Programme: EU PRO

Open Call for Proposals

for Introduction and Development of Geographic Information Systems

Guidelines
for grant applicants

Reference: CFP 08-2018

Deadline for submission of full application: 30 December 2018

Table of contents

1. EU PRO 4

1.1. Background 4

1.2. Objectives of the Call for Proposals and priority issues 5

2. RULES FOR THIS CALL FOR PROPOSALS 5

2.1. Eligibility criteria 5

2.1.1. Eligibility of applicants 6

2.1.2. Eligible actions: actions for which an application may be made 6

2.1.3. Eligibility of costs: costs that can be included 8

2.2. How to apply and the procedures to follow 9

2.2.1. Where and how to send Applications 9

2.2.2. Deadline for submission of Applications 10

2.3. Evaluation and selection of application 10

2.4. Submission of supporting documents for provisionally selected applications 13

2.5. Notification of the Programme’s decision 13

2.5.1. Content of the decision 13

2.5.2. Indicative timetable 13

2.6. Conditions for implementation after the Programme’s decision to award a grant 14

3. LIST OF annexes 15

1. EU PRO
	1. Background

The European Union Support to Municipal Development – EU PRO Programme[[1]](#footnote-2) will contribute to a more balanced socio-economic development of Serbia, by enhancing competitiveness and social cohesion of 99 municipalities, in two regions: Šumadija and Western Serbia and South and Eastern Serbia.[[2]](#footnote-3) The European Union (EU) allocated 25 million Euros for the Programme that will be implemented by the United Nations Office for Project Services (UNOPS) during 36 months.

There are three results that the Programme will achieve:

* Result 1: Improved technological structure of SMEs and their ability to export
* Result 2: Improved conditions for business operations through more efficient administrative service provision, better land management and specific infrastructure investments
* Result 3: Better social cohesion and attractive living environment through improvement of small scale public infrastructure and social relations.

The direct beneficiaries of the EU PRO are local administration structures, local SMEs, civil society organisations (CSOs) and business support organisations (BSOs). The final beneficiaries are the inhabitants of 99 municipalities[[3]](#footnote-4).

The EU PRO Programme is based on the National Priorities for International Assistance in the Republic of Serbia 2014-2017, with projections until 2020 (NAD)[[4]](#footnote-5), significant for Serbia’s EU accession process and socio-economic development. Its activities will be undertaken in partnership with the Government of Serbia, while respecting the national strategies, laws and relevant development documents, in order to ensure national ownership and help develop national capacities.

Specifically, the Programme will create a more conducive business environment for Small and Medium-sized Enterprises (SMEs) and entrepreneurs, fund infrastructure interventions that will have positive impact on local economy and quality of life and it will assist implementation of a more efficient local government service in land management and issuing of permits.

The Strategic and legal framework that supports establishment and development of geographic information systems is defined through several national laws and documents and EU policies on the following aspects:

The Law on National Spatial Data Infrastructure (NSDI)[[5]](#footnote-6) introduced the European Union INSPIRE Directive into national legislation[[6]](#footnote-7). NSDI involves metadata, databases and geospatial data services, network services and technology, sharing agreements, access to and the use of geospatial data, as well as coordination and monitoring mechanisms, processes and procedures. The Law also regulates the establishment of effective NSDI, including provisions for the development of legal and technical framework to use data in the most efficient way by state institutions and make them available for the economy and citizens.

The Law on Planning and Construction adopted in 2014[[7]](#footnote-8)requires establishment of local information systems for planning documents and spatial parameters in accordance with the principles of INSPIRE directive by Local-Self Governments.

Spatial Development Strategy of the Republic of Serbia[[8]](#footnote-9) defines Information Communication Technologies (ICT) as a basic tool for establishment and development of geographic territorial information systems as an instrument to support planning and conducting and monitoring territorial development.

The Programme will provide support to Local Self-Governments in collecting geospatial data, its digitization and improvement of quality and increment of quantity of the geospatial information, which are needed for more efficient and effective functioning of municipalities and for improved, evidence-based decision making. In addition, support will encompass creation of mechanisms for advancement of institutional, technical and human resource capacities for development and management of geospatial data.

* 1. Objectives of the Call for Proposals and priority issues

**The overall objective** of this Call for Proposals (CFP) is to contribute to more efficient administrative service provision, better land management and valorisation of socio-economic potential of LSGs in the Regions of Šumadija and Western Serbia and Southern and Eastern Serbia

The **specific objective** of this CFP is to improve local capacities to identify, regulate and integrate management and usage of geospatial data by designing and deploying the Geographic Information Systems.

The overall indicative amount made available under this CFP is **1,200,000.00 EUR**

The Programme reserves the right not to award all available funds.

* 1. **Indicative allocation of funds**

This Call for Proposals has two lots.

LOT 1 – municipal projects: LSGs apply as single entity

LOT2 – inter-municipal projects: LSG applies in partnership with one or more LSGs

Maximum amount that can be awarded per Application is

**For LOT 1: EUR 100.000**

**For LOT 2: EUR 150.000**

Minimum percentage of co-funding: 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.

1. RULES FOR THIS CALL FOR PROPOSALS
	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),
1. the actions:
* actions for which a grant may be awarded (2.1.2);
1. the costs:
* types of cost that may be taken into account in setting the amount of the grant (2.1.3).
	+ 1. Eligibility of applicants

**Applicant**

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

* a local self-government unit (city or municipality). City municipalities cannot be the applicants nor the co-applicants.
* directly responsible for the preparation and management of the action. If awarded the Grant Contract, the applicant will become the Beneficiary and the main interlocutor of the Contracting Authority.

**Co-applicant(s)**

Applicants may act with partner organizations as specified hereafter:

* A partnership exists where one (1) local self-government comes together with one or more local self-governments.
* 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.
* Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.
* Co-applicant(s) must sign the Partnership Statement, which is provided separately.
* Co-applicant(s) must be within area covered by the Programme

**Co-applicant(s) must provide statement(s) on appointment of one person in charge for GIS implementation in their municipality**

**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. The associates have to be mentioned in the Grant Application Form.

* Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors 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").

* + 1. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action **cannot be shorter than 15 months nor exceeding 18 months** from the signing of the Grant Agreement. This includes initiation of activities, tendering, contracting for services, implementation of services and handover, where applicable.

Sectors or themes

For actions to be eligible they must contribute to the EU PRO objectives as outlined in section 1.2 and must be in line with the socio-economic development priorities of the area, as defined in the relevant national/regional/sub-regional/local strategies and plans.

Location

This CFP is geographically restricted to municipalities located within the Programme area of responsibility, as outlined in section 1.1 and must benefit Programme local self-governments

Types of action

Potential actions that can be supported in EU PRO local self-governments must be related to introduction and-or development of geographic information systems. The actions can be municipal or inter-municipal in nature, i.e. they must produce impacts affecting individual municipality or several municipalities.

The inter-municipal actions can be related to neighbouring municipalities or municipalities under the same functional urban area[[9]](#footnote-10) within the Programme area of responsibility.

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

* Actions which contain improvement of institutional, technical, and human capacities for introduction and/or development of geographic information system
* The Actions has to contribute to increased attractiveness of municipality for investments; to the improvement of local government procedures, services, and decision making processes.
* Actions that result in establishment of comprehensive geographic information system
* Actions that enable further development of previously established or partially developed geographic information system

An Action must be in line with the Law on National Infrastructure of Spatial Data (NSDI)[[10]](#footnote-11) and follow general rules for establishment of the infrastructure for spatial data required by INSPIRE directive and spatial data themes classification determined in Annex I, Annex II and Annex III and metadata model regulation of European Union INSPIRE directive[[11]](#footnote-12).

An Action must also respect National Land Use Code[[12]](#footnote-13), prepared by the Ministry of Construction, Transport and Infrastructure, in the part related to basic set of land use and infrastructure GIS layers.

**For inter-municipal projects, the actions must include, besides GIS applications that will address individual municipalities’ topics, the development of at least one, common for all partner LSGs, specialised GIS application related to the priority areas listed below.**

*Priority areas*

This CFP will be used to support municipal or inter-municipal geographic information systems that contribute to:

* Improvement of public infrastructure
* Spatial and urban planning
* Attraction of investments and development of new businesses, rehabilitation/development of brownfield sites, underused and deprived areas and activation of its economic potentials

Preservation and valorisation of natural, cultural, architectural and urban heritage

Tourism development

Agriculture and rural development

Environmental protection; climate change adaptation, risk prevention and management

Energy efficiency

* Public property inventory and valuation

*Types of activities*

Only Actions that include all mandatory activities, presented below, will be considered eligible:

|  |  |
| --- | --- |
| 1. Decision of municipal assembly on GIS establishment
 | **Mandatory activity\*** |
| 1. Decision of appointing department/sector in charge for GIS (GIS Centre) and the GIS working group
 | **Mandatory activity\*** |
| 1. Signing agreement of cooperation between members of GIS
 | **Mandatory activity\*** |
| 1. Signing inter-municipal agreement of cooperation (LOT 2)
 | **Mandatory activity\*** |
| 1. Analysis and establishment or upgrading technical capacities for GIS
 | Optional activity |
| 1. Training of municipal and public utility companies staff on GIS
 | **Mandatory activity** |
| 1. Development of basic GIS and special database/or update of existing data base
 | **Mandatory activity** |
| 1. Development of specialised GIS application/s
 | **Mandatory activity** |
| 1. Formulation of GIS strategy and/or action plan for GIS development
 | Optional activity |
| 1. Signing data exchange protocol/s
 | **Mandatory activity\*** |
| 1. Signing inter-municipal data exchange protocols (LOT 2)
 | **Mandatory activity\*** |

\* The standardised forms for mandatory activities related to establishment of institutional and legal framework will be available only to the grantees.

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.

In these applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at <https://ec.europa.eu/europeaid/node/17974>.

**Number of applications and grants per applicant**

An applicant may submit **one application** under this call for proposals.

The municipality that is the co-applicant in the LOT 2 cannot apply for LOT 1 or LOT 2 independently.

* + 1. 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’.

Eligible direct costs

To be eligible under the Call for Proposals, costs must refer only to activities related to introduction and development of GIS specified in the section 2.1.2.

Purchase of GIS hardware and GIS equipment for data acquisition (the purchase cannot exceed 40% of the total costs of action)

Purchase of **open source** GIS software and web GIS application

Purchase of GIS data acquisition services (recording underground infrastructure lines, specialized surveying services, etc.)

Expert counselling and advice, training for GIS related topics

Rent of data services from Republic Geodetic Authority during the project

Production of publications and visibility materials

Purchase of office equipment needed for applicant GIS office/centre (equipment racks, furniture desks, chairs, etc.).

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
* purchases of land
* currency exchange losses
* credit to third parties
	1. How to apply and the procedures to follow
		1. Where and how to send Applications

The Application Form together with its relating Checklist and Declaration by the applicant (to be found in **Section III and IV** of the grant application form) must be submitted in the following manner:

* The Application Form must be submitted via E-mail 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 version will prevail.
* The applicant must submit application forms in English language. The total email size of the application should not exceed 20 MB, as that is the maximum allowed email message size by the UNOPS server. If the application is larger than 20 MB, documents should be sent in series of e-mails, with each e-mail not exceeding 20 MB size thresholds. Each part of the application should be numbered in the e-mail subject field (e-mail subject/number).
* Applications must be submitted to the E-mail address below:

rsoc.applications@unops.org Automatic notification of the delivery would follow upon successful submission of email application

* When sending the application, the E-mail subject field must contain the reference number of the Call and the title of the Call for Proposals (CFP 08-2018 - Introduction and Development of Geographic Information Systems) including the name of the applicant (City/Municipality).
* Requests for clarification should be submitted to the E-mail address below: rsoc.cfp.clarifications@unops.org
* The deadline for the submission of applications is 30.12.2018.

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 other E-mails different from the stated in CFP 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 Team.

* 1. Evaluation and selection of application

**STEP 1: OPENING AND ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION**

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 1-8 of the Checklist (Section III of Part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s operational capacity and the applicant's financial capacity and to ensure that they:

* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Programme can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 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. Does the applicants have institutionalised IT/GIS office/other department that is primarily responsible for IT and or GIS
* IT/GIS office/other department for IT and or GIS does not exist and there is no employee that is primarily responsible for the IT and or GIS (0 points)
* IT/GIS office/other department for IT and or GIS does not exist but there is at least one employee that is primarily responsible for the IT and or GIS (1 point)
* IT/GIS office/other department institutionalised and has at least one full time employee (2 points)
* IT/GIS office/other department institutionalised and has at least two full time employees (3 points)
* IT/GIS office/other department/service institutionalised and has at least three full time employees (5 points)
 | 5 |
| * 1. Does the applicant have sufficient technical expertise (especially knowledge of the issues to be addressed)?
* The Grant Management Team includes at least grant manager with experience in implementation of donors’ funded projects, IT/GIS expert, and employee with experience in public procurement, all of which work in local self-government (4 points)
* The Grant Management Team includes at least the grant manager with experience in implementation of donors’ funded project, IT/GIS expert, and employee with experience in public procurement, of which at least grant manager and one more team member work in local self-government (3 points)
* The Grant Management Team includes at least grant manager with experience in implementation of donors’ funded project, IT/GIS expert, and employee with experience in public procurement, of which at least grant manager works in local self-government (2 points)
* The Grant Management Team is composed of grant manager with experience in implementation of donors’ funded project, IT/GIS expert, and employee with experience in public procurement, of which grant manager is out-sourced (0 points)

Additional Point * The Grant Management Team includes in house or external expert(s) that have expertise and specialised skills specifically related to the proposal (1 point)
 | 5 |
| 1.3 Applicants experience in **donor funded** project * at least three projects successfully implemented with donor or government funds in the past five years, of which at least on was funded by the European Union (5 points)
* at least three projects successfully implemented with donor or government funds in the past five years (4 points)
* at least one project successfully implemented with donor or government funds in the past five years (2 points)
* no projects implemented with donor or government funds in the past five years (0)
 | 5 |
| 1. **Design of the action**
 | **10** |
| 2.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? Does the design include analysis of the problems involved? | 5 |
| 2.2 Does the proposal/Logical Framework Matrix include credible baseline, targets and sources of verification? If not, is a baseline establishment foreseen?  | 5 |
| 1. **Relevance of the action**
 | **35** |
|  3.1 What is the level of the proposal’s contribution to relevant strategies?* The proposal indirectly contributes to relevant local development strategy objectives (6 points)
* The proposal directly relates to implementation of specific measure and or project from the local development strategy (7 points)

Additional points * The proposal is complementary to other **ongoing or planned** complementary projects and development initiatives in the LSGs (1 point)
* The proposal contributes to implementation of other local development policies (e.g. capital investment plans) (1 point)
* The proposal contributes to implementation of national and or regional development policies (1 point)
 | 10 |
| 3.2 How relevant is the proposal to the particular needs and potential of the targeted local self-government(s)? How relevant is the proposal to the objectives and priorities of the Call for Proposals? Are the expected results of the action aligned with the priorities defined in the section 1.2? | 5 |
| 3.3 Does the proposal identify the target audiences and beneficiaries? Have their involvement and needs been clearly defined and does the proposal address them adequately? Does the proposal contain a qualitative problem analysis and elaborates which processes/services will be improved through this action? | 5 |
| 3.4 Can applicant demonstrate how the proposal will improve quality of services toward beneficiaries?* Is the proposal based on existing strategy, study, or other similar document for the GIS development? (6 points)
 | 10 |
| 3.5 Does the Proposal include the web GIS accessibility of geo-spatial data to final beneficiaries?* yes (4 points)
* not elaborated (0 points)
 |
| 3.6 Does the proposal contain added-value elements related to environment, gender equality, position of vulnerable groups, or replication of proven best practices relevant for this type of action?* Three or more added value elements (5 points)
* Two added value elements (3 points)
* At least one significant added value element (2 points)
* At least one moderate added value element (1 points)
 | 5 |
| **3. Efficiency and cost effectiveness**  | **15** |
| 3.1 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? Does the proposal include an effective and efficient monitoring system?  | 5 |
| 3.2 Are the activities appropriately reflected in the budget? | 5 |
| 3.3 Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| **4. Sustainability, outcomes, and impact of the action**  | **25** |
| 4.1 Is the action likely to have a positive impact on its target groups? How the project results will improve the LSG’s efficiency, transparency and decision making? Is the action likely to contribute to more efficient administrative service provision and better land management?  | 5x2\* |
| 4.2 Does the proposal create basis for valorisation of socio-economic potential of beneficiary LSG(s)? Does it contribute to generation of the economic activity?  | 5 |
| 4.3 Are the expected results of the proposed action sustainable?* Financially (how possible follow-up activities, operating and maintenance costs will be funded after the project?)
* Institutionally (which institutions and or structures 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 the commitment of institutions will be built/ensured?
* Technically: does the applicant have technical capacity to maintain project benefits? How the applicant will build its technical capacities to maintain and further develop the project’s results? Have the applicant considered how to ensure technical compatibility of the project results with LSGs technical resources? Is there adequate physical space for equipment installation?)
* At policy level (what will be the effect of the project on LSGs’ regulations, procedures, and processes? If policy changes are needed to facilitate sustainability of the project, have they been envisaged by the proposal?
 | 10 |
| **Maximum total score** | **100** |

Notes

\*these scores are multiplied by 2 because of their importance

If the total score is less than 70 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.

1. **STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification, based on the supporting documents requested by the Programme (see Section 2.4) will only be performed for the applications that have been selected according to their score and within the available funds.

* The Declaration by the applicant (Section V 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

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

* 1. 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, (if any) of the co-applicant(s)

* Proof of funds available for project financial contribution (budget line for project activities, contingencies or similar)
* 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
* Evidences supporting statements that applicants have institutionalised IT/GIS office/other department/service that is primarily responsible for IT/GIS (systematization, contracts, etc.)
* Co-applicant(s) statement(s) on appointment of one person in charge for GIS implementation in their municipality
* Proof that the project is part of relevant national/regional/sub-regional/local strategies and plans
* Evidences supporting statements that the project will improve quality of services toward beneficiaries (the GIS strategy and/or action plan, cost benefit analysis, city/municipal profile, relevant study or similar supporting documents.

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

* 1. Notification of the Programme’s decision
		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 Contracting Authority.

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| **Information meeting (if any)** | 12.11 – 07.12.2018 | Eight two-day sessions |
| **Deadline for requesting any clarifications from the Programme[[13]](#footnote-14)** | 20.12.2018 | 12.00 |
| **Last date on which clarifications are issued by the Programme** | 23.12.2018 | 12.00 |
| **Deadline for submission of Applications**  | 30.12.2018 | 24.00  |
| **Information to applicants on opening, administrative checks (Step 1)** | 25.01.2019\* | - |
| **Information on the evaluation of the Full Application Form (Step 2)** | 15.02.2019\* | - |
| **Notification of award (after the eligibility check) (Step 3)** | 15.03.2019\* | - |
| **Contract signature** | 01.04.2019\* | - |

\***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 EUPRO web site: <http://eupro.org.rs/en/konkursi/javni-pozivi>

* 1. 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 use UNOPS grant methodology for implementation of the approved projects.

**Financial implementation**

A separate sub-account of the municipal budget will be opened for the implementation of the projects in cooperation with EU PRO.

Applicants cofounding must be paid within the period of 30 days after signing of the Grant Agreement.

1. LIST OF annexes

**Documents to be completed**

Annex A: Grant Application Form (Word format)

Annex B: Logical Framework (Excel format)

Annex C: Budget (Excel format)

**Statement of co-funding**

**Partnership statement**

**DOCUMENTS FOR INFORMATION**

Annex D: Standard Grant Support Agreement

- Part A: General conditions

Annex E: The list of LSGs in the Programme Area

1. The Programmes is based on Serbia Local Development Action Document within the Instrument for Pre-accession Assistance(IPA) 2016 <http://europa.rs/eu-assistance-to-serbia/ipa/ipa-2016/?lang=en> [↑](#footnote-ref-2)
2. Forty-five municipalities are from the third and the fourth category of development, 44 are from the first and the second. The two regions, Šumadija and Western Serbia and South and Eastern Serbia, are less developed comparing to Belgrade and Vojvodina. [↑](#footnote-ref-3)
3. The list of EU PRO local self-governments is available in Annex E [↑](#footnote-ref-4)
4. Available at: [http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20(english).pdf](http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20%28english%29.pdf) [↑](#footnote-ref-5)
5. The Law on National Spatial Data Infrastructure available at: <http://www.parlament.gov.rs/upload/archive/files/lat/pdf/predlozi_zakona/2149-17%20-%20LAT.pdf> [↑](#footnote-ref-6)
6. EU INSPIRE directive in English and Serbian available at:

<https://inspire.ec.europa.eu/inspire-directive/2> , <http://www.geosrbija.rs/DownloadFile.aspx?fileID=39> [↑](#footnote-ref-7)
7. The Law on Amendments of the Law on planning and construction available at: <http://www.parlament.gov.rs/upload/archive/files/lat/pdf/zakoni/2014/4326-14%20LAT.pdf> [↑](#footnote-ref-8)
8. Spatial Development Strategy of the Republic of Serbia available at: <http://www.rapp.gov.rs/sr-Latn-CS/aktuelnosti/cid258-83327/strategija-prostornog-razvoja-rs> [↑](#footnote-ref-9)
9. <http://www.rapp.gov.rs/sr-Latn-CS/content/cid310/prostorni-plan-republike-srbije> [↑](#footnote-ref-10)
10. <http://www.parlament.gov.rs/upload/archive/files/lat/pdf/predlozi_zakona/2149-17%20-%20LAT.pdf> [↑](#footnote-ref-11)
11. <http://www.geosrbija.rs/DownloadFile.aspx?fileID=39> [↑](#footnote-ref-12)
12. <http://www.mgsi.gov.rs/sites/default/files/Klasifikacija-namena-zemljista-WEB.pdf> [↑](#footnote-ref-13)
13. Requests for clarifications send to: rsoc.cfp.clarifications@unops.org

 [↑](#footnote-ref-14)