

Contracting Authority:

United Nations Office for Project Services in Serbia - UNOPS

Programme:

**The European Union Support to Social Housing and Active Inclusion Programme
- EU SHAI**

**Open Call for Proposals
for Small Scale Infrastructure Projects
Guidelines for grant applicants**

Reference: **CFP SHAI 01-2022**

Deadline for submission of full application: **28 February 2022**

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1. EU SHAI

1.1. Background

The European Union Support to Social Housing and Active Inclusion Programme (SHAI) is designed to enhance implementation of the social inclusion policies in Serbia and provide sustainable housing solutions for the most vulnerable population. The European Union (EU) has allocated 27 million Euros through the Instrument for Pre-accession Assistance (IPA) 2018 for the implementation of the Programme during 36 months. The United Nations Office for Project Services (UNOPS) has been selected, after a call for expression of interest, as the implementing partner.

The Programme is based on the National Priorities for International Assistance in the Republic of Serbia 2014-2017, with projections until 2020 (NAD), significant for Serbia's EU accession process and socio-economic development. Implementation of this Programme will contribute to meeting the EU accession criteria under Chapters 19 that relate to social inclusion and Chapter 23 that covers fundamental rights. Consequently, the results of this Programme will bring the Republic of Serbia closer to EU standards and practice.

Its activities will be undertaken in partnership with the Government of the Republic of Serbia and in cooperation with national and local institutions, civil society organisations, while respecting the national strategies, relevant legal framework and development documents, in order to ensure national ownership and help develop national capacities. The Programme is implemented in partnership with the Ministry of Construction, Transport and Infrastructure and the Ministry of Labour, Employment, Veterans and Social Affairs, and in coordination with the Ministry of European Integration.

This Call for Proposals is designed to support local self governments (LSGs) in contributing to improvement of living conditions for the most vulnerable citizens through provision of small scale infrastructure works.

Specifically, this Call is designed to support approximately five LSGs and improve living conditions for the most vulnerable beneficiaries by funding small scale technical and social infrastructure improvements of substandard settlements. The improvements will include construction or reconstruction of communal infrastructure networks, education, health, and sports and leisure facilities, in order to improve living standards and enhance access of the most vulnerable communities to public services in these domains.

The beneficiary LSGs will have ownership over implementation, following national legislation and UNOPS project management requirements, while the Programme will provide monitoring and advisory support.

1.2. Objectives of the Call for Proposals and priority issues

The **overall objective** of this Call for Proposals is to contribute to increased social inclusion of the women and men, girls and boys experiencing poverty and social exclusion enabling them to live in dignity and take an active part in the society.

The **specific objective** of this Call for Proposals is to improve living conditions for the most vulnerable women and men, girls and boys living in substandard settlements and to enhance their access to public services.

1.3. Indicative allocation of funds

The overall indicative amount made available under this Call for Proposals is **1,150,000 US Dollars**¹.

The Programme reserves the right not to award all available funds. The Programme might increase the indicative amount as well, pending on availability of funding.

Any grant request must fall between the following minimum and maximum amounts that can be awarded per Application:

¹ Indicative overall amount under this CFP is equivalent to 1,000,000 Euros.

| minimum amount | maximum amount |
|----------------|----------------|
| USD 150,500 | USD 250,000 |

Minimum percentage of **co-funding** is **15%** of the total eligible costs of the action.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Programme) must be financed from sources **other than** the European Union.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

- (1) the actors:
 - the **applicant**, i.e. the entity submitting the application form (2.1.1),
- (2) the actions:
 - actions for which a grant may be awarded (2.1.2);
- (3) the costs:
 - types of costs that may be taken into account in setting the amount of the grant (2.1.3).

2.1.1. Eligibility of applicants

Applicant

In order to be eligible for a grant, the applicant **must be**:

- a local self-government (LSG) in the territory of Serbia - city or municipality. In cases where local self-government has a city status, only the city is the eligible applicant. Departments or authorities within local government are not deemed eligible applicants.

The applicant **must** meet following additional mandatory requirements:

- Be directly responsible for the preparation and management of the action with or without the co-applicant(s) not acting as an intermediary. If awarded the Grant Contract, the applicant will become the Grant Beneficiary and the main interlocutor of the Contracting Authority.
- Demonstrate unequivocal readiness to lead the processes linked to enhancing of the living conditions and social inclusion of the most vulnerable population and provide written endorsement for its participation in the process.

Co-applicant(s)

The applicant may act individually or with co-applicant(s).

Applicant may act with partner organization(s) as specified hereafter:

- A partnership exists where one (1) local self-government comes together with one or more local institutions or public utility companies or a city municipality to form a project consortium.
- Co-applicant(s) participate in designing and implementing the action and the costs they incur are eligible in the same way as those incurred by the applicant.

Following co-applicants are eligible under this call for proposals

- Local public institutions in the engineering and public services sector (Directorate for construction, Department for housing and communal affairs, Department for culture/education/health etc.);
- Public utility companies (PUCs) established by local self-government;
- City municipality.

Co-applicant must have the expertise, organisational and financial capacities to successfully carry on implementation of the proposed action. They have to be represented with at least one member in the

Project team.

Co-applicant(s) must sign the Partnership Statement in **Section III** of the Annex A (grant application form).

The following **are not partners** and do not have to sign the "partnership statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role (participate on workshops and/or study tours, report on the action, benefit from the action, etc.) in the action but may not receive funding from the grant with the exception of per diem or travel costs.

Associates do not have to meet the eligibility criteria referred to in section 2.1.1.

- Solicited contractors

The grant beneficiaries have the possibility to award contracts for works, services and/or goods to solicited contractors through legally established procurement procedures. Contractors are neither partners nor associates, and are subject to the procurement rules in accordance with the Law on Public Procurement of the Republic of Serbia.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

Number of applications and grants per applicant

An applicant may submit **one application** under this call for proposals. Maximum of one grant per applicant can be awarded.

2.1.2. Eligible actions: actions for which an application may be made

An action is composed of a set of activities.

Duration

The initial planned duration of an action **cannot exceed 12 months for an action**, from the signing of the Grant Agreement. This includes initiation of activities, public procurement, contracting for works and/or services and/or equipment, implementation of works and/or services and handover of works and/or equipment, where applicable.

Sectors or themes

Proposed actions must contribute to the EU SHAI objectives as outlined in section 1.2.

Location

All small scale infrastructure projects proposed by the applicant have to be performed **on the territory** of the applicant local self-government.

Types of action

Types of action which may be financed under this Call for Proposals are of infrastructure nature on the municipal level and are related to the improvement of living conditions for the local vulnerable population living in substandard settlements.

The following types of actions are eligible under this Call for Proposals:

Eligible small scale infrastructure actions

Eligible actions refer to small scale infrastructure improvements in **substandard settlements**², through enhancement and upgrading of existing social and (re)construction of technical/communal infrastructure. Eligible actions refer to interventions as foreseen by the Law on Planning and Construction³ and relevant by-laws. The application/project proposal may include more than one activity.

² Set of criteria for settlements with housing and living conditions below standard are presented in the Annex A-Application Form.

³ Law on Planning and Construction (Official Gazette of the RS No 72/09 to 9/20)
<https://www.mgsi.gov.rs/cir/dokumenti/zakon-o-planiranju-i-izgradnji>

Eligible activities include:

- small scale (re)construction works on technical/communal infrastructure (water supply and sewage/ power/ district heating/ solid waste management/ recycling/ embankments and flood protection systems/ public spaces, children's playgrounds and green areas/ wastewater systems, except for wastewater treatment plants etc.)
- small scale reconstruction and improvement works on public buildings for education, health and social care, culture and community centers, sports facilities etc. (ie. replacement of windows, insulation, improvement of facades, roofing, improvement of heating and electrical systems, fire protection systems etc.)
- reconstruction and improvement works on access roads and streets (pavement, sidewalks, street lighting etc.) servicing sub-standard settlements
- accessibility infrastructure for persons with disabilities (ramps, elevators etc.)
- purchase of equipment directly linked to actions proposed for technical/communal and social infrastructure improvement
- list is not exhaustive

Properties (land and/or buildings) whose legal/ownership status is not clear or are in the process of legalization are not eligible under this Call.

Indicators of results of proposed actions

In order to quantitatively measure the achievements of project's results, the following set of indicators should be presented in actual/estimated numbers:

- Number of new users connected to water/ sewage/ power/ district heating, etc. system
- Number of new users of common open spaces/ children's playgrounds/ green areas
- Number of beneficiaries of sub-standard settlements protected from flooding
- Number of beneficiaries serviced with new/reconstructed road access
- Number of users of reconstructed public buildings
- Overall number of beneficiaries whose living conditions are improved by small scale infrastructure activities disaggregated by vulnerability categories
- Overall number of beneficiaries whose access to public services has been enhanced disaggregated by vulnerability categories

Mainstreaming of cross-cutting issues

Good governance aspects

The Applicant **must** elaborate on how the implementation of the specific action will contribute to improved local governance and enhanced Good Governance **principles** of accountability/rule of law, transparency, participation, non-discrimination and equality, efficiency and effectiveness.

The guidelines that facilitate the application of good governance principles and examples are elaborated in the "Making Good Governance Tangible" publication.⁴

Gender Mainstreaming

The non-discriminative and gender balanced approach should be provided throughout the process of design and implementation of the action, enabling equal access of men and women, boys and girls to all project activities and benefits. Gender disaggregated reporting is an integral part of project reporting.

⁴ http://www.euprogres.org/dokumenti/en/8_46_Making_Good_Governance_Tangible.pdf

The applicants are strongly encouraged by this Programme to include female members and direct representatives of the target groups in the Project team, thus respecting the gender equality and anti-discrimination principles.

Environment

Use of local, environmentally-friendly, and easy to maintain materials, along with sustainable construction practices, are supported by this Programme.

Responsible use of resources should be promoted and consistently applied during the course of the action. All interventions must comply with the national framework on environmental protection and prevent potential impact on climate change.

Visibility

The Applicants must take all necessary steps to promote the European Union (EU) financial contribution to the Action.

These activities include but are not limited to clear visual identification of the action at site, 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. These include but are not limited to on-camera and other media interviews, participation in high level events and relevant on-line and in person surveys on Programme related topics.

These applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing⁵.

2.1.3. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

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.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

Eligible direct costs

To be eligible under the Call for Proposals, costs must refer only to activities specified in the section 2.1.2.

Eligible costs include:

- salaries for team members
- local office and travel costs
- preparation of technical specifications for all types of (re)construction works (i.e. project execution plan, bill of quantities, demolition plan, plot merging/subdivision plan etc.)
- construction/reconstruction costs
- costs for technical supervision and commissioning
- costs of permit of use (co-funding only)
- purchase of equipment not exceeding 30% of the grant value
- purchase of building materials
- contracting services
- land development tax if any (co-funding only)

⁵Communication and Visibility Manual for EU external actions specified and published by the European Commission at <https://ec.europa.eu/europeaid/node/17974>

- bank commission charges (co-funding only)
- public procurement preparation costs
- VAT on costs financed from applicant's contribution (co-funding only)

Ineligible costs

The following costs are not eligible:

- all costs incurred prior to the signing of Grant Support Agreement;
- 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 or buildings;
- in-kind contributions;
- currency exchange losses;
- credit to third parties;
- accounting and bookkeeping services;
- purchase of second hand equipment.

2.2. How to apply and the procedures to follow

2.2.1. Where and how to send Applications

Each Applicant is expected to announce its participation in the CfP through submission of the Letter of Intent (available in Annexes - Documents to be completed - Letter of Intent) not later than 30 days upon publication of the CfP. The Letter of Intent, signed and stamped by the legal representative of the Applicant must be submitted to the mail address rsoc.applications@unops.org. Automatic notification of the delivery would follow upon successful submission of the Letter of Intent.

The Application Form together with its relating Checklist and Declaration by the applicant (to be found in **Section IV and V** of the Annex A Grant Application Form) must be submitted in the following manner:

- The Application Form must be submitted via email in PDF format (signed, stamped and scanned) and in original editable format, while using Word and Excel. Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format. In case of discrepancies, signed, stamped and scanned versions will prevail.
- The applicant must submit application forms in English language. The limitations in the length of sections listed in the Application Form must be respected. The content of pages exceeding these limitations will not be taken into account. The total email size of the application should not exceed 15 MB, as that is the maximum allowed email message size by the UNOPS server. If the application is larger than 15 MB, documents should be sent in a series of emails, with each email not exceeding 15 MB size thresholds. Each part of the application should be numbered in the email subject field (email subject/number).
- Applications must be submitted to the email address below:
rsoc.applications@unops.org
Automatic notification of the delivery would follow upon successful receipt of the email application.
- When sending the application, the email subject field must contain the reference number of the Call and the title of the Call for Proposals (CFP SHAI 01-2022 - Small Scale Infrastructure Projects) including the name of the applicant (City/Municipality).
- Requests for clarification should be submitted to the email address below:

rsoc.cfp.clarifications@unops.org

- **The deadline for the submission of applications is 28 February 2022.**
Any application submitted after the deadline will be rejected.
- Applications must be received before midnight local time 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 bids received by UNOPS mail server before the deadline would be accepted.
- Applicants must verify that their Application is complete using the Checklist. Incomplete applications may be rejected.
- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to emails different from the one stated in the CFP or via file transfer service links will be rejected. Hand-written applications will not be accepted.
- UNOPS reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Committee.

2.3. Evaluation and selection of application

STEP 1: OPENING AND ADMINISTRATIVE CHECKS AND VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

Firstly, the following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-19 of the Checklist (**Section IV** of Annex A of the Grant Application Form). If any of the requested information is missing or incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The eligibility verification, based on the supporting documents requested by the Programme (see Section 2.3) is performed prior to the evaluation of applications:

- The Declaration by the applicant (**Section V** of Annex A of the grant application form) 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 eligibility of applicants and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

The Contracting Authority reserves the right to conduct other forms of verification including site visits. In no way does this presume the positive outcome of the selection process nor it guarantees that the applicant will be awarded a grant.

Any rejected application will be replaced by the next best placed application on the list that falls within the available funds.

STEP 2: EVALUATION OF FULL APPLICATIONS

The quality of the applications, including the proposed budget and capacity of the applicants will be evaluated using the evaluation criteria in the evaluation grid below.

The evaluation criteria help to:

- evaluate the applicant(s)'s operational capacities in relation to the management capacity, professional experience, competencies and qualifications required to successfully complete the proposed action
- evaluate the quality of applications in relation to the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness

- select applications which the Programme can be confident will comply with its objectives and priorities
- award grants to projects which maximise the overall effectiveness of the Call for Proposals.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = insufficient; 2 = poor; 3 = adequate; 4 = good; 5 = very good, except in subsections where the score is specifically defined.

Evaluation Grid

| Section | Maximum Score |
|---|---------------|
| 1. Operational capacity | 15 |
| 1.1 Does the applicant have a competent institution/ office/ department with capacity to implement the proposed action? <ul style="list-style-type: none"> - institution/ office/ department not institutionalised (0 points) - institution/ office/ department institutionalised and has at least one full time employee (1 points) - institution/ office/ department institutionalised and has at least two full time employees (3 points) - institution/ office/ department institutionalised and has more than three full time employees (5 points) | 5 |
| 1.2 *Does the applicant have sufficient technical expertise (especially knowledge of the issues to be addressed) – number of technical specialists planned for the project? Mandatory composition of the Grant Management Team (GMT) includes a minimum of three professional profiles: Grant Manager (GM) with experience in implementation of donor funded projects, engineer with professional experience in relevant technical field and public procurement officer. It is obligatory for GMT to include a representative of proposed partner organisation, if any. <ul style="list-style-type: none"> - The GMT is not composed in line with mandatory requirements (0 points - elimination criterion) - Composition of the GMT meets mandatory requirements, of which all members are out-sourced (1 point) - Composition of the GMT meets mandatory requirements, of which two members are out-sourced (2 points) - Composition of the GMT meets mandatory requirements, of which one member is out-sourced (3 points) - Composition of the GMT meets mandatory requirements, all of which work in local self-government (5 points) | 5 |
| 1.3 Applicants experience in donor or government funded infrastructure projects in the overall amount of the requested grant in the past five years: <ul style="list-style-type: none"> - no projects implemented (0 points) - at least one project successfully implemented (2 points) - at least two projects successfully implemented (3 points) - at least three projects successfully implemented, of which at least one was funded by the European Union (5 points) | 5 |
| 2. Relevance of the action | 35 |
| 2.1 Which development group does the applicant belong to? <ul style="list-style-type: none"> - Group I (1 point) - Group II (3 points) - Group III (5 points) - Group IV (7 points) - Group IV, devastated areas (10 points) | 10 |

| | |
|---|-----------|
| <p>2.2 What is the level of the Project's contribution to development strategies?</p> <ul style="list-style-type: none"> - project indirectly contributes to local strategy objectives (1 points) - project directly relates to implementation of measure/activity from the local strategy (2 points) <p><u>Additional Points</u></p> <ul style="list-style-type: none"> - project is complementary with other relevant ongoing or planned projects in the LSG (1 points) - project contributes to implementation of other local policies (e.g. sustainable development, youth, local economic development) (1 point) - project contributes to implementation of other national and/or regional development policies and strategies (1 points) | 5 |
| <p>2.3 How clearly identified and strategically chosen are beneficiaries? Have their needs been clearly defined and does the proposal address them appropriately? Does the proposal include a verifiable estimate of the number of direct beneficiaries?</p> <ul style="list-style-type: none"> - The proposal clearly identifies the beneficiaries (1-3 points) - The beneficiaries' needs have been clearly defined and the proposal addresses them adequately (1-4 points) - The beneficiaries and their needs are identified on the basis of qualitative and quantitative analysis (3 point) | 10 |
| <p>2.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of local population, or innovation and replication of proven best practices relevant to this type of action?</p> <ul style="list-style-type: none"> - One added value element incorporated (1 points) - Two added value elements incorporated (2 points) - Three added value elements incorporated (3 points) - Four added value elements incorporated (4 points) - Five or more added value elements incorporated (5 points) | 5 |
| <p>2.5 Does the proposal clearly identify and qualitatively elaborate the good governance principles and measures that ensure they are met?</p> <ul style="list-style-type: none"> - Good governance principles identified in the processes and procedures (1 point) - Good governance principles elaborated in several relevant procedures (2 points) - Good governance principles adequately elaborated in all relevant procedures (4 points) - Good governance principles and measures that ensure they are met very well elaborated in all relevant procedures (5 points) | 5 |
| <p>3. Efficiency and Effectiveness</p> | 25 |
| <p>3.1 Are the activities proposed appropriate, practical and consistent with the objectives of this call and expected results?</p> <ul style="list-style-type: none"> - Proposed activities are inconsistent with the objectives/expected results (0 points) - Proposed activities are appropriate and consistent with objectives, but demonstrate low results in the majority of relevant indicators (3 points) - Proposed activities are appropriate and consistent with objectives, and demonstrate average results in the majority of relevant indicators (5 points) - Proposed activities are appropriate and consistent with objectives, demonstrate high results in the majority of relevant indicators (7 points) - Proposed activities are appropriate and consistent with objectives, and demonstrate high results in all relevant indicators (10 points) | 10 |
| <p>3.2 Is the action plan for implementing the action clear and feasible? Is the timeline realistic? Have risks been identified and assessed, and mitigation measures planned?</p> | 5 |

| | |
|---|------------|
| Does the proposal include an effective and efficient monitoring system? <ul style="list-style-type: none"> - The action plan is clear and feasible, and timeline realistic (1-2 points) - The risks are well identified and assessed, and mitigation measures identified (1-2 points) - The proposal defines approaches to monitoring and reporting (1 point) | |
| 3.3 Are the activities appropriately reflected in the budget? <ul style="list-style-type: none"> - At least half of envisaged activities adequately reflected in the budget (1-2 points) - At least 2/3 of envisaged activities adequately reflected in the budget (3-4 points) - All activities appropriately reflected in the budget (5 points) | 5 |
| 3.4 Is the ratio between the estimated costs and the expected results satisfactory? <ul style="list-style-type: none"> - The estimated costs and use of resources don't correspond with the expected results (1 point) - The estimated costs and use of resources correspond partially with the expected results (2-3 points) - The estimated costs and use of resources correspond correctly with the expected results (4-5 points) | 5 |
| 4. Sustainability and Impact | 25 |
| 4.1 Is the action likely to have a tangible impact on its target groups? Is the action likely to have a positive impact on the neighboring communities? <ul style="list-style-type: none"> - Impact on target groups insufficiently elaborated or questionable, neighboring communities not addressed (1 point) - Impact on target groups limited, neighboring communities not appropriately addressed (2-4 points) - Impact on target groups positive, neighboring communities appropriately addressed (5-7 points) - Impact on target groups and neighboring communities highly positive, provision of services enhanced (8-10 points) | 10 |
| 4.2 Is the action likely to have a positive impact on socio-economic development on the municipality level/ beyond the level of immediate users (improved service provision, enhanced access to services, impact on local businesses etc.)? <ul style="list-style-type: none"> - Impact on socio-economic development limited (1 point) - Impact on socio-economic development positive (3 points) - Impact on socio-economic development highly positive (5 points) | 5 |
| 4.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financially (How will the follow-up activities, operating and maintenance costs be financed after the funding ends?) (1-4 points) - Institutionally (Which institutions/legal entities will sustain the results of the project upon its completion? Will the roles and responsibilities of these institutions be defined? Does the proposal define how will the commitment of institutions be ensured?) (1-3 points) - Environmentally (if applicable) (Will the action have a negative/positive environmental impact?) (1-3 points) | 10 |
| Maximum total score | 100 |

* eliminatory criterion, scoring zero points will result in rejection of the application

Note: If the total score is less than 65 points, the application will be rejected.

Provisional selection:

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the

same criteria to be used if more funds should become available during the validity period of the reserve list.

2.4. Submission of supporting documents

It is required to supply the following documents in order to allow the Programme to verify the eligibility of the applicant, and (if any) of the co-applicant(s)

- Application form completely filled out in English language (Annex A)
- Budget of the action (Annex B)
- Statement of co-funding
- Proof of funds available for project financial contribution (Copy of the extract from municipal budget with marked exact budget line which will be used for the proposed action)
- Proof that the project is part of relevant local/regional/national strategies and/or plans as well as the part of capital investment plans if such exist
- Statement that applicant will transfer the co-funding on the allocated budget sub-account not later than 30 days after signing of the Grant agreement
- Valid Building permit/Approval for execution of works pertinent to the type of works as prescribed by the Law on Planning and Construction⁶ and relevant by-law or official statement by the authority competent for issuing building permits that no permit/approval is required for proposed works
- Proof of ownership inclusive of all relevant sheets for all parcels from the Cadastre Registry - Valid real estate cadastre title deed free of title disputes/encumbrances or proof of resolved legal and property issues pertinent to Art.69 of the Law on Planning and Construction
- Location conditions
- Site design layout drawn on the Cadastral Topographic Plan (KTP)
- Curriculum Vitae (CV) of the Grant Manager in English

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

2.5. Notification of the Programme's decision

2.5.1. Content of the decision

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

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint to the Contracting Authority.

2.5.2. Indicative timetable

| | DATE | TIME* |
|--|--------------------|---------------|
| Information meeting (if any) | 24-26 January 2022 | 11.00 - 13.00 |
| Deadline for requesting any clarifications from the Programme⁷ | 4 February 2022 | 24.00 |
| Last date on which clarifications are issued by the Programme | 14 February 2022 | 24.00 |

⁶ <https://www.mgsi.gov.rs/lat/dokumenti/zakon-o-planiranju-i-izgradnji>

⁷ Requests for clarifications send to: rsoc.cfp.clarifications@unops.org

| | | |
|--|------------------|-------|
| Deadline for submission of Applications | 28 February 2022 | 24.00 |
| Information to applicants on opening, administrative and eligibility checks | 16 March 2022 | 24.00 |
| Notification of award (after completed evaluation) | 16 May 2022 | 24.00 |
| Contract signature | 14 June 2022 | 12.00 |

*Provisional date

All times are in the time zone of Serbia.

This indicative timetable may be updated by the Programme during the procedure. In such cases, the updated timetable will be published on the EU SHAI website: <http://social-housing.euzatebe.rs/en/open-calls>

2.6. Conditions for implementation after the Programme's decision to award a grant

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract. By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

The Programme would predominantly use grant methodology for implementation of the approved projects. In cases where complexity and/or duration of the approved project is such that implementation through the grant methodology could endanger completion of the project, the Programme may change the methodology and engage the companies that would perform construction/reconstruction works in accordance with UNOPS procurement rules and regulations as this approach will provide higher efficiency.

Financial implementation

A separate sub-account of the municipal budget **must** be opened for the implementation of the project in cooperation with the EU SHAI Programme team. The sub-account must be exempt from blockade. All payments within the grant contract have to be done from the Applicant's sub-account without the possibility of transfer of funds to the partner organisations except for salaries and running costs (utilities, phone bills etc.) which will be done on a monthly basis.

Applicant's co-funding must be paid within the period of 30 days after signing of the Grant Support Agreement.

Applicant's co-funding can be paid in two instalments. The first instalment of 30% of the co-funding will be transferred to the sub-account not later than 30 days upon signing of the Grant contract. The second instalment of 70% of the co-funding will be transferred to the sub-account not later than 15 days before the payment of the second instalment of the Grant.

Data Protection

UNOPS shall ensure an appropriate protection of received 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 subject 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.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED/submitted with Application

- Annex A: Grant Application Form (Word format)
- Annex B: Budget (Excel format)
- Statement of co-funding
- Letter of Intent
- Eligibility Declaration

DOCUMENTS FOR INFORMATION

- UNOPS Standard Grant Support Agreement with General Conditions
- Annex C: Report Templates
 - D.1.a Milestone Report Template
 - D.1.b Final Report Template
 - D.2 Financial Report Template
- The list of LSGs in the Programme Area