <https://www.euproplus.org.rs/> **by 15 January 2022**, the latest. UNOPS reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Team.

Submission of supporting documents

The Applicants will supply the following documents in order to allow the Programme to verify the eligibility of the applicant, (if any) of the co-applicant(s)

- Proof of funds available for project financial contribution (budget line for project activities, contingencies or similar)

- Building Permit issued as per Planning and Building Law of Republic of Serbia, Article 135, or Approval for construction works where applicable as per Article 145, issued by relevant Authority (Municipality or the Ministry of Infrastructure for the projects that fall under the Article 133 - Planning and Building Law of Republic of Serbia), with following mandatory elements:
- Technical Documentation applicable to the relevant permit
- Proof of ownership for the Location (all relevant sheets for all parcels from the Cadastre Registry) with the situational design layout drawn on the Cadastral Topographic Plan (KTP)
- In a case of the inter-municipal project, all pertaining documentation, such as relevant participants' decisions, agreements or contracts, financial documents and/or any other documentation deemed essential for the Programme to verify the validity of the application for a project.
- City/Municipal Decision on Grant Implementation Team
- Act of employment/MA form/Contract for members of the Grant Management Team
- Biographies of the Grant Management Team members, with at least 5 years of relevant experience, justified with a list of implemented projects in the respected area of expertise (public procurement/engineer/energy efficiency)
- Donor agreements, in support of the list of donor-implemented projects.

NOTE: ALL supporting documents must be submitted together with the Application.

12. Monitoring, Reporting and Evaluation

The grantees must monitor their own projects and make relevant records, including documents, photos and other materials. The grantee will be expected to submit progress and final reports on the carried out activities and achieved results.

The EU PRO Plus Programme will monitor implementation of the projects. The grantee can be audited at any time during the project implementation and subsequent actions may be taken according to the assessment's findings.

13. Indicative Timeframe

The Call is open until the expenditure of available funds. The first cut off date is 31 January 2022. The following cut-off dates will be set on a quarterly basis.

Activity	Provisional dates
Publishing the Call for Proposals	3 December 2021
Implementation of the Info Sessions for the Call	December 2021
Deadline for requesting clarifications from the Programme	15 January 2022
Deadline for Submission of the Project Proposals	31 January 2022
Information on the Evaluation Results ¹⁷	March 2022
Signing of Agreement	March 2022

¹⁷ The applicants will be informed in writing of the Programme's decision concerning their application and, if rejected, the reasons for the negative decision

This timetable is indicative and may be updated by the Programme during the procedure. In such cases, the updated timetable will be published on the EU PRO Plus website <https://euproplus.org.rs/>

Data Protection

UNOPS shall ensure an appropriate protection of the data subject provided by the Applicant in accordance with the applicable UNOPS Key Privacy Principles (ref. UNOPS Executive Office Directive Ref. EOD.ED.2019.01). Data subjects shall therefore be managed carefully by UNOPS and in a coherent manner across the organisation, particularly ensuring respect for human rights and fundamental freedoms of individuals, in particular the right to privacy.