



**Contracting authority:**

The Government of the Republic of Serbia, Ministry of Finance,  
Department for Contracting and Financing of EU Funded Programmes  
(CFCU)

**Cross-border Cooperation programme Serbia – Montenegro 2014-  
2020 under the Instrument of Pre-accession Assistance (IPA II),  
allocations 2018<sup>1</sup>, 2019, 2020**

Guidelines  
for grant applicants

**3<sup>rd</sup> Call for Proposals**

Budget line(s) BGUE-B2018-22.020401  
BGUE-B2019-22.020401  
BGUE-B2020-22.020401

Reference: **EuropeAid/173816/ID/ACT/Multi**

Deadline for submission of concept note and full application: 1 June 2022

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<sup>1</sup> Leftover from allocation 2018 from the 2nd CfP



## Notice

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

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# 1. CROSS-BORDER COOPERATION PROGRAMME SERBIA- MONTENEGRO

## 1.1. BACKGROUND

These guidelines are intended to be used by those applying for grants under the 3<sup>rd</sup> Call for proposals for the 2014-2020 cross-border cooperation programme Serbia- Montenegro (hereinafter 'the programme'). The programme is implemented under the framework of the instrument of pre-accession assistance (IPA II) and is the result of joint planning efforts made by the governments and other stakeholders of the two countries. IPA II supports cross-border cooperation with a view to promoting good neighbourly relations, fostering European Union integration and promoting socio-economic development. The legal provisions for its implementation are stipulated in the following pieces of legislation:

- Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);
- Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action; and
- Commission Implementing Regulation EU no 447/2014 of 2 May 2014 on the specific rules for implementing the IPA II regulation.

The programme analyses the socio-economic situation of the border region, sets out a common strategy for remedying problems identified and formulates joint thematic priorities for development. As specified in its programme document, its implementation is carried out through calls for proposals such as this one. These calls will be launched at regular intervals in order to fund cross-border cooperation projects that will contribute to achieving the strategic objectives agreed upon by the participating countries.

More details about this 2014-2020 IPA II cross-border cooperation programme can be found on the web page [http://cbcsrb-mne.org/wp-content/uploads/2015/10/OP\\_CBP-SRB-MNE-2014-2020\\_ENG.pdf](http://cbcsrb-mne.org/wp-content/uploads/2015/10/OP_CBP-SRB-MNE-2014-2020_ENG.pdf) and are available for download on the web page of <https://www.mei.gov.rs>, and on the web page <https://www.eu.me/ipa-ii/>.

The programme is implemented jointly by both countries. In the Republic of Serbia, the responsible institutions are:

- The Ministry of European Integration in charge of the overall coordination of the programme, is the operating structure (OS) in this country;
- The Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), responsible for all contract and payment issues, is the contracting authority (CA).

In Montenegro, the responsible institutions are:

- The Government of Montenegro – European Integration Office., responsible for the overall coordination of the programme, is the OS in this country.
- The Ministry of Finance, Directorate for Finance and Contracting the EU Assistance Funds, as integral part of the management and control system (control body) in this country.

Moreover, the implementation of the programme is overseen by a joint monitoring committee (JMC) composed of representatives of both participating countries' institutions and civil society. The JMC will examine and provide an advisory opinion on the list of operations selected through this call for proposals before the grant award decision.

The CA, the OSs and the JMC are assisted by the joint technical secretariat (JTS) based in Prijepolje, Serbia, and staffed with experts from Serbia and Montenegro. The JTS is the administrative body responsible for the day-to-day management of the programme including support and advice to potential applicants as well as grant beneficiaries. The JTS has an antenna located in Bijelo Polje, Montenegro. The JTS will assist potential applicants in partner search and project development, organising information days and workshops; develop

and maintain a network of stakeholders; advise grant beneficiaries in project implementation; and prepare, conduct and report on monitoring visits to cross-border cooperation operations.

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

In line with the objectives specified in the programme document, the overall objective of this call for proposals is to contribute to the economic, social and territorial development of the programme area by fostering integration, joint development and use of potentials and opportunities to make the area attractive to live and work.

As a result of a decision made by the JMC of the programme on 10 September 2021, out of the three thematic priorities of the programme document,

- Priority 1: Promoting employment, labour mobility and social and cultural inclusion across the border.
- Priority 2: Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management
- Priority 3: Encouraging tourism and cultural and natural heritage

the following are the specific objectives and the corresponding results that the applications submitted under this call will contribute to attaining:

SPECIFIC OBJECTIVES	RESULTS
1.1 Increasing employability and employment opportunities	Result 1.1.1 - New knowledge, skills and competences – Improved knowledge, skills and competence, and work experience of unemployed and employed persons to better adjust to the needs of the labour market and to exploit the employment potential in perspective sectors
2.1 Improving waste management and waste water treatment	Result 2.1.1 - Improved capacities of the municipalities and public utility companies for effective and efficient waste management and wastewater treatment
3.1. Improving capacities for exploiting tourism potentials of the programme area	Result 3.1.1: Joint tourist products enhanced
	Result 3.1.2: Complementary products and services developed

## **Mainstreaming of cross-cutting issues<sup>2</sup>:**

This call for proposals will consider the mainstreaming of cross-cutting issues at project level. When developing a project to address any of the specific objectives of the call, cross-cutting issues need to be mainstreamed in the following manner:

- a) Gender equality and promotion of equal opportunities.

Equality between sexes must be taken into consideration when setting the project objectives, defining activities (e.g., participation in capacity building activities) and expected results. Equal opportunity prevails when women and men have the same rights, obligations and opportunities.

- b) Protection and promotion of ethnic minority rights, including their participation in decision making processes.

Enforcement of equal opportunities has to be secured in the project design in order to promote the integration of ethnic minorities and ensure their participation in decision-making processes in line with project activities and expected results.

- c) Integration of persons with physical and mental disabilities.

Enforcement of equal opportunities has to be secured in the project in order to promote integration of persons affected by disabilities and in securing their participation in project activities (e.g. accessibility to buildings and project sites) and in decision-making processes in line with project activities and expected results.

- d) Safeguard and promotion of children's rights and promotion of children's participation in decision-making processes.

The project should involve children as relevant stakeholders where and if appropriate (e.g. in case the specific project objective is in a sector mainly relating to children's needs, such as education, health, sports and culture, but also in sectors in which the project can indirectly influence their lives).

- e) Democratic standards, anti-discriminatory practices and good governance.

Activities and operations cannot set up barriers in relation to religion or belief, age, gender, sexual orientation, political affiliation, racial or ethnic origin particularly regarding employment and HR policy pursued towards persons who will be employed within the projects implemented under this grant scheme. Actions must secure a wide public participation and consultation, where appropriate, throughout project activities. This may include setting up consultative processes in developing strategies/policies; executing infrastructural works; ensuring inclusion of target groups and a wide range of different stakeholders.

- f) Protection of environment and preservation of natural resources and biodiversity.

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<sup>2</sup> Please see recommendation no. 14 of the final report of the 2007-2013 CBC evaluation : [https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/final\\_approved\\_evaluation\\_report\\_0.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/final_approved_evaluation_report_0.pdf)  
[https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/follow\\_up\\_action\\_plan\\_ipa\\_cbc\\_evaluation.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/follow_up_action_plan_ipa_cbc_evaluation.pdf)

The project needs to describe how it will contribute to a better environment or otherwise have a neutral impact on the environment. The concept of environment involves not only issues of pollution, but issues sustainable development (e.g., waste supply chain management and recycling), nature protection and biodiversity, renewable energy, etc.

Please note that mainstreaming cross-cutting issues will be scored in the evaluation methodology of this call as formulated in Section 2.3 below.

### 1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 3.412.806,29. The contracting authority reserves the right not to award all available funds.

More specifically, the contracting authority might cancel the call completely or partially when only few good quality applications can be contracted and relaunch the unallocated assets in the next call for the specific objective(s) concerned.

#### Indicative EU-funded allocations by specific objective:

Specific objective	Allocation
1.1 Increasing employability and employment opportunities	EUR 766.403,15
2.1 Improving waste management and waste water treatment	EUR 1.880.000,00
3.1. Improving capacities for exploiting tourism potentials of the programme area	EUR 766.403,14
<b>Total</b>	<b>EUR 3.412.806,29</b>

The applications will compete with each other for the financial resources available within each specific objective separately.

When the remaining funds per specific objective will not allow financing another application, the evaluation committee may recommend to the contracting authority to pool these funds and award a grant to the application or applications with the highest scores in the ranking of the sole reserve list irrespective of the specific objective.

If the allocation indicated for a specific objective cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to that/those application/s being higher in the ranking of the sole reserve list irrespective of the specific objective.

Moreover, the contracting authority may increase the funds allocated to the call in order to fund all or part of those applications qualifying for funding.

#### Size of grants

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

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Specific objective	Minimum amount of EU-funded grant	Maximum amount of EU-funded grant
<b>Specific objective 1.1 Increasing employability and employment opportunities</b>		
Result 1.1.1 - New knowledge, skills and competences – Improved knowledge, skills and competence, and work experience of unemployed and employed persons to better adjust to the needs of the labour market and to exploit the employment potential in perspective sectors	EUR 120.000	EUR 250.000
<b>Specific objective 2.1</b>		
Result 2.1.1 - Improved capacities of the municipalities and public utility companies for effective and efficient waste management and wastewater treatment	EUR 150.000	EUR 350.000
<b>Specific objective 3.1 Improving capacities for exploiting tourism potentials of the programme area</b>		
Result 3.1.1 - Joint tourist products enhanced	EUR 120.000	EUR 250.000
Result 3.1.2 - Complementary products and services developed	EUR 120.000	EUR 250.000

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 (see also Section 2.1.5).

The balance (i.e., the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union.

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## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).<sup>3</sup>

### 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (2.1.1. & 2.1.2.):

- the ‘**lead applicant**’, i.e., the entity submitting the application form;
- if any, its **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’);
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s);

(2) the actions (2.1.4.):

- actions for which a grant may be awarded;

(3) the costs (2.1.5.):

- types of cost that may be taken into account in setting the amount of the grant.

#### *2.1.1. 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:

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<sup>3</sup> Note that a lead applicant (i.e., a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

- be a legal person, **and**
- be non-profit-making, **and**
- be effectively established in<sup>4</sup> either Republic of Serbia or Montenegro, **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, **and**
- be one of the following institutions or organisations:

**Under the specific objective 1.1 Increasing employability and employment opportunities**

- Central, regional and local government units (ministries, municipalities, departments, agencies)
- Local tourist organisations
- Civil society organisations
- Chambers of Commerce and Chambers of Crafts and Trades
- Professional associations, farmers association and associations of SMEs
- Formal and non-formal education and training institutions (e.g. primary schools, VET schools, Universities etc.)
- Research, development and innovation (RDI) institutions
- Agencies for local and regional development
- Associations of municipalities
- Local business support organisations
- Public and private bodies supporting the workforce
- Employment agencies

**Under Specific Objective 2.1: Improving waste management and waste water treatment:**

- Central, regional and local government units (ministries, municipalities, departments, agencies)
- Civil society organisations

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<sup>4</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. The effective establishment of applicants should be proved not only with the statutes but with the registration certificate. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

- Agencies for local and regional development
- Educational and research institutions and organizations
- Local and regional development agencies
- Public Companies and Public Institutions
- Associations of municipalities
- Bodies and organisation for nature protection
- Public bodies responsible for water management

**Under Specific Objective 3.1: Improving capacities for exploiting tourism potentials**

- Central, regional and local government units (ministries, municipalities, departments, agencies)
- Local tourist organisations
- Civil society organisations
- National parks
- Sport organisations
- Cultural institutions
- Agencies for local and regional development
- Educational and research institutions and organizations
- Public Companies and Public Institutions
- Associations of municipalities
- Local business support organisations

- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex H). For grants of EUR 15 000 or less, no declaration on honour is required. See Section 2.4.

In Section 8 of Part B of the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

**The lead applicant must act with co-applicant(s) as specified hereafter.**

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If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

### **Co-applicant(s)**

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

**If the lead applicant is established in Republic of Serbia at least one co-applicant must be established in Montenegro and vice versa.**

At least two legal entities in the partnership, one per participating country, being the lead applicant or the co-applicant, must be effectively established or have an office in the programme eligible area.

**The maximum number of co-applicants that could be involved in the action is 3.** However, CBC partners must carefully bear in mind the most appropriate conditions to ensure an intra-project efficient coordination when deciding on this. The number of partners and the composition of the partnership should be coherent with the envisaged objectives and activities of the action (see Section 2.1.4 below).

In genuine cross-border operations, the applicant and co-applicant(s) shall cooperate in the development and implementation of action. In addition, they shall cooperate in either the staffing or the financing of operation or both (see Section 2.1.4 below). The lead applicant and co-applicant(s) must represent different legal entities.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

**Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself<sup>5</sup>.**

**Co-applicants must sign the mandate in Part B Section 4.2 of the grant application form.**

If awarded the grant contract, the co-applicant(s) will become beneficiary(ies) in the action (together with the coordinator).

- (3) In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

### **2.1.2. Affiliated entities**

The lead applicant and its co-applicant(s) may act with affiliated entity(ies). **Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

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<sup>5</sup> In line with the cross-border nature of the programme, please note that the nationality of the lead applicant (either country A or B) automatically determines the nationality of at least one co-applicant (country B if the lead applicant is effectively established in country A or country A if the lead applicant is effectively established in country B).



Only entities having a structural link with the applicants (i.e., the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
- Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
- Entities under the same direct or indirect control as the applicant (sister companies).

- (ii) Membership, i.e., the applicant is legally defined as a e.g., network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association...) as the proposed affiliated entities.

The structural link shall, as a general rule, be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

#### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a 'sole applicant' as described above).

#### How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties and subcontractors) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B Section 5.2 of the grant application form.

**2.1.3. Associates and contractors**

The following entities are not applicants nor affiliated entities and do not have to sign the ‘mandate for co-applicant(s)’ or ‘affiliated entities’ statement:

- 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 Part B Section 6 ‘Associates participating in the action’ of the grant 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.

**2.1.4. 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 or operation will meet the following requirements depending on the programme’s specific objective addressed by the application, namely:

Specific objective	Minimum number of months	Maximum number of months
1.1 Increasing employability and employment opportunities		
Result 1.1.1 New knowledge, skills and competences – Improved knowledge, skills and competence, and work experience of unemployed and employed persons to better adjust to the needs of the labor market and to exploit the employment potential in perspective sectors1	12	24
2.1 Improving waste management and waste water treatment		

Result 2.1.1 Improved capacities of the municipalities and public utility companies for effective and efficient waste management and wastewater treatment	12	24
3.1. Improving capacities for exploiting tourism potentials of the programme area		
Result 3.1.1 Joint tourist products enhanced	12	24
Result 3.1.2: Complementary products and services developed	12	24

#### Sectors or themes

As stipulated in Section 1.2 above, actions or operations will fall under only one of the following specific objectives and will have to prove their contribution to attain one of their intended results:

SPECIFIC OBJECTIVES	RESULTS
1.1 Increasing employability and employment opportunities	Result 1.1.1 - New knowledge, skills and competences – Improved knowledge, skills and competence, and work experience of unemployed and employed persons to better adjust to the needs of the labor market and to exploit the employment potential in perspective sectors
2.1 Improving waste management and waste water treatment	Result 2.1.1 - Improved capacities of the municipalities and public utility companies for effective and efficient waste management and wastewater treatment
3.1. Improving capacities for exploiting tourism potentials of the programme area	Result 3.1.1: Joint tourist products enhanced
	Result 3.1.2: Complementary products and services developed

In their application, the lead applicant and its co-applicant(s) will have to refer the programme's specific objective under which their action is meant to contribute, as well as the programme's result(-s) affected by the action, and the programme's indicators<sup>6</sup> that will be instrumental to measure the action's success. For the sake of consistency and aggregation, applicants must have the same units to quantify their output, outcome and impact indicators in line with the programme output, outcome and impact indicators.

<sup>6</sup> Please see recommendation no. 30 of the final report of the 2007-2013 CBC evaluation



Applicants are requested to introduce selected indicators in Sections of Grant Application Form (1.2. Description of the action, 2.1.1. Description).

The following illustrates the list of indicators that the applicants will have to include, where appropriate, to estimate the project's contribution to the programme's objectives:

**Programme specific objective 1.1: Increasing employability and employment opportunities**

IMPACT INDICATORS	Number of direct beneficiaries involved (to be disaggregated by type of vulnerable group and gender) **
	people with disabilities
	youth
	long-term unemployed
	ethnic minorities
	other (please specify)
	Number of participants managing to find employment thanks to new skills and competences acquired and/or as a consequence of development of new programmes and services (to be disaggregated by gender) ***
	Number of new jobs created by the businesses which received assistance from the scheme (including self-employment initiatives) (to be disaggregated by gender)
	Number of businesses still active after two years of their establishment (to be disaggregated by gender of the entrepreneur)
	Number of new services available in the market one year after project ends
	Number of the unemployed people going through CBC initiatives (to be disaggregated by gender)
	Percentage of the unemployed people going through CBC initiatives who manage to get a job (to be disaggregated by gender)
	Percentage of people trained in rural areas who manage to find employment and decide not to move to the cities (to be disaggregated by gender)
	Number of unemployed who went through an internship or mentoring and were hired by the host enterprises (to be disaggregated by gender)
	Percentage of unemployed who went through an internship or mentoring and were hired by the host enterprises (to be disaggregated by gender)
	Number of enterprises, trades, crafts and institutions accepting a continuing internship programme (out of which for vulnerable groups)
Number of training curricula matching the needs of the labour market demand introduced and implemented in (vocational) education institutions	
Number of potential entrepreneurs having been final beneficiaries of the actions who create a business (to be disaggregated by gender)	

	Percentage of potential entrepreneurs having been final beneficiaries of the actions who create a business (to be disaggregated by gender)
	Percentage of new SMEs established in the cross-border areas that are owned by young people and members of marginalised groups (to be disaggregated by gender and type of group)
	Increase in the number of registered agricultural producers and providers of rural tourism services in the cross-border areas (to be disaggregated by gender)
	Number of students who have finished school and were final beneficiaries of the actions and found a job within one year of graduation (to be disaggregated by gender)
	Percentage of students who have finished school and were final beneficiaries of the actions and found a job within one year of graduation (to be disaggregated by gender)
	Percentage of increase in the turnover and sales of the enterprises being part of the scheme
	Percentage of students and unemployed who finished a VET course and found a job within one year after graduation (to be disaggregated by gender)
	<i>Calculated based on the following indicators:</i>
	Number of students and unemployed who have finished a VET course finding a job within one year after graduation (to be disaggregated by gender)
	Number of students and unemployed who have finished a VET course (to be disaggregated by gender)
	Number of enterprises, trades and crafts accepting a continuing mentoring programme
	Percentage of increase in the number of people in cross border region who start practicing the collection, processing, cultivation and commercialisation of forest grown fruits and medical herbs (to be disaggregated by gender)
	<i>Calculated based on the following indicator:</i>
	Number of people in cross border region who start practicing the collection, processing, cultivation and commercialisation of forest grown fruits and medical herbs (to be disaggregated by gender)
	Percentage of population in the programme area having direct or indirect benefits as a result of the operation undertaken
	Number of people trained in rural areas who manage to find employment and decide not to move to the cities (to be disaggregated by gender)
OUTCOME INDICATORS	Number of organisations/institutions with increased competences for development of new programmes and services*
	Number of participants with increased employability and employment competences (to be disaggregated by gender)*

	Number of organisations/institutions with increased capacities/competences (to be disaggregated by type of organisation, especial mention of women's associations)***
	Number of new businesses established as a result of the call (to be disaggregated by gender of the entrepreneur)***
	Number of users of digital platforms
	Number of plans implemented
	Number of new services commercialised
	Level of satisfaction of users/clients with new services
	Level of satisfaction of trainees with new training courses
	Increased level of competences among the trainees
	Number of private and/or public sector operators developing possibilities and conditions for practical training of unemployed
	Number of new/improved cooperation models, programmes, products, services, tools, complementary courses (e.g. e-learning), industrial and commercial processes implemented/utilized
	Number of new employment and career information centres established
	Number of companies in which operations, products and/or processes were improved through joint initiatives
	Number of enterprises involved in cooperation with education institutions for creating adequate training curricula
	No of agreements concluded for integration of cross-border labour markets
	Number of teachers and social services staff participating in the implementation of these operations in favour of vulnerable groups (to be disaggregated by gender)
	Percentage of increase in the number of people employed as a result of work of labour promotion institutions
	Number of training curricula/courses recognised/certified
	Number of users of newly established services
	Number of certificates granted to enterprises for the implementation of quality systems
	Number of economic operators participating in capacity building for sustainable use of local resources and market needs
	Percentage of the people being final beneficiaries of the action registered as active job seekers (to be disaggregated by gender)
	Number of vocational educational institutions whose capacities were increased

	Number of occupational standards and training programs accredited and validated by relevant institutions in participating countries
	Percentage of increase in the number of unemployed that enter in the training programmes in Vocational Training Centres (VTCs) (to be disaggregated by gender)  <i>Calculated based on the following indicator:</i>  Number of unemployed that enter in the training programmes in VTCs (to be disaggregated by gender and type of vulnerable group)
	Number of trained beneficiaries who start practicing the collection, processing, cultivation and commercialisation of forest-grown fruits and medical herbs (to be disaggregated by gender)
	Percentage of learners actively using their IT skills developed through the online courses in professional and academic activities (to be disaggregated by gender)  <i>Calculated based on the following indicators:</i>  Number of learners actively using their IT skills developed through the online courses in professional and academic activities (to be disaggregated by gender)  Number of learners that completed the IT courses (to be disaggregated by gender)
	Percentage of learners pursuing higher education in IT six months after completing the courses (to be disaggregated by gender)  <i>Calculated based on the following indicators:</i>  Number of learners pursuing higher education in IT six months after completing the courses (to be disaggregated by gender)  Number of learners that completed the IT courses (to be disaggregated by gender)
	Percentage of learning centres (high schools, vocational schools, universities) that include the use of the online courses into their IT teaching  <i>Calculated based on the following indicators:</i>  Number of learning centres that include the use of the online courses into their IT teaching  Number of learning centres that were included in the programme
	Number of the people being final beneficiaries of the actions registered as active job seekers (to be disaggregated by gender and type of vulnerable group)
	Number of private and/or public sector operators developing possibilities and conditions for practical training of unemployed
OUTPUT INDICATORS	Number of new services offered/ developed*
	Number of organisations directly involved in the implementation of this type of projects (to be disaggregated by type of organisation)***
	local government units

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	national government units (ministries, agencies, offices)
	non-governmental organisations (NGOs, CSOs, associations)
	enterprises
	private
	publicly owned
	regional Development Agencies
	educational institutions
	cultural institutions
	public utility companies
	other type (please specify)
	Number of organisations participating in cross-border networks/partnerships formed (to be disaggregated by type of organisation)***
	Number of inter-sectoral (local authorities-CSOs-private sector-public agencies-research and educational institutions) partnerships implementing this type of projects
	Number of information/promotion campaigns implemented
	Number of information/promotion events organised (to be disaggregated by type of event)
	conferences
	exhibitions
	fairs
	other information/promotion events (please specify)
	Number of participants in information/promotion events (to be disaggregated by type of event and gender)
	Number of promotion materials produced and distributed/published/broadcasted (to be disaggregated by type of promotional material)
	Number of people reached by information/promotion campaigns
	Number of capacity building events organised (to be disaggregated by type of event)
	trainings
	workshops
	seminars
	other capacity building events (please specify)

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	Number of participants in capacity building events organised (to be disaggregated by type of event and gender)
	Number of training curricula/courses developed
	Number of studies developed (e.g. baseline, (pre)feasibility, research studies, etc.)
	Number of digital platforms (information systems) developed
	Number of websites operational
	Number of sets of equipment purchased and made available to target groups
	Number of cross-border networks/partnerships formed
	Number of cross-border cooperation agreements signed
	Number of plans developed (e.g. strategic, investments, business plans, etc.)
	Number of new business initiatives promoting labour mobility across the border
	Number of facilities enhanced
	Number of manuals, guidelines, handbooks developed
	Number of study visits organised
	Number of participants in study visits (to be disaggregated by gender)
	Number of persons obtaining new practical skills (thanks to VET programmes, internships and/or entrepreneurial schemes) which directly contribute to their employability (to be disaggregated by gender)
	Number of internship programmes supporting new business opportunities of unemployed, including social entrepreneurship activities implemented
	Number of interns involved (to be disaggregated by gender)
	Number of mentoring support services supporting new business opportunities of unemployed, including social entrepreneurship activities delivered
	Number of persons receiving mentoring support (to be disaggregated by gender)
	Number of new VET and life-long learning programmes implemented
	Number of people trained through new life-long learning services (to be disaggregated by gender)
	Number of campaigns for self-employment implemented
	Number of cross-border partnerships between labour promotion institutions formalized
	Number of people involved in self-employment initiatives (to be disaggregated by gender)

	Number of people trained for establishing their own business (to be disaggregated by gender)
	Number of agreements for distribution of products in new markets (cross-border) concluded as result of programme activities
	Number of fairs visited
	Number of new products developed
	Number of new industrial and commercial processes developed
	Number of local value chains built
	Number of co-working facilities established
	Number of talent development programmes implemented
	Number of SMEs supported to work with students/unemployed
	Number of events organised for the integration and employability of vulnerable groups
	Number of participants in events organised for the integration and employability of vulnerable groups (to be disaggregated by gender)
	Number of brands recognized by the market in the region
	Number of knowledge bases established (mapping of resources and potentials, common strategic development concepts) due to, for instance, studies, databases or other
	Number of organisations participating in fairs (to be disaggregated by type of organisation)
	Number of participants in fairs visited (to be disaggregated by gender)
	Number of new business development and employment generation initiatives launched and supported
	Number of potential entrepreneurs included in the target group (to be disaggregated by gender)
	Number of professionals from labour promotion institutions that participate in capacity building activities (to be disaggregated by gender)
	Number of participants in common education and training schemes to improve competitiveness (to be disaggregated by gender)
	Number of application packages prepared
	Number of calls for applications published
	Number of applications received
	Number of selected applications
	Number of organisations participating in B2B events

	Number of professionals providing mentoring support (to be disaggregated by gender)
	Number of people trained in rural areas with the aim of increasing their employability (to be disaggregated by gender)
	Number of users of the equipment procured (to be disaggregated by gender)
	Number of policy papers developed
	Number of people with increased capacity (to be disaggregated by gender)

\* Indicators contained in the programme document and, therefore, considered as crucial for the achievement of programme objectives. Need to be included in every action for which they are relevant.

\*\* Indicators of a general nature that have to be included since they are relevant for every action.

\*\*\* Core indicators that are considered as very important, although not included in the programme document. Need to be included in every action for which they are relevant.

### **Programme specific objective 2.1 Improving waste management and waste water treatment**

IMPACT INDICATORS	Number of households benefiting from common waste management and wastewater treatment solutions/measures (to be disaggregated)*
	Number of direct beneficiaries involved (to be disaggregated by type of vulnerable group and gender)**
	people with disabilities
	youth
	long-term unemployed
	ethnic minorities
	other (please specify)
	Number of new jobs created by the businesses which received assistance from the scheme (including self-employment initiatives) (to be disaggregated by gender)***
	Number of businesses still active after two years of their establishment (to be disaggregated by gender of the entrepreneur)
	Number of new services available in the market one year after project ends
	Number of municipalities having solved/agreed waste management issues through inter-municipal (regional) initiatives
	Percentage of waste collected for recycling
	Savings (percentage of reduction) in the use of water by households and businesses
	Percentage of the programme area covered by strategies and action plans (disaggregated by solid waste, wastewater, soil erosion)

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	Number of platforms for furthering the merits of complying with EU water supply, solid waste and wastewater management and environment protection up and running beyond the programme actions
	Decrease in the number of illegal dumpsites
	Number of agreements/MoUs signed and entered in force at local and/or regional level on protecting the nature in the eligible area
	Number of new dwellings/households served in the collection of solid waste in the CBC area as a result of programme intervention
	Percentage of municipalities having solved waste management issues through inter-municipal (regional) initiatives
	Percentage of the programme area benefiting from better enforcement of wastewater standards
	Percentage of the programme area benefiting from better enforcement of solid waste disposal standards
	Percentage of population in the programme area having direct or indirect benefits as a result of the operation undertaken
	Number of recycling yards established by the action still active two years after completion of the action
OUTCOME INDICATORS	Number of new businesses established as a result of the call (to be disaggregated by gender of the entrepreneur)***
	Number of municipalities benefiting from waste management and WWT solutions/measures supported by the programme*
	Number of organisations/institutions with increased capacities/competences (to be disaggregated by type of organisation)***
	Number of users of digital platforms
	Number of plans implemented (developed and operationalized)
	Number of new services commercialised
	Level of satisfaction of users/clients with new services
	Level of satisfaction of trainees with new training courses/curricula
	Increased level of competences among the trainees
	Percentage of increase in the amount of recycled solid waste
	Number of training curricula/courses recognized/certified
	Total surface area (ha) of rehabilitated land
	Additional population served by improved wastewater treatment, as well as solid waste collection (to be disaggregated)
	Number of recycling yards in the territory of municipalities established

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	Number of systems for exchange and collection of data on the quantities and composition of the waste generated operational
	Number of joint solutions for effective waste management and wastewater treatment, implemented, in particular in rural areas and along main rivers
	Number of public enterprises dealing with municipal solid waste and wastewater which have upgraded their operations (to be disaggregated)
	Percentage of all businesses and organisations participating in joint actions in wastewater and solid waste management (to be disaggregated)
	Kilometres of new sewage systems included in the investment plans, pre-feasibility and feasibility studies, etc.
	Percentage of the population covered and sensitized by the awareness raising campaign on the merits of complying with EU solid waste and wastewater management and environment protection
	Percentage of reduction in the number of houses not connected to the existing sewage system
	Number of kms of new sewage inserted in new plans
	Number of site cleaning action plans completed
	Percentage (%) of the population in the target area is aware and benefits of the project
	Amount of waste collected for recycling (in tons)
	Number of houses not connected to the sewage system
	Number of illegal dumps closed/removed
	Number of rural households that compost the waste
	Number of local strategies and plans approved
	Number of public officials involved and work on improving waste management legislation in line with recommendations (to be disaggregated by gender)
	Number of organizations/institutions work on improving waste management in line with the recommendations (to be disaggregated by type of organisation)
	Number of locations with improved waste collection
OUTPUT INDICATORS	Number of organisations directly involved in the implementation of this type of projects (to be disaggregated by type of organisation)***
	local government units
	national government units (ministries, agencies, offices)
	non-governmental organisations (NGOs, CSOs, associations)
	enterprises
	private

publicly owned
regional Development Agencies
educational institutions
cultural institutions
public utility companies
other type (please specify)
Number of organisations participating in cross-border networks/partnerships formed (to be disaggregated by type of organisation)***
Number of inter-sectoral (local authorities-CSOs-private sector-public agencies-research and educational institutions) partnerships implementing this type of projects
Number of information/promotion campaigns implemented
Number of information/promotion events organised (to be disaggregated by type of event)
conferences
exhibitions
fairs
other information/promotion events (please specify)
Number of participants in information/promotion events (to be disaggregated by type of event and gender)
Number of promotion materials produced and distributed/published/broadcasted (to be disaggregated by type of promotional material)
Number of people reached by information/promotion campaigns
Number of capacity building events organised (to be disaggregated by type of event)
trainings
workshops
seminars
other capacity building events (please specify)
Number of participants in capacity building events organised (to be disaggregated by type of event and gender)
Number of training curricula/courses developed
Number of studies developed (e.g. baseline, (pre)feasibility, research studies, etc.)
Number of digital platforms (information systems) developed

Number of websites operational
Number of sets of equipment purchased and made available to target groups
Number of cross-border networks/partnerships formed
Number of cross-border cooperation agreements signed
Number of plans developed (e.g. strategic, investments, business plans, etc.)
Number of people with increased capacity (to be disaggregated by gender)
Number of new services developed
Number of facilities enhanced
Number of manuals, guidelines, handbooks developed
Number of study visits organised
Number of participants in study visits (to be disaggregated by gender)
Number of improved waste management systems and value chains within the area
No of people directly taking part in awareness raising activities (to be disaggregated by gender)
No of organisations and companies taking part in awareness raising activities (to be disaggregated by type of organisation)
Number of systems for monitoring and exchange of monitoring data developed
Number of pollution hot spots identified
Number of site cleaning actions implemented
Number of upgraded facilities, equipment, procedures and operations of public utilities dealing with wastewater and solid waste disposal (to be disaggregated)
Number of public utilities staff whose knowledge and skills have been enhanced (to be disaggregated by gender)
Number of planned joint actions, innovative services, etc. for improving the wastewater and solid waste management within the area (to be disaggregated)
Number of water, soil and air polluters newly identified (to be disaggregated)
Number of water, soil and air polluters newly registered in the cadastres (to be disaggregated)
Number of participants in capacity building initiatives for public utility companies to introduce inter-municipal/regional solutions to waste management and wastewater treatment (to be disaggregated by gender)
Number of recycling yards in the territory of municipalities identified/planned
Number of systems for solid waste, wastewater and sewage treatment enhanced (to be disaggregated)

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	Number of local authorities included in exchange of good international practices between local authorities on management of solid waste, wastewater and sewage systems (to be disaggregated)
	Number of organisations participating in fairs (to be disaggregated by type of organisation)
	Number of viewers of videos produced
	Surface of the CBC programme area (km <sup>2</sup> ) benefiting from better enforcement of solid waste disposal standards
	Number of recycling points in the territory of municipalities established
	Amount of waste (in tons) removed from illegal garbage dumps
	Number of afforested locations
	Number of participants in volunteering actions (to be disaggregated by gender)
	Number of education toolkits developed
	Number of facilities newly constructed
	Length of atmospheric/sewerage pipeline improved
	Number of investments in waste management infrastructure made
	Number of monitoring systems in waste management established

\* Indicators contained in the programme document and, therefore, considered as crucial for the achievement of programme objectives. Need to be included in every action for which they are relevant.

\*\* Indicators of a general nature that have to be included since they are relevant for every action.

\*\*\* Core indicators that are considered as very important, although not included in the programme document. Need to be included in every action for which they are relevant.

### Programme specific objective 3.1 - Improving capacities for exploiting tourism potentials

IMPACT INDICATORS	Number of direct beneficiaries involved (to be disaggregated by type of vulnerable group and gender) **
	people with disabilities
	youth
	long-term unemployed
	ethnic minorities
	other (please specify)
	Number of new jobs resulting from programme activities (to be disaggregated by gender) ***

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Number of businesses still active after two years of their establishment (to be disaggregated by gender of the entrepreneur)
Number of new services/products/offers available in the market one year after project ends
Percentage of target groups of self-employment initiatives establishing new business initiatives in tourism and hospitality (to be disaggregated by gender)
Percentage of returning visitors
Percentage of increase in the amount of financial income from tourism attractions
Percentage of increase in the number of hotel bookings (disaggregated by national and international tourists)
<i>Calculated based on the indicator:</i>
Number of hotel bookings (to be disaggregated by national and international tourists)
Percentage of increase in the length of hotel bookings (disaggregated by national and international tourists)
<i>Calculated based on the indicator:</i>
Length of hotel bookings (in days) (to be disaggregated by national and international tourists)
Number of new profiles officially introduced in schools for hotels and catering
Increase in the number of visitors to the cross-border area
Average length of tourist stay increased (overnights)
Percentage of increase in the number of registered SMEs with a tourism related function (tourist guide, hotel, restaurant, bar, taxi driver)
Percentage of increase in the number of hotels and restaurants with internationally recognised certificates
Percentage of increase in the number of clients in outdoors active tourism services and products
Percentage of tourism operators active in the area that adopt tourism offers generated by the CBC initiatives
Number of new jobs created by the businesses which received assistance from the scheme (including self-employment initiatives) (to be disaggregated by type of vulnerable group and gender)
Number of students and unemployed who have finished a VET course in tourism services and products finding a job within one year after graduation (to be disaggregated by gender)
Percentage of students and unemployed who have finished a VET course finding job within one year after graduation (to be disaggregated by gender)

	Number of unemployed who went through an internship hired by the host tourism enterprises (to be disaggregated by gender)
	Percentage of unemployed who went through an internship hired by the host tourism enterprises (to be disaggregated by gender)
	Number of tourism enterprises accepting a continuing internship programme
	Percentage of increase of family income in the project area through the delivery of improved tourism services
	Number of new creative enterprises run by young people or women
	Percentage of population in the programme area having direct or indirect benefits as a result of the operation undertaken
	Number of visitors to the cross-border area
	Number of and proceeds from visitors/users of joint rural and natural protected areas
	Percentage of increase of income of businesses addressed by the project
	Number of clients in outdoors active tourism services and products
	Increased amount of financial income from tourism attractions (in EUR, yearly)
OUTCOME INDICATORS	Number of visitors to enhanced facilities supported by the programme*
	Number of existing tourist providers with improved competences*
	Number of organisations/institutions with increased capacities/competences (to be disaggregated by type of organisation) ***
	Number of new businesses established as a result of the action (to be disaggregated by gender of the entrepreneur) ***
	Number of users of digital platforms
	Number of plans implemented
	Number of new services commercialised
	Level of satisfaction of users/clients with new services
	Level of satisfaction of trainees with new training courses
	Increased level of competences among the trainees
	Number of new offers commercialised
	Number of new ideas commercialised
	Number of training curricula/courses recognised/certified
	Number of new products commercialised
	Number of new sites commercialised

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	Number of historical, cultural and natural sites and buildings newly open to public visits
	Percentage of tourism offers generated by the CBC initiatives adopted by tourist operators active in the area
	Number of qualified tourism workers available in the labour market (to be disaggregated by gender)
	Number of new destinations integrated in the tourism offer
	Number of new or improved tourism trails or routes
	Length of new or improved tourism trails or routes
	Number of hotels with increased standards
	Number of students from the eligible areas participating in supported VET programmes related to tourism (to be disaggregated by gender)
	Percentage of increase in the number of students deciding to go for tourism-related careers after finishing high school
	Number of people belonging to specific groups using new niche offers developed (to be disaggregated by gender and type of vulnerable group)
	Number of newly included subjects (providers of tourism services) in systems for gathering statistical data related to tourism
	Number of training curricula matching the needs of the labour market demand in the tourism sector implemented in (vocational) education institutions
	Number of students and unemployed who have finished a VET course in tourism services and products (to be disaggregated by gender)
	Number of unemployed who went through an internship in host tourism enterprises (to be disaggregated by gender)
	Number of digital platforms operational
	Number of registered interventions by the mountain and water services
	Percentage of young people and women participating in new creative industries
	Number of guides certified (to be disaggregated by gender)
OUTPUT INDICATORS	Number of existing tourism offers integrated*
	Number of organisations directly involved in the implementation of this type of projects (to be disaggregated by type of organisation) ***
	local government units
	national government units (ministries, agencies, offices)
	non-governmental organisations (NGOs, CSOs, associations)
	enterprises

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private
publicly owned
regional Development Agencies
educational institutions
cultural institutions
public utility companies
other type (please specify)
Number of organisations participating in cross-border networks/partnerships formed (to be disaggregated by type of organisation)***
Number of inter-sectoral (local authorities-CSOs-private sector-public agencies-research and educational institutions) partnerships implementing this type of projects
Number of information/promotion events organised (to be disaggregated by type of event)
conferences
exhibitions
fairs
other information/promotion events (please specify)
Number of participants in information/promotion events (to be disaggregated by type of event and gender)
Number of promotion materials produced and distributed/published/broadcasted (to be disaggregated by type of promotional material)
Number of people reached by information/promotion campaigns
Number of capacity building events organised (to be disaggregated by type of event)
trainings
workshops
seminars
other capacity building events (please specify)
Number of participants in capacity building events organised (to be disaggregated by type of event and gender)
Number of training curricula developed
Number of studies developed (e.g. baseline, (pre)feasibility, research studies, etc.)
Number of digital platforms (information systems) developed

	Number of websites operational
	Number of sets of equipment purchased and made available to target groups
	Number of cross-border networks/partnerships formed
	Number of cross-border cooperation agreements signed
	Number of plans developed (e.g. strategic, investments, business plans, etc.)
	Number of businesses exchanging expertise across the border
	Number of new services developed/introduced in the programme area
	Number of facilities enhanced
	Number of manuals, guidelines, handbooks developed
	Number of study visits organised
	Number of participants in study visits (to be disaggregated by gender)
	Number of new joint tourism offers developed/introduced in the programme area
	Number of new/improved sites developed
	Number of new joint tourism products developed
	Number of new/improved ideas developed
	Number of tourism providers benefiting from trainings and mentorship
	Number of organisations providing specific services (e.g. mountain rescuing, guiding services) included in capacity building activities
	Number of participants in training and capacity building schemes related to the management and provision of tourism services and products (to be disaggregated by gender)
	Number of participants in training and capacity building schemes interested in creating a tourism business or developing a tourism product (to be disaggregated by gender)
	Number of trainees in hospitality industry (to be disaggregated by gender)
	Number of tourism employees who participated in capacity building events for business opportunities in the tourism sector (to be disaggregated by gender and type of vulnerable group)
	Number of unemployed who participated in capacity building events for (self-) employment in the tourism sector (to be disaggregated by gender)
	Number of participants of capacity building events for the development of complementary services valorising natural and cultural potentials (to be disaggregated by gender)
	Number of touristic maps and integrated touristic offers introduced for the areas with tourism potential on both sides of the border

	Number of organisations participating in fairs (to be disaggregated by type of organisation)
	Number of people with increased capacity (to be disaggregated by gender)
	Number of territorial management plans for tourism development created
	Number of areas for promotion and sales of handicraft products established
	Number of fairs visited
	Number of participants in visibility and communication events organised in the programme area to promote the new tourism products and services developed (to be disaggregated by gender)
	Number of kms of new or rehabilitated biking or hiking trails (to be disaggregated)
	Increase in the number of mountain lodges
	Number of professional and comprehensive hospitality programmes prepared
	Number of secondary professional schools for hotels and catering included in programmes aiming to introducing new professional profiles of professionals in tourism
	Number of innovative niche offers focusing on specific target groups (persons with disabilities, youth, elderly) developed (to be disaggregated)
	Number of people receiving mentoring support (to be disaggregated by gender)
	Number of systems developed for collecting and monitoring of tourist statistics developed
	Number of hotels included in activities aiming to assurance of standards of international quality
	Number of beneficiaries targeted by self-employment initiatives in tourism (to be disaggregated by gender)
	Number of people participating to training and capacity building for sustainable tourist product development (to be disaggregated by gender)
	Number of small scale investments in tourist infrastructure
	Number of participants in fairs visited (to be disaggregated by gender)
	Number of tourism offers generated by the CBC initiatives adopted by tourist operators active in the area
	Number of buildings reconstructed and readapted
	Number of mentoring programmes implemented
	Number of mentoring sessions organised
	Number of standard operational procedures (SOP) are available and used by all relevant parties

	Number of domestic and foreign tourists made aware about the newly developed rescue services
	Number of CBC Coordination groups for risk management in tourism formed
	Number of organisations participating in B2B events (to be disaggregated by type of the organisation)
	Number of organisations participating in networking events (to be disaggregated by type of organisation)
	Number of tourism assets mapped in project target area
	Number of itineraries developed
	Number of entities that are linked by the itineraries developed
	Number of tourism operators that offer new itineraries
	Number of people engaged in tourism guide activities (to be disaggregated by gender)
	Number of municipalities in the CBC region that have updated local strategies and action plans
	Number of papers developed and implemented
	Number of GPS mapping of Action's region implemented
	Number of Geo-referenced locations of the service providers and their offers mapped
	Number of tourist friendly maps with marked sites and services produced
	Number of non-commercial (unpaid) reports published on project activities and results (press and electronic clipping)
	Number of databases created
	Number of tourism operators active in the area
	Number of tourism operators active in the area that adopt tourism offers generated by CBC initiatives
	Percentage of increase in the number of kms of new or rehabilitated biking or hiking trails (to be disaggregated)
	Number of authentic souvenirs developed
	Number of policy documents created
	Number of tourism sites mapped

\* Indicators contained in the programme document and, therefore, considered as crucial for the achievement of programme objectives. Need to be included in every action for which they are relevant.

\*\* Indicators of a general nature that have to be included since they are relevant for every action.

02

\*\*\* Core indicators that are considered as very important, although not included in the programme document. Need to be included in every action for which they are relevant.

The contracting authority will discuss with the would-be beneficiaries the **indicators** included in their application form and eventually agree upon their revision prior to the contract signature. This is meant to improve the quality of the project indicators to capture the outcomes at the level of overall objective, specific objective(s) and results<sup>7</sup>.

Applicants are advised that according to the provisions of the Article 4.3 of the special conditions of the grant contract they will quarterly have to report on the achievement of indicators through an information system. These reports will be submitted at regular intervals on 31 March, 30 June, 30 September and 31 December every year and then upon the submission of the final report. The Joint Technical Secretariat (JTS) of the programme will be available for technical support while using this information system and will carry out a sort of verification of the submitted data.

**Baseline data surveys:** All applicants are advised to devote some time while preparing their application to collect statistics from relevant bodies or conduct surveys by their own in order to determine the baseline data of their indicators. Applicants are reminded that expenses such as these, related to the preparation of the application, are ineligible. However, during the period of implementation of the action, the expertise costs associated to the launch of surveys (particularly recommendable for qualitative indicators) and the collection and analysis of statistics to refine or amend the baseline data of the operation indicators may be eligible. The contracting authority strongly recommends that the applicants envisage an amount in the budget for this purpose.

### Location

Actions or operations must have as final beneficiaries the population of the programme area. They must take place in one or more of the following territorial units:

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<sup>7</sup> This should be carefully treated as the general rule is that **any alteration to the successful applicant's proposal, or negotiation of it, is prohibited.**

As stated in the PRAG (Section 6.5.10.2. Contract preparation and signature), "the contracting authority may decide that other clarifications or minor corrections may be made to the description of the action or to the budget in so far as they do not call into question the grant award decision, do not conflict with equal treatment of applicants, and:

- relate to matters clearly identified by the evaluation committee; or
- aim at taking into consideration changes which have occurred since the date of receipt of the proposal.

Any other alteration to the successful applicant's proposal, or negotiation of it, is prohibited".

Therefore in order to make it possible there should be a specific prior decision of the CA which defines the procedure and the change of indicators. This decision must not modify the budget and the overall and specific objectives and results of the project proposal.

In the Republic of Serbia	In Montenegro
<ul style="list-style-type: none"> <li>• <u>Zlatiborski District:</u> <ul style="list-style-type: none"> <li>• Nova Varoš</li> <li>• Priboj</li> <li>• Prijepolje</li> <li>• Sjenica</li> </ul> </li> <li>• <u>Moravički District:</u> <ul style="list-style-type: none"> <li>• Ivanjica</li> </ul> </li> <li>• <u>Raški District:</u> <ul style="list-style-type: none"> <li>• Kraljevo</li> <li>• Novi Pazar</li> <li>• Raška</li> <li>• Tutin</li> <li>• Vrnjačka Banja</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Andrijevića</li> <li>• Berane</li> <li>• Bijelo Polje</li> <li>• Gusinje</li> <li>• Kolašin</li> <li>• Mojkovac</li> <li>• Nikšić</li> <li>• Petnjica</li> <li>• Plav</li> <li>• Pljevlja</li> <li>• Plužine</li> <li>• Rožaje</li> <li>• Šavnik</li> <li>• Žabljak</li> </ul>

### Types of action

Actions or operations selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, that is, they must:

- take place in the specific programme area of Republic of Serbia and Montenegro
- have cross-border impacts and benefits in parts of the programme area of Republic of Serbia and Montenegro;
- foresee cooperation of the cross-border applicant and co-applicant(s) in both:
  - joint development: applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form and drawing up their respective budget;
  - joint implementation: grant beneficiaries coordinate, in the frame of the operation, their activities across the border, and carry out most of the project activities together and not as independent, unrelated, mechanically reproduced and country-bound initiatives;
- foresee cooperation of the cross-border applicant and co-applicant(s) in either:

- joint staffing: staff on both sides of the border act as one project team (e.g., some staffers carry out their duties for all entities in the partnership: procurement, financial management, overall coordination, training planning, etc.); or
- joint financing: activities are financed by the applicant's and co-applicant(s)'s own budget;
- or both joint staffing and financing.

Briefly, following the joint development of an operation by at least two cross-border partners, **full cross-border cooperation would mean the joint implementation and staffing and/or financing of activities by the partners resulting in the intensification of neighbourly relations, sustainable partnerships for socio-economic development and/or the removal of obstacles to this development.**

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses or research;
- actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- preparatory studies or preparation of preliminary design for works to be carried out within the project;
- actions without a real cross-border impact;
- actions linked to political parties;
- actions including commercial and profit-making activities;
- actions which fall within the general activities of competent state institutions or state administration services, including local government;
- actions confined to charitable donations;
- actions covered and financed by other EU funded programmes.

#### Types of activity

Indicative types of activities which may be financed under this call for proposals are given below. The following list is not exhaustive and appropriate innovative activities that are not mentioned below may also be considered for financing when they can clearly contribute to the achievement of the call's specific objectives and results. By way of illustration applications could contain a range of the following activities in relation to the programme's results targeted in the call:

#### **Result 1.1.1: New knowledge, skills and competences**

- Training and capacity building actions to increase knowledge and skills required on the labor market (ICT, life skills, social skills, new or shortage occupations, etc.)
- Activities aiming to increase contacts and cooperation of students, graduates and educational institutions with potential employers (e.g. internships, on the job training/placement, engagement in research and innovation within the business sector, mentoring, and similar)

- Development of lifelong learning programmes, VET systems, new qualification programmes
- Enhancement of facilities (works and supplies) of the relevant actors providing training, work experience, research and innovation support concerning employment and employment initiatives
- Establishment of training centers addressing common/shared needs
- Activities fostering CB use of infrastructure/services
- Promotion of entrepreneurship, especially among young and rural population (e.g. green jobs using local resources and materials, organic production and processing, medicinal herbs sustainable tourism, social innovation, ICT services, RES, etc.)
- Pilot employment initiative projects, including those supporting the development of social economy and social enterprises
- CB employment initiatives addressing common employment potentials of rural areas (cooperatives, joint processing and marketing facilities, crafts, branding, etc.)

### **Result 2.1.1: Improving waste management and waste water treatment**

- Exchange of experience and capacity building for the (regional) public utility companies to introduce inter-municipal/regional solutions to waste management and WWT
- Developing joint solutions for effective waste management and WWT in particular in rural areas and along the main rivers – feasibility studies, joint management
- Activities leading to establishment of recycling yards in the municipalities, provision of placement for recyclable waste, establishing of system for specific waste streams, removal of illegal dumps and the establishment of regular collection and transport of waste
- Development of systems for exchange and collection of data on the quantities and composition of waste generated in the municipalities across the programme area
- Development of cadastre of water polluters, air polluters, soil polluters, planning and protection of agricultural land area
- Demonstration projects of CB relevance (promotion of primary waste selection, establishment of recycling yards, establishment of cattle cemeteries, WWT in rural areas, etc.) e.g. along the rivers of Ibar and Lim, rural areas

### **Result 3.1.1: Joint tourist products enhanced**

- Activities related to encourage cooperation and coordination among tourist organisations and providers from both sides of border
- Development of joint concept, visions, and future programme development
- Promotion of the institutional cooperation with public and nongovernmental organisations connected to tourism
- Activities aiming at encouraging investment opportunities in tourism of the programme area



- Integration of existing individual offers into joint ones centered around main products, e.g. hiking, biking, spa, skiing, religious tourism, art and culture routes, nature protected areas, traditional food...
- Arrangement of light infrastructure to support development of key products (e.g. visitor centers, sign posting, minor renovation of historical/cultural sites for the tourism purpose, recreational facilities, etc.)
- Capacity building activities for tourist providers focusing on the development, quality and integration of offers, destination development and management

### **Result 3.1.2: Complementary products and services developed**

- Capacity building for the development of complementary services valorising natural and cultural potentials (e.g. nature interpretation, guiding programmes for specific target groups, outdoor and indoor programmes) involving local population, the potential and existing businesses and organisations
- Activities related to diversifying the offer by inclusion of other sectors (e.g. agriculture processing, organic food supply, handicrafts and other local products, culture, sustainable transport, etc.)
- Activities encouraging supply chains and clusters
- Development of specific offers in rural and mountainous areas, especially for involvement of women
- Development of innovative offers and services using ICT and other available technologies (e.g. GPS routes, booking systems, etc.)
- Development of attractions
- Increasing capacities of specific services (e.g. mountain rescuing, guiding services,)
- Development of innovative niche offers focusing on specific target groups (disabled, young, elderly...)
- Development of tourist statistics, and a system of monitoring of the influence of tourism on the regional
- Assurance of the standards of international quality in hotel industry
- Preparation and implementation of a professional and comprehensive hospitality programme
- Improvement of system of secondary professional schools for hotels and catering with provision of new profiles of professions in tourism
- Promotion of activities that will lead to raising of quality of destination management

### Financial support to third parties<sup>8</sup>

Applicants may not propose financial support to third parties. In other words, sub-granting is not allowed under this call for proposals.

### Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Requirements for Visibility Communication for EU external actions specified and published by the European Commission at [https://ec.europa.eu/international-partnerships/system/files/communication-visibility-requirements-2018\\_en.pdf](https://ec.europa.eu/international-partnerships/system/files/communication-visibility-requirements-2018_en.pdf)).

### Number of applications and grants per applicants / affiliated entities<sup>9</sup>

The lead applicant may not submit more than 1 application per specific objective under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application of the same specific objective at the same time.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per specific objective under this call for proposals.

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<sup>8</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

<sup>9</sup> The lead applicant/co-applicant/affiliated entity may not submit more than 1 application per specific objective under this call for proposals. A lead applicant/co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

Failing to comply with all requirements related to the number of applications per applicants / affiliated entities may lead to rejection of all applications where the lead applicant/co-applicant/affiliated entity appears.

In case that one legal entity, being lead applicant, co-applicant or affiliated entity, is placed on more than one list for financing, the award criteria will be better overall score of the project proposal, regardless of the ranking position on the particular list for financing.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

### 2.1.5. Eligibility of costs: costs that can be included

Union contributions under this call for proposals take the following form(s):

- Financing not linked to costs of the relevant operations based on<sup>10</sup>:
  - (i) either the fulfilment of conditions set out in sector specific legislation or Commission Decisions;  
or
  - (ii) the achievement of results measured by reference to the previously set milestones or through performance indicators;
- Reimbursement of eligible costs that may be based on any or a combination of the following forms:
  - (i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);
  - (ii) one or more simplified cost options (see below).

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'.

Simplified cost options (SCOs) may take 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.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Simplified costs options are divided in two categories:

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<sup>10</sup> Such performance-based financing is not subject to other sub-articles of Article 14 of the General Conditions to the grant contract. The relevant results and the means to measure their achievement shall be clearly described in Annex I to the contract.

The amount to be paid per achieved result shall be set out in Annex III. The method to determine the amount to be paid per achieved result shall be clearly described in Annex I, take into account the principle of sound financial management and avoid double-financing of costs. The beneficiary shall not be obliged to report on costs linked to the achievement of results. However it shall submit any necessary supporting documents, including where relevant accounting documents, to prove that the results triggering the payment as defined in Annex I and III have been achieved.

Articles 15(1) (schedule of payment), 15(7) (expenditure verification), 17(3) (no-profit) of the General Conditions do not apply to the part of the action supported by way of result-based financing.

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums and unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

2/ "other SCOs": This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, if they are accepted by national authorities under comparable funding schemes. In this case, the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance was given. The evaluation committee will assess if the funding scheme is comparable. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the comparable funding schemes of national authorities in the budget justification sheet (Annex B). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). Determining SCO is possible also through 'expert judgement' provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the contracting authority but cannot be staff of the beneficiary. The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their cost accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e., add the reference in capital letters to 'UNIT COST', 'LUMPSUM', 'FLAT RATE' in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, 'Justification of the estimated costs' per each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc for output or result based SCO;
- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO;
- make reference to the national authorities comparable funding schemes for other SCOs.

Where SCOs are proposed the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other SCOs can be proposed only if previously accepted by national authorities in comparable funding schemes.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and

may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.

Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.

When authorising single lump sums the authorising officer responsible shall comply with the conditions applicable to output or result based SCOs.

When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results.

The responsible authorising officer may consider that the usual cost accounting practices of the beneficiary are compliant with the conditions applicable to simplified cost options, if they are accepted by national authorities under comparable funding schemes. In this case the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance is given.

The evaluation committee and the contracting authority will assess if the funding scheme is comparable and in case of positive outcome will consider these practices as if they were ex-ante assessed by an external auditor.

#### Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

**Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises**, may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action or operation were not undertaken.

**This personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions.**

**The total sum of the salaries of this personnel shall not exceed the total amount of co-financing provided by the applicant, co-applicant(s) and affiliated entity(ies).**

Prior to the signature of a grant contract, the contracting authority may require from the relevant beneficiaries the appointment of these staffers by their authorised representative in writing (indicating their names, project function and gross salaries).

Please note that this does not apply to professional staff recruited by the national, regional or local administrations, as well as other publicly owned or controlled institutions or enterprises, for the sole purpose of managing this project resulting from the grant award.

Potential applicants are also reminded that assessment of the operational capacities will be focused on in-house expertise, which is reflected in assessment grids.

Applicants are reminded that in contracts where the EU grant exceeds €100,000 they must include in the budget the cost of an audit or expenditure verification carried out by an independent auditor before submitting the

final financial report of the action. All grant contract requiring such an audit or expenditure verification will have the Annex G VII referred in the list of annexes.

#### Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the contracting authority.

#### Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

#### Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised).

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Other co-financing shall be based on estimates provided by the applicant.

#### Ineligible costs

The following costs are not eligible<sup>11</sup>:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;

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<sup>11</sup> The list takes into account the provisions of Section 2.1.5 of the standard PRAG 2021 template for the guidelines for applicants, the provisions of Article 14.11 of the general conditions for grant contracts (PRAG version 2021), the provisions of Article 6 of the annex II – general conditions of the IPA II financing agreement, Article 15(2)(a) of the IPA II implementing regulation (447/2014) and the provisions of Article 28(1) of the Framework Agreement for IPA II.

- purchases of land not built on and land built on in the amount up to 10 % of the total eligible expenditure for the operation concerned shall be eligible for funding if it is justified by the nature of the action and provided in the annual action programme, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- in kind contributions (except for volunteers' work);
- salary costs of the personnel of national administrations, unless otherwise specified in the special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
- performance-based bonuses included in costs of staff;
- fines, financial penalties and expenses of litigation;
- negative interest charged by banks or other financial institutions;
- consultant fees between the beneficiaries/partners for services or work carried out within the project;
- value added tax (VAT) except when it is non-recoverable under national VAT legislation;
- taxes, customs and import duties and levies and/or charges having equivalent effect.
- remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants in partner's institution or vice-versa

#### **2.1.6. Ethics clauses and Code of Conduct**

##### a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

##### b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the

conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

#### **Zero tolerance for sexual exploitation, abuse and harassment**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

#### c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

#### d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

#### e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial breach of obligations, irregularities or fraud. If substantial breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

## **2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**



### 2.2.1. Application forms

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

#### **Applicants must apply in English.**

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

#### **With the application the lead applicant also has to submit completed Organisation data form (Annex F) for the lead applicant, each co-applicant (if any) and each affiliated entity (if any).**

Please note that the following documents should be submitted together with the **Organisation data form** and the application form:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e., by the lead applicant and by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted<sup>12</sup>:

- For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. Such self-declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)<sup>13</sup> by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary the same contracting authority in any one financial year.

The external audit report is not required from the co-applicant(s) or affiliated entities (if any).

- For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000 a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed<sup>14</sup>. A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

**If an operation contains the execution of works, please bear in mind that the following supporting documents, submitted along with the full application form, will be necessary:**

- a. Proof of ownership or long-term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed.
- b. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e., showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union or in the official language of the country where the action is implemented, a translation into English language of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

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<sup>12</sup> No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

<sup>13</sup> Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

<sup>14</sup> This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.1, point 1.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

No additional annexes should be sent.

### **2.2.2. Where and how to send applications**

Applications must be submitted in **one original** and **3 copies** in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), budget (Annex B) and logical framework (Annex C), as well as the Organisation data form (Annex F) along with all the supporting documents referred to under Section 2.2.1. above must also be supplied in electronic format (CD-ROM or a USB stick) in a separate and single file (i.e., the application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed. Hand-written applications will not be accepted.

The declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where a lead applicant sends several different applications (if allowed to do so by the guidelines of the call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the title and number of the specific objective of the call the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and "Ne otvarati pre početka sastanka za otvaranje projektnih predloga".

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

#### **Postal address**

Ministry of Finance  
Department for Contracting and Financing of EU Funded Programmes (CFCU)  
Division for Tender Evaluation and Contracting  
3-5, Sremska Str, VII floor/office 701,  
11000 Belgrade, Republic of Serbia

#### **Address for hand delivery**

Ministry of Finance  
Department for Contracting and Financing of EU Funded Programmes (CFCU)  
Division for Tender Evaluation and Contracting  
3-5, Sremska Str, VII floor/office 701,  
11000 Belgrade, Republic of Serbia

Applications sent by any other means (e.g., by fax or by e-mail) or delivered to other addresses will be rejected.

**Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form).**

### **2.2.3. Deadline for submission of applications**

The applicants' attention is drawn to the fact that there are two different systems for sending applications/full proposals: one is by post or private courier service, the other is by hand delivery.

In the first case, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application/full proposal which will serve as proof.

The deadline for the submission of applications is 1 June 2022 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 1 June 2022 before 15:00 hours local time, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the first evaluation step (i.e. concept note), if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified. (see indicative calendar under Section 2.5.2).

Any application submitted after the deadline will be rejected.

#### **2.2.4. Further information about applications**

Information sessions on this call for proposals will be held in Republic of Serbia and Montenegro. The dates, time and location of these sessions will be announced within 15 days of the publication of this call for proposals, on:

- The programme website <http://cbcsrb-mne.org>
- The website of the contracting authority <http://www.cfcu.gov.rs>
- The website of DG International Partnerships [https://ec.europa.eu/international-partnerships/funding/looking-for-funding\\_en](https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en) or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: [cfcu.questions@mfin.gov.rs](mailto:cfcu.questions@mfin.gov.rs)

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website where the call was published: website of DG International Partnerships: [https://ec.europa.eu/international-partnerships/funding/looking-for-funding\\_en](https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en) or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and the website of the contracting authority <http://www.cfcu.gov.rs> and that of the programme <http://cbcsrb-mne.org>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

### **2.3. EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

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If the examination of the application reveals at any time that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.



## (1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 7 of Part B of the grant application form. This includes also an assessment of the eligibility of the action. 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 concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

### Evaluation Grid

		<b>Scores</b>	
<b>1. Relevance of the action</b>		Sub-score	<b>20</b>
1.1	How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5*	
1.2	How relevant is the proposal to the particular needs and constraints of the eligible programme area and/or relevant sector (including synergy with other EU initiatives, in particular with the EU Strategy for the Danube Region and the one for the Adriatic and Ionian Region, as well as avoidance of duplication)?	5	
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4	Does the proposal contain particular added-value elements (e.g. innovation, best practices)	5	
<b>2. Design of the action</b>		Sub-score	<b>30</b>
2.1	How coherent is the overall 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?	5x2**	
2.2	Does the design reflect a robust analysis of the problems involved, and the interest and capacities of the relevant stakeholders?	5	

2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and children, support to youth, democratic standards and good governance?	5	
<b>TOTAL SCORE</b>		<b>50</b>

\* Note: A score of 5 (very good) will only be allocated if the concept note clearly demonstrates how it specifically addresses one of the specific objectives of the call as indicated in Section 1.2 (objectives of the programme) of these guidelines.

\*\*This score is multiplied by 2 because of its importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking per specific objective to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 250% of the available budget per each specific objective for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each specific objective where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

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## (2) STEP 2: EVALUATION OF THE FULL APPLICATION:

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They 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 and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority 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.

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## Evaluation grid

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance</b>	<b>20</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Design of the action</b>	<b>15</b>
3.1 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)? <sup>15</sup>	5
3.2 Does the full application contain objectively verifiable indicators (at impact, outcome and output level)? Are the project indicators likely to contribute to the achievement of programme indicators? Does the full application/logical framework matrix include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5

<sup>15</sup> The score of this question will be seriously affected if the application includes the execution of works and the information included in Section 2.1.1 of the application form will call into question whether all preconditions to undertake works have been met by the applicants.

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<b>4. Implementation approach</b>	<b>20</b>
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? Does the proposal involve genuine cross-border cooperation (joint development, joint staffing, joint implementation, joint financing)? Are the activities proposed likely to have a clear cross-border benefit and impact?	5x2
<b>5. Sustainability of the action<sup>16</sup></b>	<b>15</b>
5.1 Is the action likely to have a tangible impact on its target groups at cross-border level? Have assumptions and risks been well assessed?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?  - Financially ( <i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i> )  - Institutionally ( <i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i> )  - At policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i> )  - Environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>10</b>
6.1 Are the activities appropriately reflected in the budget? Are the expenses well justified?	/ 5

<sup>16</sup> If the project is not able to demonstrate that it will intensify neighbourly relations, create sustainable cross-border partnerships for socio-economic development and/or remove cross-border obstacles to sustainable development, it is unlikely to have a tangible effect, multiplier effects or sustainable results, and hence should be marked to zero, irrespective of any other merits of the proposal.

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6.2 Is the ratio between the estimated costs and the expected results satisfactory? Are the costs estimated based on real market prices?	/ 5
<b>Maximum total score</b>	<b>100</b>

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list. Please see Section 1.3 above for more details.

**Applications which had obtained less than 70 points as score in the ranking list will not be recommended for funding by the Evaluation Committee.**

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### **(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)**

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.2.1). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Sections 2.1.1 and 2.1.2.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals. Please see the provisions of Section 1.3 above for more details.



## 2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

The lead applicant should submit the documents listed in Section 2.2.1

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents<sup>17</sup>:

1. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)<sup>18</sup> by an authorised representative of the signatory.
2. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG)<sup>19</sup>.
3. **Furthermore, when an operation contains the execution of works, the following supporting documents shall be submitted before the contract signature:**
  - a. All necessary legal authorisations (e.g.: location and construction permits).
  - b. Approved/certified detailed work design or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;
  - c. An indicative priced bill of quantities drawn not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro.
4. **Please bear in mind when an operation contains the execution of works, the following supporting documents, submitted along with the full application form, will be necessary:**
  - c. Proof of ownership or long-term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
  - d. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities;

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<sup>17</sup> No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

<sup>18</sup> Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

<sup>19</sup> Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

NB : In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

## 2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.12 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

### 2.5.2. Indicative timetable

	DATE	TIME
<b>1. Information meeting (if any)</b>	Will be published separately	Will be published separately
<b>2. Deadline for requesting any clarifications from the contracting authority</b>	11 May 2022	15:00
<b>3. Last date on which clarifications are issued by the contracting authority</b>	20 May 2022	-
<b>4. Deadline for submission of: applications and, where appropriate, supporting documents for the execution of works</b>	1 June 2022	15:00

	DATE	TIME
<b>5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	August 2022	-
<b>6. Information to lead applicants on the evaluation of the full applications (Step 2)</b>	October 2022	-
<b>7. Notification of award (after the eligibility check) (Step 3)</b>	November 2022	-
<b>8. Contract signature</b>	December 2022	-

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published: website of DG International Partnerships: [https://ec.europa.eu/international-partnerships/home\\_fr](https://ec.europa.eu/international-partnerships/home_fr) or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and the websites of the programme <http://cbcsrb-mne.org> and the contracting authority <http://www.cfcu.gov.rs>.

## **2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). 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. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

### Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e., the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e., in the description of the action annexed to the grant contract.

Subcontracting: subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract ).





### 3. LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Word format)
- Annex D: Legal entity form
- Annex E: Financial identification form
- Annex F: Organisation data form (*ONLY IF IMPOSSIBLE TO REGISTER IN PADOR*)

#### DOCUMENTS FOR INFORMATION<sup>20</sup>

- Annex G: Standard grant contract
  - Annex II: general conditions
  - Annex IV: contract award rules
  - Annex V: standard request for payment
  - Annex VI: model narrative and financial report<sup>21</sup> (incl. the detailed breakdown of expenditure)
  - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
  - Annex VIII: model financial guarantee
  - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem), available at the following address:  
[https://ec.europa.eu/international-partnerships/system/files/per\\_diem\\_rates\\_20191218.pdf](https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf) (as all necessary information is available via the link the publication of the annex is optional)
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.
- Annex L: Self-evaluation questionnaire on SEA-H

#### Useful links:

##### **Project Cycle Management Guidelines**

[https://ec.europa.eu/international-partnerships/funding/managing-project\\_en](https://ec.europa.eu/international-partnerships/funding/managing-project_en)

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<sup>20</sup> These documents should also be published by the contracting authority.

## **The implementation of grant contracts**

### **A Users' Guide**

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

### **Financial Toolkit**

[https://ec.europa.eu/international-partnerships/financial-management-toolkit\\_en](https://ec.europa.eu/international-partnerships/financial-management-toolkit_en)

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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