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# Information session on 5th Call for proposal

*Cross-Border Cooperation Programme  
Kosovo - The Republic of North Macedonia  
IPA II 2019 and 2020*

Budget line(s): BGUE-B2019-22.020401-C1-NEAR DELKOS

BGUE-B2020-22.020401-C1-NEAR DELKOS

Reference: EuropeAid/175008/DD/ACT/XK

Deadline for submission of concept notes:

**20/09/2022 at 12:00 (Brussels date and time)**





# Opening remarks:

11:00-11:05	EUROPEAN UNION OFFICE IN KOSOVO REPS;
11:05-11:10	MINISTRY OF LOCAL GOVERNEMENT OF KOSOVO REPS;
11:10-11:15	MINISTRY OF LOCAL SELF GOVERNMENT NORTH MACEDONIA REPS;
11:15 -11:40	PRESENTATION OF THE 5TH CALL FOR PROPOSAL RULES/BACKGROUND;
11:40 -12:10	QUESTIONS AND DISCUSSIONS;





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## GENERAL OBJECTIVE OF THE IPA II CBC PROGRAMME KOSOVO-NORTH MACEDONIA IS:

*Foster co-operation among institutions and organizations in the cross border region in order to support sustainable economic growth and strengthen social cohesion, including gender equality.*





**All contract and payment issues are the responsibility of European Union Office in Kosovo acting as the Contracting Authority (CA).**

While the programme is implemented jointly by both countries. In Kosovo, the responsible institution is:

- Ministry of Local Government Administration (MLGA) in charge of the overall coordination of the programme, is the operating structure (OS) in this country;

In The Republic of North Macedonia, the responsible institution is:

- Ministry of Local Self Government (MLSG) responsible for the overall coordination of the programme, is the OS in this country.





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## Thematic priorities of the CBC Programme to be addressed by the application submitted under this call:

- Thematic priority 2 Encouraging tourism and cultural and natural heritage
- Thematic priority 3 Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management

**Specific Objective 2:** Joint efforts to address environmental pollution issues in the area are enhanced

**Specific objective 3:** Specific objective: Tourism potentials are enhanced and regional values further promoted





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## Results under each thematic priority

### Results (TP2)

**Result 2.1:** New tourism opportunities utilised and tourism sector capacities increased, equally benefitting women and men;

**Result 2.2:** Tourism products' and services' quality improved, equally benefitting women and men;

**Result 2.3:** The identity of the programme area is strengthened through the enhancement of cultural and natural heritage values, equally benefitting women and men;

**Result 2.4:** Increased access for women in all their diversity to financial services and products, and productive resources in the tourism sector;

### Results (TP3)

**Result 3.1:** Future interventions to address environmental pollution are well coordinated and harmonised, equally benefitting women and men.

**Result 3.2:** The management of solid waste and wastewater as well as sewage systems is improved, equally benefitting women and men.

**Result 3.3:** Increased participation of women and girls in all their diversity in decision-making processes on environment and climate change issues.



## Financial allocation

**Total available allocation for the 5th Call for proposal:**  
**EUR 2,280.000.00**

### **Size of grants**

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- **minimum amount: EUR 500,000.00;**
- **maximum amount: EUR 700,000.00;**



Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

Minimum percentage: **60%** of the total eligible costs of the action;

Maximum percentage: **85%** of the total eligible costs of the action;

And.....





## IMPORTANT NOTES

- At least 60% of eligible costs should be dedicated to investments (fixed assets, work and equipment including design and supervision);
- Maximum 30% of eligible costs may be dedicated to human resources including design activities;
- Maximum 10% of eligible cost may be dedicated for workshops and travel and other activities;
- Local authorities can be lead applicant and/or co-applicant;
- NGOs can assist applicants listed in Section 2.1.1 (i.e., Local authorities, National and regional centres
- for disaster management, national parks, formal education and training institutions, Central and local
- cultural institutions, public enterprises, etc.) ONLY as co-applicants;
- The grant beneficiary will use only PRAG rules and procedures (version Dec 2021).





## IMPORTANT TIPS

- ☐ Baseline data surveys;
- ☐ Joint development;
- ☐ Joint implementation;
- ☐ Joint staffing;
- ☐ Joint financing;
- ☐ Clear CBC segment;
- ☐ No mirroring idea/proposal;





## *Eligibility of applicants (i.e. lead applicant and co-applicant(s))*

### Lead applicant

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

- be a legal person **and**
- be non-profit-making **and**
- be effectively established in either Kosovo or the Republic of North Macedonia **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary:



## *Eligibility of applicants (i.e. lead applicant and co-applicant(s))*

### **Lead applicant**

- be a specific type of institution or organisation such as:
  - Local authorities (municipalities);
  - National and regional centres for disaster management, national parks and monitoring and other public organisations for nature protection;
  - Formal education and training institutions (e.g. primary schools, VET schools, Universities, etc.) including research, development and innovation centres. (*In absence of statutes of legal person the formal education and training institutions can apply through their respective local authority/municipality*)



*And .....*

- Centres for development of planning regions (in North Macedonia);
  - Public Central and local cultural institutions such as museums, libraries, institutions for protection of cultural heritage, etc.
  - Public enterprises as well as emergency services, such as fire/emergency services.
- ***Please note that profit making organisations and political parties are not eligible, neither as lead applicants nor as co-applicants, nor as affiliated entities***



## CO-APPLICANT(S)

**The applicant must act with at least one co-applicant as specified hereafter:**

- The applicant must act with at least one co-applicant as specified hereafter.
- If the lead applicant is established in Kosovo, at least one co-applicant must be established in North Macedonia, and vice versa.
- The maximum number of co-applicants that could be involved in the action is three (3)

(1LEAD APPLICANT + 3 CO-APPLICANTS) .

- Co-applicant(s) must satisfy the eligibility criteria as applicable to the lead applicant himself, with the exemption that non-governmental organisations may also be co-applicants.



# Associates and contractors

- **Affiliated entities**

The lead applicant and its co-applicant(s) may act with affiliated entity(ies) and can Only entities does have a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

- **Associates**

Other organisations or individuals may be involved in the action. Such associates play a real role 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. Associates must be mentioned in Annex A.2., Part B section 6 — “ full application form”

- **Contractors**

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.



## Duration of the proposed action

- The initial planned duration of the action may not be lower than 12 months nor exceeds 24 months





## Programme's area

### Kosovo:

- **East Economic Region**, composed of the municipalities of Gjilan/Gnjilane, Kamenicë/Kamenica, Viti/Vitina, Novo Bërdë/Novo Brdo, Ferizaj/Uroševac, Kaçanik/Kaçanik, Shtërpcë/Štrpce, Hani i Elezit/Elez Han, Ranillug/Ranilug, Partesh/Parteš and Kllokot/Klokot .
- **South Economic Region**, composed of the municipalities of Prizren, Suharekë/Suva Reka, Malishevë/Mališevo, Dragash/Dragaš, Rahovec/Orahovac, and Mamusha/Mamuša.



## Programme's area

### The Republic of North Macedonia:

- **Polog Region**, includes nine municipalities: Bogovinje, Brvenitsa, Gostivar, Jegunovtsi, Mavrovo and Rostusha, Tearce, Tetovo, Vrapchishte, and Zhelino.
- **Northeast Region**, includes six municipalities: Kratovo, Kriva Palanka, Kumanovo, Lipkovo, Rankovtsi and Staro Nagorichane.
- **Skopje Region**, includes 17 municipalities: Aracinovo, Chacher-Sandevo, Ilinden, Petrovec, Sopiste, Studenichani, and Zelenikovo. The City of Skopje is an administrative unit and also includes 10 municipalities: Aerodrom, Butel, Centar, Gazi Baba, Gjorche Petrov, Karposh, Kisela Voda, Saraj and Shuto Orizari.

## Number of applications and grants per applicants / affiliated entities

Number of applications and grants per applicants / affiliated entities:

- The lead applicant may not submit more than 1 (one) application under this call for proposals.
- The lead applicant may not be awarded more than 1 (one) grant under this call for proposals.
- The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.
- A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 (one) application under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than 1 (one) grant under this call for proposals.

Applications failing to comply with the above requirements for submission will be rejected from the evaluation.



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## Financial support to third parties

### Financial support to third parties

- Applicants cannot propose any financial support to third parties.





## How to apply and the procedures to follow

- Lead applicants, co applicants and affiliated entities should register in PADOR. Lead applicants must register at the concept note step. Co-applicants and affiliated entities must register at the full application step; lead applicants must make sure that their PADOR profile is up to date. Please note that the registration of this data in PADOR is obligatory for this call for proposals;
- PADOR is accessible via the website:  
[https://ec.europa.eu/internationalpartnerships/funding/looking-for-funding\\_en](https://ec.europa.eu/internationalpartnerships/funding/looking-for-funding_en).
- It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline to submit your application in PROSPECT





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## RESTRICTED CALL FOR PROPOSALS

- First instance, only Concept Notes must be submitted for evaluation;
- Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form;





## *Concept note content*

- Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A.1).
- In English language
- Costs expressed in EURO
- Please do not forget the checklist
- Incomplete Concept notes may be rejected





## Where and how to send concept notes

- Within the deadline: 20 September 2022 at 12:00 (Brussels date and time)
- On line via PROSPECT

<https://webgate.ec.europa.eu/europeaid/prospect>

- Concept note together with the declaration by the lead applicant ( Annex A.1.section 2) must be submitted online via prospect;







# PROSPECT

- PROSPECT is an electronic system developed for the management of calls for proposals in the field of external action;
- PROSPECT on-line submission of applications. It allows applicants to submit the proposal online, follow the status of the application in real time and receive an automatic notification in case a new document (clarification, Corrigendum, etc) is published for your call;
- PROSPECT information ( manual, e-learning , FAQ, presentation, etc)  
<https://webgate.ec.europa.eu/europeaid/prospect>
- PROSPECT helpdesk:  
[Europeaid-IT-support@ec.europa.eu](mailto:Europeaid-IT-support@ec.europa.eu)





## Information for Applicants

### Questions:

- By e-mail AND no latter than **21 days (30<sup>th</sup> of August 2022)** before the deadline for the submission of concept notes to the address (es) below indicating clearly the reference of the call for proposal

Email address: **DELEGATION-KOSOVO-FINCON@eeas.europa.eu**

### Answers/replies:

- No latter than **11 days before (9<sup>th</sup> of September 2022)** the deadline for the submission of proposals

## Information for Applicants

- All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the EU office in Kosovo website. on the website of the contracting authority [https://eeas.europa.eu/delegations/kosovo\\_en](https://eeas.europa.eu/delegations/kosovo_en), on the website of DG International Partnerships <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the website of the programme <http://cbc-kosovo-northmacedonia.eu>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published
- In the interest of equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants or of Actions



**HIGHLY RECOMMENDED** documents for preparation and designing the project proposal

- a) List of programme indicators applicable for 5<sup>th</sup> call for proposals under IPA II CBC programme Kosovo-North Macedonia;
- b) PROGRAMME DOCUMENT FOR IPA II CBC KOSOVO-NORTH Macedonia 2014-2020 at: <https://cbc-kosovo-northmacedonia.eu/programmes>



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## Partner Search

1. Office meetings and Inquiries by email
2. Website <https://www.cbc-kosovo-northmacedonia.eu/partnersearch>





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## JOINT TECHNICAL SECRETARIAT OFFICE CONTACT DETAILS

***CROSS BORDER COOPERATION HOUSE***  
**joint TECHNICAL SECRETARIAT Pristina**

Complex PRIME, str "Tirana",  
Entrance D, 5-th floor, office nr. 53  
Prishtina, Kosovo  
Tel: +381 38 704 936

**Antenna Office, Kumanovo**

Str. Hristijan Todorovski Karposh, no. 73  
Kumanovo, North Macedonia  
TEL: +389 31 411 909

Email: [info@cbc-kosovo-northmacedonia.eu](mailto:info@cbc-kosovo-northmacedonia.eu)

Website: <https://cbc-kosovo-northmacedonia.eu>





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# Questions and DISCUSSION (Q&D)





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# Thank you



Electronically signed on 07/09/2022 17:31 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121