



## **GUIDELINES FOR APPLICANTS - MONTENEGRO**

### **SUB - GRANTING PROGRAMME**

**CARE – Contribution to Access of Refugees and IDPs to Rights and  
Employment Opportunities**

**BUDGET LINE 6.2. and 6.3**

**PROGRAMME COORDINATOR:** Center for Regionalism

**DONOR:** European Union, DG NEAR

**Deadline for Submission of full application:** 22. December, 2019 at 16:00 (CET)



<b>Name of the Action</b>	CARE - Contribution to Access of Refugees and IDPs to Rights and Employment Opportunities
<b>Donor</b>	European Union, DG NEAR
<b>Programme Coordinator</b>	Center for Regionalism, on behalf of the Igman Initiative
<b>Overall objective of the Action</b>	Support the sustainability of and civic engagement in the Regional Housing Programme (RHP)
<b>Specific objectives of the Action</b>	1) Improve access to data and analysis on the sustainability of the Regional Housing Programme, 2) Enhance RHP beneficiaries' livelihoods, access to rights, and local integration
<b>Target group</b>	Civil society organization (CSOs) in Montenegro
<b>Indicative table</b>	Deadline for submission of full applications: 22 December, 2019 Results of the evaluation of full application: 27 January, 2019 Awarded project duration: 6 months



## 1. BACKGROUND

In November 2011, the four Ministers of Foreign Affairs of the Partner Countries signed a Joint Declaration together with a Framework Programme in which it was agreed that a RHP should be established. An international donors' conference took place in Sarajevo on April 24, 2012 where the international donors, including the European Commission, pledged the amount of EUR 261 million. After some years of implementation, the RHP is in full swing with a total of 3,000 housing solutions foreseen to be delivered to beneficiaries this year.

The Action will be fully coordinated with activities related to the Regional Housing Programme (RHP) implementation. The RHP (<http://regionalhousingprogramme.org/>) is only part of a wider regional process that encompasses the undoubtedly most important issue of housing care, but also all other problems refugees and displaced persons are faced with. The objective of the RHP, which consists of four Country Housing Projects (CHPs), is to make a substantial contribution to the satisfactory resolution of the protracted problem of the remaining refugees and displaced persons in the Partner Countries (PC) by providing long-lasting, sustainable housing solutions. One of the assumption and preconditions for the fulfillment of the RHP's objective of durable housing solutions is that PCs ensure the long-term sustainability of the housing solutions, through socio-economic integration of the end-beneficiaries into the local communities.

As project deliverables become available, the attention is turning to ensuring sustainability of the programme, or, better put, that housing solutions provided are durable in the full sense of the word. This means that not only should beneficiaries have access to a sound housing connected to sewage, water and electricity, but they should also be able to generate some revenue, and, importantly have access to their citizen's rights, be this expressed as access to social services, education, health insurance, pension rights, or rights to citizenship.

This Action will work to support continued attention to the elements that build durable solutions for RHP beneficiaries. It will do so both by offering data collection services to RHP governments, and by giving the opportunity to CSOs active in the field to offer specific support that can enhance the livelihoods and rights of RHP beneficiaries, or help integration in wider terms.

### 1.1. OBJECTIVES OF THE SUB-GRANTING PROGRAMME

Sub-granting programme is funded under the Action "CARE - Contribution to Access of Refugees and IDPs to Rights and Employment Opportunities" reference number IPA/2017/ 394-290, funded by the European Commission under Component 5 of the Multi-Country Civil Society Facility and Media Programme 2016-2017.



The overall objective of the sub-granting programme is to contribute to technical, socio-cultural and economic sustainability of the Regional Housing Programme by increasing the effectiveness of CSOs in undertaking the initiatives focused on RHP end-beneficiaries.

The sub-granting programme is coordinated by the Center for Regionalism (Serbia) and will be implemented in Bosnia and Herzegovina, Croatia, Montenegro and Serbia. The co-coordinating organizations and authorized representatives in other countries are Forum of Tuzla Citizens (FTC), Civic Committee for Human Rights (CCHR), Initiative for Regional Cooperation, respectively.

Specific objectives of the sub-granting programme are:

1. To support government's sustainability monitoring through participatory collection of three areas of RHP sustainability data: a) Technical (housing-related), b) Socio-economic (livelihood-related), c) Socio-cultural (rights-related);
2. To contribute to the RHP sustainability in the areas of rights and livelihoods of the RHP end-beneficiaries.

## 1.2. PRIORITIES OF THE SUB-GRANTING PROGRAMME FOR MONTENEGRO

Over the past 20 years, Montenegro has provided shelter to displaced persons from Bosnia and Herzegovina and Croatia, as well as to internally displaced persons (IDPs) from Kosovo. In total, as per the original scope, 1,177 households (or 6,063 individuals) should benefit from the RHP. While some of the displaced persons and IDPs have already integrated locally, most of them are still in need of assistance due to their extreme socio-economic vulnerability.

Under the [Sub-project MNE8](#) Ministry of Labor and Social Welfare has planned the construction of minimum 50 individual houses in various municipalities in Montenegro (Plav, Petnjica, Rozaje, Berane, Bijelo Polje, Pljevlja, Mojkovac, Kolasin, Podgorica, Danilovgrad, Niksic, Kotor, Herceg Novi, Tivat, Ulcinj) for the persons who already own a land and have building permits. The Ministry of Labor and Social Welfare conducts the procedure of selecting the beneficiaries with the support of UNHCR and OSCE. Despite the fact that these families have been provided with durable housing solutions, they still need assistance in accessing income generation opportunities, especially families residing in the North of Montenegro, i.e. in municipalities Plav, Petnjica, Gusinje, Bijelo Polje.



The following priorities have been given under the Sub-granting Programme for Montenegro:

Elements of the sub-granting programme	Montenegro
<b>Target groups</b>	Beneficiaries of MNE8 residing in the following municipalities: Plav, Petnjica, Gusinje Bijelo Polje.
<b>Activities</b>	<p>Sub-project 1 in Plav, Petnjica, Gusinje Bijelo Polje:</p> <ul style="list-style-type: none"><li>- Assessment of needs and socio-economic status opportunities for realization of income of the beneficiaries - 15 families from Plav, Petnjica, Gusinje Bijelo Polje. based on the methodology of Catholic Relief Services and in cooperation with the Ministry of Labor and Social Welfare;</li><li>- Creation of socio-economic cards of families.</li></ul> <p>Providing specific forms of assistance and support to the 15 beneficiaries of the MNE8</p> <p>Sub-project 2 in Plav, Petnjica, Gusinje Bijelo Polje:</p> <ul style="list-style-type: none"><li>- Procurement and delivery of packages for self-sustainable living conditions.</li><li>- Assistance to RHP end-beneficiaries in accessing education, employment, self-employment and income-generating opportunities</li></ul> <ul style="list-style-type: none"><li>- Assistance to RHP end-beneficiaries in obtaining documents, and registering business with government;</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>-Creation of realistic picture of needs and opportunities for realization of income of targeted users</li><li>- Support to sustainable return through realization of income and the creation of self-sustainable living conditions</li></ul>
<b>TOTAL</b>	<b>22,000 € (sub-project 1 - 2.000 € / sub-project 2 - 20.000 €)</b>

The different types of activities eligible for financial support:

#### Sub-project 1 in Plav, Petnjica, Gusinje Bijelo Polje:

- Assessment of needs and socio-economic status opportunities for realization of income of the beneficiaries - 15 families from Plav, Petnjica, Gusinje Bijelo Polje. based on the methodology of Catholic Relief Services and in cooperation with the Ministry of Labor and Social Welfare;
  - Creation of socio-economic cards of families.
- Providing specific forms of assistance and support to the 15 beneficiaries of the MNE8

#### Sub-project 2 in Plav, Petnjica, Gusinje Bijelo Polje:

- Procurement and delivery of packages for self-sustainable living conditions.
- Assistance to RHP end-beneficiaries in accessing education, employment, self-employment and income-generating opportunities
- Assistance to RHP end-beneficiaries in obtaining documents, and registering business with government;



- Specific information on RHP users in four mentioned municipalities could be obtained via e-mail: grants@igman-initiative.org

### **1.3. FINANCIAL ALLOCATION PROVIDED FOR EACH LOT**

The overall indicative amount made available under this Call for Proposal for Montenegro is € 22,000

Any grant must fall between the following minimum and maximum amount:

- Minimum amount: EUR 10,000
- Maximum amount: EUR 22,000

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: 75% of the total eligible cost of the Project

Maximum percentage: 90% of the total eligible cost of the Project

## **2. RULES OF SUB-GRANTING PROGRAMME**

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 applicable to the present call (available at <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=6.5> )

### **2.1. Eligibility of applicants**

In order to be eligible for sub-grant the applicant must

- be a legal person and,
- be non- profit making and,
- be civil society organizations and,
- be active and have the professional and technical capacity that corresponds to the requirements of the project for which a grant is being requested
- be directly responsible for the preparation and management of the action, not acting as an intermediary and,
- be experienced and able to demonstrate their capacity to manage larger scale activities corresponding to the size and type of the project for which a grant is being requested.

Applicants will be excluded from participation in the call or from the allocation of grants if, at the time of submission of project proposals, they are in one of the below situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;



- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the economy in which they are established or with those of the economy of the Contracting Authority or those of the economy where the contract is to be performed;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity;
- they are subject to a conflict of interest;
- they are guilty of providing false information to an authorized contractual party, which are required as a precondition for participation in the call for submission of project proposals or if they fail to submit the required information;
- they tried to obtain confidential information, exert influence over the Evaluation Committee or authorized contractual party during project proposals evaluation process.

## **2.1. Other organizations and/or institutions involved in the project**

### Collaborators

Other organizations and/or institutions may be involved in the project. Such organizations – collaborators have an actual role in the implementation of activities but cannot receive any part of the grant.

## **2.2. Eligibility of activities**

### **2.2.1. Location of implementation of activities**

Project activities must be implemented in the municipalities listed in the Call for Proposals, on the territory of Montenegro, where the applicants are based and active.

### **2.2.2. Duration**

Maximum duration of the project that will be entitled with financial support is 6 months.

### **2.2.3. Ineligible activities**

The following types of activities are not eligible for financial support:

- Activities concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;



- Activities concerned only or mainly with individual scholarships for studies or training courses;
- Activities supporting political parties;
- Core funding of the applicant or (where relevant) its partners;
- Activities aiming predominantly at charitable donations and profit-making activities;
- Activities which already funded by other programmes and undertaken before the date of contract signature.

## 2.3. Eligible cost

Only ‘eligible costs’ will be covered by sub-grants. The reimbursement of eligible costs will be based on the actual costs incurred by the sub-grant Beneficiary. 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 of the sub-granting programme. The methods used to determine the amounts in the budget must ensure that the costs correspond fairly to the actual costs incurred by the sub-grant beneficiary, are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Recommendations to award a sub-grant will be subject to the condition that the checks preceding the signing of the contract did 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 II to impose modifications or reductions to address such mistakes or inaccuracies. It will be not possible to increase the sub-grant as a result of these corrections. To be eligible under the call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract.

Applicants are requested to submit their budget plan related to the project: salaries and honorary fees for research, travel cost, research and interview related translation expenses or other justifiable direct expenses, office supplies, communication and visibility costs, publications, design, i.e. administrative costs (max. 30% of Total eligible cost of the Project). The amount allocated to direct cost of activities should not be lower than 70% of the Total eligible cost of the Project.

## 2.4. Ineligible cost

The following costs are not eligible:

- a) customs and import duties, or any other charges;
- b) purchases of land or buildings;
- c) fines, financial penalties and expenses of litigation;
- d) contribution in kind;
- e) second hand equipment;



- f) debts and debt service charges (interest);
- g) provisions for losses or potential future liabilities;
- h) costs declared by the beneficiary(ies) and financed by another project or work programme;
- i) currency exchange losses;
- j) please note that VAT/taxes, duties are charges are not eligible.

### Financial support to third parties

Applicants may not propose financial support to third parties

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

### **3.1. Submission of full application**

The deadline for the submission of full application is 22 December, 2019

At this phase the applicants are asked to submit the following documents:

- Annex A: Full Application Form
- Annex 1: Logical Framework
- Annex 2: Budget of the Project
- Declaration by the Applicant
- Certification of the registration
- Financial statement for the past two year
- List of selected projects realized in the field as evidence of technical and professional capacity to meet the requirements of the project for which a grant is being requested.

Logical Framework, Budget Form, Declaration by the Applicant along with the Guidelines can be found on the Igman Initiative website at <http://www.igman-initiative.org/>. No additional annexes should be sent. Questions may be sent by e-mail not later than 16 December, 2019 to the address [grants@igman-initiative.org](mailto:grants@igman-initiative.org). The Programme Coordinator has no obligation to provide clarification to questions received after this date. Replies will be given no later than 20 December, 2019. To ensure equal treatment of applicants, the Programme Coordinator cannot give a prior opinion on the eligibility of applicants, a project or specific activities. In addition, all question and answers as well as other important notice to applicants during the course of the evaluation procedure will be published on the Igman Initiative website <http://www.igman-initiative.org/>.

Full applications should be submitted by e-mail only at: [grants@igman-initiative.org](mailto:grants@igman-initiative.org) with the subject line indicating the name of the applicant, the name of the project, and the country of the organization.



**\*Indicative timetable**

	DATE	TIME*
<b>Publication of the Call for Proposals</b>	22 November, 2019	
<b>Deadline for requesting any clarifications from the Programme Coordinator</b>	16 December, 2019	14:00 (CET)
<b>Last date on which clarifications are issued by the Programme Coordinator</b>	20 December, 2019	14:00 (CET)
<b>Deadline for submission of full application forms</b>	22 December, 2019	16:00 (CET)
<b>Information to applicants on the evaluation of full application forms and notification on award and request for administrative documents</b>	27 January, 2020	

### 3.2 Evaluation of full application

The selection criteria help to evaluate the applicants' operational capacity and the applicants' financial capacity and to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed work programme and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed work programme.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of the call for proposals. They help to select applications which the Programme Coordinator can be confident will comply with its objectives and priorities. They cover the relevance of the work programme, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

### **Evaluation grid for the concept note**

Section	Maximum score	Average score
<b>1. Relevance of the Action</b>	<b>30</b>	
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5x2	



1.2 How relevant to the particular needs and constraints of the target region(s) in the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2	
1.3. How clearly defined and strategically chosen are those involved (end beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
<b>2. Design of the Action</b>	<b>20</b>	
2.1. How coherent is the overall design of the Action?  In particular, does it reflect the analysis of the problems involved and take into account external factors and relevant stakeholders?	5x2	
2.2 Is the Action feasible and consistent in relation to the objectives and expected results?	5x2	
<b>Maximum total score</b>	<b>50</b>	

Only the applications whose concept notes have been given a score of a minimum of 30 points will be considered for further evaluation.

Full application will be examined and evaluated by the Programme Coordinator with assistance from the independent Evaluation Committee. If the examination of the full applications reveals that the proposed project does not meet the eligibility criteria as stated in these Guidelines, the full applications will be rejected on this sole basis. If the deadline has not been met, the application will automatically be rejected.

#### ***Evaluation grid for the full application***

Section	Maximum score	Average score
<b>1. Financial and operational capacity / Effectiveness</b>	<b>15</b>	
1.1 Are Applicant sufficiently <b>experienced in project management?</b>	5	
1.2 Do Applicant have sufficient <b>professional capacities</b> (specific knowledge in the relevant field)?	5	
1.3. Do Applicant have sufficient <b>management capacities</b>	5	



(including staff, equipment and capacities for financial management)?		
<b>2. Relevance</b>	<b>25</b>	
2.1. How relevant is the project compared to the <b>overall and specific objective</b> and one or more <b>priorities</b> defined in the public call?  Note: score 5 (very good) can be assigned only if the project is addressing <b>at least one of the priorities</b> .	5	
2.2 Are stakeholders clearly defined and strategically selected (agents, end beneficiaries, <b>target groups</b> )?	5	
2.3 Are the <b>needs of the target group</b> and end beneficiaries clearly defined and does the project address them in the right way?	5	
2.4 Does the project incorporate <b>added value</b> , such as innovative approach and best practice models?	5	
2.5 Does the project proposal advocate for <b>rights-based approach</b> and does it influence vulnerable groups? (Promotion of gender equality and women's empowerment, environmental protection, international cooperation, youth, etc.).	5	
<b>3. Methodology</b>	<b>20</b>	
3.1 Does the <b>plan of activities</b> and proposed <b>activities</b> logically and practically correspond to the goals and expected results?	5	
3.2 How consistent is the overall project design? (especially, does it reflect the analysis of identified problems, possible external factors)	5	
3.3 Is the level of <b>involvement of collaborators in project implementation</b> satisfactory?	5	
3.4 Are <b>objectively measurable indicators</b> included in the project?	5	
<b>4. Sustainability</b>	<b>25</b>	
4.1 Will the proposed activities have <b>concrete influence</b> on target groups?	5	
4.2 Will the project have <b>multiple effects</b> ? ( <i>including possibility for application on other target groups or implementation at a different location and/or extending the effects of the activities as well as exchange of information on the experience gained through the implementation of the project</i> )	5	
4.3 Are the expected results of suggested activities <b>institutionally sustainable</b> ? ( <i>Will the structures that enable project activities exist after the completion of the project? Will there be a local ownership over the project results?</i> )	5	
4.4 Are the expected <b>results sustainable</b> ? (If applicable, name the <i>structural impact of implemented activities – improvements of legal frameworks, methods, code of conduct, etc.</i> )	5	
4.5 Is it likely that the expected long-term results/outcomes will influence local economic conditions and/or quality of life in target areas?	5	



<b>5. Budget and cost efficiency</b>	<b>15</b>	
5.1 Is the ratio between the estimated costs and expected results satisfactory?	5	
5.2 Are the suggested costs <b>necessary</b> for project implementation?	5	
5.3 Budget <ul style="list-style-type: none"><li>- is the budget clear and does it include a narrative part? (including explanations for technical equipment)</li><li>- meets the principle that administrative and personnel costs cannot be above 20% of the total budget?</li><li>- is the budget gender-sensitive?</li><li>- have CVs and job descriptions been enclosed where applicable?</li></ul>	5	
<b>Maximum total score</b>	<b>100</b>	

#### Note on Section 1. Financial and operational capacity of the Applicant

In case the total score in Section 1 is lower than 10 points, the project will be excluded from the further evaluation process, as the organisation does not have the minimum capacities to ensure quality implementation of the proposed project.

#### Note on Section 2. Relevance

In case the total score in Section 2 is lower than 18 points, the project will be excluded from further consideration as the score implies that, although the applicant meets financial and operational capacities, the project's concept is not relevant or in line with the defined priorities of the call for proposals; the project does not address the needs of the region.

#### Note on Section 4. Sustainability

In case the total score in Section 4 is lower than 20 points, the project will be excluded from further consideration as the score implies that the activities will not benefit the objectives of the project in a long run.

### **3.3. Notification of the decision**

The applicants will be notified on the full application evaluation outcomes according to the timetable provided in this Guidelines. Unsuccessful applicants will be notified. The results will be announced on the Igman Initiative website.

A decision to reject a full application or deny funds will be made if:

- The applicant does not meet the conditions of the call for proposals;
- Project activities are unacceptable (e.g. proposed activities go beyond the scope of the call for proposals, the project's stipulated duration exceeds the maximum allowed time period,



the requested amount of funds exceeds the maximum allowed amount or is lower than the minimum, etc.);

- The project proposal was not sufficiently relevant; financial and operational capacities of the applicant are not sufficient, or the projects selected for funding have been superior in these areas;
- The quality of the project proposal was technically and financially lower in comparison to the projects selected for funding.

### **3.4. Award of grants, contract signature and start of awarded projects**

After a decision has been made on grant approval, the applicants whose project has been approved will be offered a contract for project implementation. Before signing the contract and if needed, the Programme Coordinator is entitled to request certain modifications from the organization to the project, in order to align it with the rules and procedures of project implementation.