

Call for Proposals for Economic Infrastructure Projects

CfP 003-EUPROPLUS-2022

1. Background

The European Union for Local Development Programme - EU PRO Plus contributes to more balanced socio-economic development in Serbia by enhancing territorial development management, supporting economic growth, and improving social infrastructure and social cohesion of 99 local self-governments in two regions: Šumadija and Western Serbia and Southern and Eastern Serbia. The European Union (EU) provided 40 million Euros through the Instrument for Pre-Accession Assistance (IPA) 2020 to fund the Programme, which has been implemented by the United Nations Office for Project Services (UNOPS) over a period of 42 months. The support is programmed with two action documents - the EU for Local Development that includes the 30 million Euros support and the EU for COVID-19 Economic Recovery which foresees a 10 million Euros addition. There are three result areas that the Programme aims to achieve in targeted municipalities:

- Result 1: Improved development planning and introduction of the Integrated Territorial Investments (ITI) concept
- Result 2: Enhanced economic growth
- Result 3: Improved social infrastructure and social cohesion

While building on the momentum created by its three predecessors¹ Programme also focuses on four cross cutting aspects: good governance, digitalisation and innovations, environmental and climate change aspects and gender equality. In addition, EU PRO Plus has, through its COVID assistance related activity, strengthened the capacities of the public national health system to respond to COVID-19 pandemic and other national health emergency situations.

The direct beneficiaries of the EU PRO Plus are the Ministry of European Integration, 99 local self-governments, local administration structures, regional development agencies, other business support organisations, local SMEs, and civil society organisations (CSOs). The final beneficiaries are the inhabitants of 99 municipalities.

All programme activities are undertaken in partnership with the Government of Serbia, while respecting the national policies and priorities, in order to ensure national ownership and help develop national capacities. The EU PRO Plus is based on the National Priorities for International Assistance in the Republic of Serbia until 2025 (NAD), crucial for economic and social development and the EU integration

¹ EU PROGRES (2010-2014), European PROGRES (2014-2018) and EU PRO (2018-2021) Programmes

process, while particularly contributing to preparation for the fulfilment of the requirements under Chapter 22 of the EU acquis - Regional Policy and Coordination of Structural Instruments.

2. Justification

The [EU PRO Plus Description of Action](#) foresees Programme assistance to economic infrastructure projects, including development or improvement of industrial and business zones, science and technology parks, business incubation centres, tourism infrastructure, and other types of infrastructure projects which may facilitate investments through development of technical designs or implementation of construction works.

The relevance of this support is backed by the consultations with the local and national stakeholders which confirmed the need for development of economic infrastructure as a precondition for investments, innovations, and generation of jobs. The needs range from industrial or agribusiness zones to multifunctional facilities developed as greenfields, greyfields or brownfields - industrial heritage locations, or old military facilities. Furthermore, the Development Agency of Serbia (DAS) and the Ministry of Economy (MoE) confirmed the need for equipped industrial zones in support of facilitating domestic and foreign direct investments for companies striving to relocate their business in Serbia. Furthermore, some investments may have been stalled due to the COVID-19 public health crisis, and this support may contribute to COVID-19 economic recovery efforts.

This Call is also aligned with the national priorities outlined in the [Industrial Policy Strategy of the Republic of Serbia from 2021 to 2030](#) which recognises unreliable and outdated infrastructure in the industrial zones, often characterised by poor connection with public transportation and postal services, along with poor quality of electricity and dissatisfactory level of utility infrastructure development among the key obstacles for attracting investments. Most importantly, the Strategy defines a Specific Objective for Increased total volume of industrial investments, accompanied by the improved quality of investments for support to development of infrastructure for the needs of industrial zones² whose purpose is ensuring better connection of industrial zones, improving existing and constructing new energy capacities focusing on energy efficiency and development of digital, broadband infrastructure.

In support of the implementation of the Industrial Policy Strategy, the Government of Serbia, through the Ministry of Economy, provides assistance to development of economic infrastructure related to industrial zones and infrastructure for development of tourism³. The consultations with the Ministry of Economy confirmed the need for extended support to development of economic infrastructure in these areas, and, additionally the need for support in development of technical documentation for economic infrastructure projects as well.

Additionally, the [National Registry of Industrial Zones](#) developed in November 2020 notes that out of the 28,980 hectares of land in industrial zones, only 13,123 hectares (or 45%) is in use, while the remaining 15,857 (or 55%) is available for investments. One of the underlying reasons for poor usage of existing industrial zones is certainly the level of infrastructure capacity⁴ which is also reflected in the Registry.

² Specific Objective 3, Industrial Policy Strategy

³ A total of 647 million RSD has been allocated through a [public call](#) for the year 2022 [projects awarded](#) in March

⁴ The level of infrastructure capacity is assessed through access to eight infrastructure requirements: roads, electricity, gas, telecommunications, railway, water supply, sewage and waste management

Namely, while 95% of industrial zones have road infrastructure, and 91% electricity, railway infrastructure exists in only 22% of zones, while access to gas is provided to only 53% of zones, and most relevant to this activity - 24% of industrial zones do not have access to water supply, 41% of zones do not have sewage infrastructure while as many as 46% of industrial zones do not have access to waste management infrastructure.

The Call is also aligned with the [National Strategy for Sustainable Urban Development until 2030](#) (NSSUD) with local economic development as a key instrument to the integration of efficient economic growth and development, social equality, quality of the environment and sustainable financing of urban development as a framework for community integrated development.

While the [Action Plan for Implementation of Strategy for Development of Small and Medium-sized enterprises, Entrepreneurships and Competitiveness](#) also recognises the importance of project preparation and investment direction towards equipping existing and future industrial parks and zones with energy, communal and traffic infrastructure which is in line with the scope of this Call, the [Strategy of Scientific and Technological Development of Serbia from 2021 to 2025](#) underlines the importance of investments in capital equipment for research and development.

3. Objectives

The overall objective of this Call for Proposals is to contribute to socio-economic development through industry investments, business development, and opening of jobs in the Regions of Šumadija and Western Serbia and Southern and Eastern Serbia.

The specific objective of this Call for Proposals is **to create infrastructure pre-conditions for realisation of industry investments, tourism or innovative business development initiatives.**

4. Scope

The Call for Proposals is open for projects targeting development of economic infrastructure in order to improve potentials for industry investments, business and tourism development, and create new employment opportunities in the regions of Šumadija and Western Serbia and South and Eastern Serbia.

The applicants should, through their actions, contribute to the improvement of infrastructure that will ensure development of economic infrastructure which includes industrial zones and infrastructure in service of sustainable tourism development.

The proposed projects should target **development of technical documentation, construction or reconstruction and/or infrastructure equipping of the economic infrastructure.**

This support should enhance conditions for investments and/or growth of businesses and job generation, as well as sustainable development of tourist destinations. The scope of support is divided into three LOTs differentiating between the following:

LOT 1 - Construction or reconstruction and infrastructure equipping of industrial zones, science and technology parks (STP), business incubation and innovation centres

These activities should contribute to enhanced infrastructure capacities of the industrial zones, science and technology parks, business incubation and innovation centres. This may include infrastructural equipping of new or existing industrial zones with new or extended utilities or access to utilities which would create the conditions for new businesses (roads, electricity, gas supply, telecommunications, water supply, sewage and waste management), as well as construction or reconstruction and equipping of science and technology parks, business incubation and innovation centres and facilities in the industrial zones which contribute to the objectives of the Call. Additionally, these interventions may be complemented with soft measures contributing to sustainability and impact of results (enhanced management of the economic infrastructure, enhancement of incubation and acceleration programmes, and marketing plans or materials, setting governance policies, improvement of data distribution or collection, development of monitoring tools for realised benefits, etc).

LOT 2 - Construction or reconstruction and infrastructure equipping of tourism infrastructure

These activities should contribute to improved conditions for tourism development. This may include construction or reconstruction or infrastructure equipping of areas that would improve the tourist offer when justified, with interventions which may include construction of communal infrastructure (water, sewage, electricity) and mobility and recreational infrastructure such as cycling and walking paths, construction of cable-cars etc, or similar facilities in contribution to tourism development, or rehabilitation of cultural heritage facilities, in function of tourism development. Additionally, for existing tourist zones, activities contributing to enhanced environmental sustainability, such as solid waste management solutions, wastewater treatment, use of renewable sources of energy and other activities contributing to reduction of pollution may be supported. These interventions may be complemented by soft measures contributing to sustainability of results (promotion of tourist potential, enhanced management capacities, provision of plans for tourism development, capacity building activities, improvement of data distribution or collection, development of monitoring tools etc.).

LOT 3 - Development of Technical Documentation for Economic Infrastructure Projects

These activities should contribute to improved conditions for development of economic infrastructure. Development of Design Intended for Building Permit (*ser: Projekat za građevinsku dozvolu*) and/or Project Execution Design (*ser: Projekat za izvođenje*) will be supported. In case technical documentation is to be developed for a new industrial zone, only projects with viable pre-feasibility study or Investment Programme developed in line with the [Law on Investments](#)⁵ will be supported

Additionally, development of feasibility studies may be supported through this Call, together with the Design Intended for Building Permit and/or Project Execution Design, if required by the Law on Planning and Construction.

5. Financial Allocations, Cost Share Distribution and Eligibility of Costs

The overall indicative amount made available under this Call for Proposals is 4,800,000 Euros (4,485,000 USD) out of which 3,400,000 Euros (3,177,000 USD) for LOT 1, 1,000,000 Euros (934,000 USD) for LOT 2 and 400,000 Euros (374,000 USD) for LOT 3.

⁵ Article 23 of the Law on Investments

The EU PRO Plus Programme reserves the right **not to award** all available funds and to adjust distribution per LOT.

Minimum and Maximum Grant Award⁶:

LOT 1: Minimum - 150,000 Euros (140,000 USD), Maximum - 650,000 Euros (607,000 USD)

LOT 2: Minimum - 150,000 Euros (140,000 USD), Maximum - 400,000 Euros (374,000 USD)

LOT 3: Minimum - 10,000 Euros (9,300 USD), Maximum - 80,000 Euros (74,800 USD)

Applicant's cost share and Value Added Tax (VAT)

A minimum cost share contribution is determined in accordance with the development level of Local Self-Governments (LSGs)⁷ and is mandatory for all three LOTs:

- minimum of 10% cost share contribution for LSGs in fourth category including devastated,
- minimum of 15% cost share contribution for LSGs in third category
- minimum of 20% cost share contribution for LSGs belonging to the second category, and
- minimum of 30% cost share contribution for LSGs belonging to the first category of development.

The cost-share contribution must be financed from sources other than the European Union and they need to be planned in the budget of the LSG.

Grantees are obliged to act in line with valid tax legislation of the Republic of Serbia whereby the VAT exemption extends to the cost share contribution provided by the beneficiary (ref. Official Gazette no. 49/22, Article 112/5). Hence, all funds should be planned without VAT.

Planning of eligible costs with the budget thresholds

Planning of costs must be based only on the eligible activities specified in Section 4: Scope. Planned costs must be presented in the form of unit costs covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit and/or lump sums covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance. Depending on the LOT, the eligible costs are listed below

LOT 1 and LOT 2:

- Preparatory activities for consultancy on design or for preparing tendering packages - limited to up to 1% of the total cost of the action
- Infrastructure works that clearly contribute to the Scope of the project
- Technical Supervision of the works and Health and Safety Coordinator
- Technical Commissioning of the works

⁶ Budgeting and awarding shall be conducted in USD and the funds will be transferred to selected grantees in RSD

⁷ Directive on determining unified list of development levels of regions and LSGs is available [here](#)

- Cost of equipment for the subject infrastructure - limited to up to 30% of the EU PRO Plus contribution for LOT 1 and for LOT 2
- Soft measures - contributing to sustainability of the results e.i. consultancy service, management or other that might strengthen the governance and contribute to projects impact - limited to up to 5% of the total cost of the action
- Visibility measures - promotional video and other material (fliers, brochures, panels, workshops etc) - limited to up to 5% of the total cost of the action
- Other costs (bank fees etc) - up to 0,5% of the total cost of the action

LOT 3:

- Preparatory activities for consultancy on design, design brief, preparing tendering packages or for concept competitions
- Provision of design services that includes geological investigations, geodetic surveys, development of feasibility study, environment impact assessment study, all types of designs needed for permit including execution design as a final product.
- Provision of services for Technical Review of design
- Visibility measures - Provision of render and other promotional material that would attract the future industry investments - limited to up to 5% of the total cost of the action
- Other costs that might include issuance of permits, advertising on public procurement, bank fees are considered eligible but have to be funded from municipal contribution.

For all three LOTs, the following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Applicant(s) and financed by another project or founding source;
- purchases of land;
- procurement of used equipment;
- currency exchange losses;
- credit to third parties.

Financial implementation

The grantee LSGs will be required to open a separate sub-account for implementation of the awarded project. The cost share contribution must be paid within the period of 90 days after signing of the Grant Support Agreement.

6. Duration

The planned duration of an action may not **exceed 15 months** from the signing of the Grant Support Agreement. This includes initiation of activities (including completion of financial requirements related to opening a separate sub-account), tendering, contracting for services/works/goods, implementation of services/works, handover of works/goods, where applicable and acceptance of the final report within 30 days following the end of grant activities.

7. Criteria

General Eligibility Criteria of Applicants (for all LOTs)

The eligible applicants include **99 local self-governments** in the two regions: Šumadija and Western Serbia and South and Eastern Serbia, included in the EU PRO Plus Programme.

In order to be eligible to apply for funding, **the applicant** must:

- be a local self-government unit (city or a municipality). City municipalities cannot be the applicants but can be co-applicants.
- be directly responsible for the preparation and management of the action with the co-applicant(s) not acting as an intermediary

One local self-government may only submit **one** application in response to this Call.

If awarded the Grant Support Agreement, the applicant will become the Grantee and the main interlocutor of the Programme. It represents and acts on behalf of any other co-grantee (if any) and coordinates the design and implementation of the action.

Partnership

Applicants may act with partner organisations as specified hereafter. A partnership exists where one municipality comes together with one or more public companies/institutions, or one or more other municipalities to form a partnership.

The participation of other types of organisations as Partners, such as regional development agencies, regional chamber of commerce and industry, business associations, higher education institutes, business support organisations, tourist organisations, research centres and institutes, cooperatives, educational and training Institutions, and profit-making institutions (provided that actions in the project are not profit making for them) are also eligible.

In line with UNOPS policy that no funds shall be paid as profit to a Grantee or any sub-Grantee, awarding of service contracts by Lead applicant to Partner organisation will not be allowed. Partner organisations cannot submit an invoice to the Lead applicant for the service fulfilment or request funds for the performed services. It is expected that all project eligible costs should be disbursed through the bank sub-account dedicated for the project implementation.

Verification of Eligibility of Applicants

The Declaration by the applicant will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

The Programme reserves the right to conduct other forms of verification including site visits. If the budget check shows the discrepancies, the Programme reserves the right to request adjustment of the budget in line with the propositions of the Call and the submitted proposal.

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Criteria for Concept Note Evaluation

The application procedure for this Call for Proposals includes documents for two-step submission. In the first instance, only concept notes are evaluated. Thereafter, applicants whose concept notes have been positively assessed will be invited to submit a full application, and these will be evaluated in the second phase of evaluation. Evaluation criteria for the entire process is presented below:

Administrative checks - for all LOTs

During opening and administration check, the following will be assessed:

- Eligibility of applicants against the above listed criteria
- Eligibility of the activities against the above listed criteria
- Timely submission. In case the provided deadline is not met, the application will be automatically rejected
- Completeness of the application in line with the Application Procedure noted in Section 8. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis, alternatively clarification of the information in question will be requested.

Technical Evaluation of the Concept Note

The concept notes passing administrative checks will be evaluated further against the relevance and design and implementation approach. Evaluation criteria differs among LOTs, in line with the following Evaluation Grids:

Evaluation Grid for Concept Note - LOT 1

Area	Evaluation Criteria LOT 1	Max points
1. Relevance (45 points including the bonus points)	1.1 Is the proposal relevant in relation to the objectives of the Call for Proposals? (eliminary question)	N/A
	1.2 How is the proposal aligned with objectives and measures defined in relevant strategies? The proposed activities must be recognised by local development strategies, and in case it is also recognised by the Local Development Plan, additional points will be awarded. Are the proposed activities aligned with the regional, sectoral or national development strategies?	5
	1.3 How relevant is the proposal to the particular needs and constraints of the target LSG(s)? Does the proposal adequately address these needs and constraints? <ul style="list-style-type: none"> • What are the potentials and constraints of the area - existence of potential workforce, natural resources, education etc. relevant to the potential investments? 	10

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Area	Evaluation Criteria LOT 1	Max points
	<ul style="list-style-type: none"> What is the number of unemployed in the fields covered by the potential investments in the target LSG(s)? What is the number of local SMEs that might benefit from the investments? 	
	<p>1.4 What is the formal basis indicating potential for realisation of investments that will be supported by this project?</p> <ul style="list-style-type: none"> Contract or legally binding agreement for realisation of investments available and valid / Future tenants of the new facility STP, Business incubator and innovation centres are preselected in transparent and fair process (10 points) Letter of Intent or equivalent document from potential investors or future tenants available and valid (5 points) 	10
	<p>1.5 What are the capacities of the potential investors?</p> <ul style="list-style-type: none"> Do investors, STP, Business incubator and innovation centres have sufficient capacities to conduct and/or maintain proposed investment? What were their previous investments and number of generated jobs in the last 5 years? Is there a record of previous investments in Serbia? What is the potential of the investment for contribution to the value chain in Serbia? 	5
	<p>1.6. What type of investment is supported by the proposal?</p> <ul style="list-style-type: none"> An investment project that belongs to a high-technology economic activity according to the EUROSTAT methodology⁸ (5 points) An investment project that belongs to a medium-high-technology economic activity according to the EUROSTAT methodology (3 points) An investment project that belongs to a medium-low-technology economic activity according to the EUROSTAT methodology (2 points) An investment project that belongs to a low-technology economic activity according to the EUROSTAT methodology (0 points) 	5
	<p>1.7 (Bonus Points): Which development group the lead applicant belongs to?</p> <ul style="list-style-type: none"> Group IV, devastated area, below 50% of the national average (10 points) Group IV, below 60% of the national average (7 points) Group III, between 60% and 80% of the national average (3 points) Other groups (0 points) 	10

⁸ https://ec.europa.eu/eurostat/cache/metadata/en/htec_esms.htm
https://ec.europa.eu/eurostat/cache/metadata/Annexes/htec_esms_an3.pdf

Area	Evaluation Criteria LOT 1	Max points
2. Outcomes and Impact (15 points)	2.1 What is the aggregated value of future investments the project is expected to generate in the next 5 years? <ul style="list-style-type: none"> Exceeds 5 million Euros (5 points) 3-5 million Euros (3 points) 1-3 million Euros (1 points) Less than 1 million Euros (0 points) 	5
	2.2 What is the number of employments to be generated upon realisation of the investment facilitated directly by this proposal: <ul style="list-style-type: none"> More than 100 jobs (10 points) From 75 to 99 (7 points) From 50 to 74 (5 points) From 25 to 49 (3 points) 	10
3. Design and implementation approach (5 points)	3.1 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? <ul style="list-style-type: none"> How coherent is the overall design of the action? Are the activities feasible and consistent in relation to the expected results (including time frame)? Are results (output, outcome and impact) realistic? Have risks and issues been identified and assumptions made? 	5
Maximum total score (including bonus points)		65

Evaluation Grid for Concept Note - LOT 2

Area	Evaluation Criteria LOT 2	Max points
1. Relevance (45 points including the bonus points)	1.1 Is the proposal relevant in relation to the objectives of the Call for Proposals? (eliminary question)	N/A
	1.2 How is the proposal aligned with objectives and measures defined in relevant strategies? <ul style="list-style-type: none"> The proposed activities must be recognised by local development strategies, and in case it is also recognised by the Local Development Plan, additional points will be awarded? Are the proposed activities aligned with the regional, sectoral or national development strategies? Are the proposed activities recognised by a specific plan or strategy for tourism development of the targeted LSG or targeted area? (5 points) 	10

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Area	Evaluation Criteria LOT 2	Max points
	<p>1.3 How relevant is the proposal to the particular needs and constraints of the target LSG(s)? Does the proposal adequately address these needs and constraints?</p> <ul style="list-style-type: none"> • What are the potentials and constraints of the area - existence of potential workforce, natural resources, education etc. relevant to the development of tourism? • How the proposal is addressing existing constraints for sustainable development of tourism in the area. • What is the number of unemployed in the fields covered by the potential investments in the target LSG(s)? • What is the number of local business, tourist households, craft work/farms/cooperative and Touristic Organisations that might benefit from the investments 	10
	<p>1.4 What is the basis for assessing potential for realisation of investment or contribution to sustainable tourism?</p> <p>In case of projects targeting expansion of tourist capacities, what is the formal basis indicating potential for realisation of investments that will be supported by this project?</p> <ul style="list-style-type: none"> • Contract or legally binding agreement for realisation of investments available and valid (15 points) • Letter of Intent or equivalent document from potential investors available and valid (10 points) <p>In case of projects contributing to enhanced tourism sustainability, what is the basis for assessing potential of achieving this sustainability?</p> <ul style="list-style-type: none"> • There is a detailed analysis of the issue(s) being addressed with quantifiable data on the effects of this infrastructure intervention (10 points) • There is an educated assessment of the effects based on the data available (5 points) • Up to 5 additional points will be awarded in case multiple issues are addressed 	15
	<p>1.5 (Bonus Points): Which development group the lead applicant belongs to?</p> <ul style="list-style-type: none"> • Group IV, devastated area, below 50% of the national average (10 points) • Group IV, below 60% of the national average (7 points) • Group III, between 60% and 80% of the national average (3 points) • Other groups (0 points) 	10

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Area	Evaluation Criteria LOT 2	Max points
2. Outcomes and Impact (15 points)	2.1 How the proposed activities contribute to ensuring viable, long-term economic operations, providing socio-economic benefits to all stakeholders, including stable employment and income-earning opportunities, public and social services to local communities?	5
	2.2 What is the number of employments to be generated upon realisation of the investment facilitated directly by this proposal: <ul style="list-style-type: none"> • More than 30 jobs (10 points) • From 25 to 30 (7 points) • From 20 to 25 (5 points) • From 15 to 20 (3 points) 	10
3. Design and implementation approach (5 points)	3.1 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? <ul style="list-style-type: none"> • How coherent is the overall design of the action? • Are the activities feasible and consistent in relation to the expected results (including time frame)? • Are results (output, outcome and impact) realistic? • Have risks and issues been identified and assumptions made? 	5
Maximum total score (including bonus points)		65

Evaluation Grid for Concept Note - LOT 3

Section	Evaluation Criteria LOT 3	Max score
1. Relevance (50 including the bonus points)	1.1 Is the proposal relevant in relation to the objectives of the Call for Proposals? (eliminary question)	N/A
	1.2 How is the proposal aligned with objectives and measures defined in relevant strategies? <ul style="list-style-type: none"> • The proposed activities must be recognised by local development strategies, and in case it is also recognised by the Local Development Plan, additional points will be awarded? (5 points) • Are the proposed activities aligned with the regional, sectoral or national development strategies? (5 points) • Has the economic viability for the proposed activities confirmed by an Investment Plan or a Pre-feasibility study? (5 points) 	15

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	<p>1.3 How relevant is the proposal to the particular needs and constraints of the target LSG(s)? Does the proposal adequately address these needs and constraints?</p> <ul style="list-style-type: none"> • What are the potentials and constraints for the investments in the target area in the LSG(s)? • Does the proposal adequately address the needs of LSG(s) for fulfilment of technical preconditions for realisation of economic development investment? • Which activities have been undertaken in the target area by the LSG(s)? 	10
	<p>1.4 What is the formal basis indicating potential for realisation of investments following development of technical documentation?</p> <ul style="list-style-type: none"> • Letter of Intent or equivalent document from potential investors available and valid (5 points) • Interest expressed by multiple investors / tenants/ business users (5 points) • There is a structure in place within the LSG with delegated responsibilities to secure funds for realisation of investment following development of technical documentation (5 points) 	15
	<p>1.5 (Bonus Points): Which development group the lead applicant belongs to?</p> <ul style="list-style-type: none"> • Group IV, devastated area, below 50% of the national average (10 points) • Group IV, below 60% of the national average (7 points) • Group III, between 60% and 80% of the national average (3 points) • Other groups (0 points) 	10
2. Design and implementation approach (5)	<p>2.1 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?</p> <ul style="list-style-type: none"> • How coherent is the overall design of the action? • Are the activities feasible and consistent in relation to the expected results (including time frame)? • Are results (output, outcome and impact) realistic? • Have risks and issues been identified and assumptions made? 	5
Maximum total score (including bonus points)		55

Once all concept notes have been assessed, a list will be drawn up with the proposals ranked according to their total score. Only the concept notes with the score of at least 40 points for LOT1 and LOT2 and at least 30 points for LOT3 will be considered for pre-selection. The number of concept notes will be reduced, taking account of the ranking to the number of concept notes whose total aggregate amount of requested contributions is equal to 300% of available budget for this LOT. After the evaluation of the

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concept notes, the EU PRO Plus will send the letters to applicants informing them on results of evaluation. The pre-selected applicants will subsequently be invited to submit full applications.

Criteria for Evaluation of the Full Application

The evaluation committee will only evaluate the pre-selected applicants.

Administrative checks - for all LOTs

During opening and administration check, the following will be assessed:

- If the deadline has been met. Otherwise the application will be automatically rejected
- If the full application satisfies all criteria specified in section 8. This includes also an assessment of the eligibility of the activities. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and applications will not be further evaluated.

Technical Evaluation of the Full Application

The concept notes passing administrative checks will be evaluated further against the relevance and design and implementation approach. Evaluation criteria differs among LOTs, in line with the following Evaluation Grids:

Evaluation Grid for Full Application - LOT 1

Area	Evaluation Criteria LOT 1	Max points
1. Operational Capacity (5 points)	1.1 Has the grant management team been formed in line with the propositions of the Call	N/A
	1.2 Does the applicant have sufficient technical capacity and relevant experience needed to implement the proposed project? <ul style="list-style-type: none"> • The status and capacity of Local Economic Development Office • Expertise and experience of the Grant Management Team • Experience with implementation of projects related to development of economic infrastructure • Experience with implementation of projects funded by the EU, bilateral or international donors 	5
2. Relevance, Outcomes and Impact (60 including the bonus points)	<i>Score transferred from the concept note evaluation</i>	60
3. Design and implementation	3.1 Is the project proposal presented in the full application consistent with the concept note for the project? (eliminary question)	N/A

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Area	Evaluation Criteria LOT 1	Max points
approach (20 points)	3.2 Have risks and issues been identified, ranked and assessed, and mitigation measures planned?	5
	3.3 Does the proposal/Logical Framework include credible baseline, indicators, targets and sources of verification?	5
	3.4 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
	3.5 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. Budget and Cost-effectiveness (10 points)	4.1 Are the activities appropriately reflected in the budget?	5
	4.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
5. Sustainability (15 points)	5.1 Is the action environmentally sustainable? Are the conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment? (eliminary question)	N/A
	5.2 Are the institutional capacities and arrangements in place and clearly defined in order to facilitate realisation of expected impact and continued flow of benefits, while primarily considering: <ul style="list-style-type: none"> • Capacity for the management of zone/facility supported • Realisation of investments of other envisaged actions • Are the funds secured upon project completion for operation and maintenance costs? 	10
5. Sustainability (15 points)	5.3 Does the proposal contain particular added-value elements: <ul style="list-style-type: none"> • Gender equality and support to the vulnerable: the proposal contributes to gender equality, even distribution of benefits. It addresses needs of the people with disabilities, specifically considers minorities, redundant workers, or youth • Environment, climate change and innovation: the proposal addresses environmental issues by improving wastewater treatment, using renewable energy sources, recycled materials, or advanced innovative technical or building solutions. This may relate also to soft measures i.e. creative measures for management/supporting business of the existing or new tenants in the zone • Digitalisation: the proposal includes digital elements. 	5
	Maximum total score (excluding bonus points)	100

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Evaluation Grid Full Application - LOT 2

Area	Evaluation Criteria LOT 2	Max points
1. Operational Capacity (5 points)	1.1 Has the grant management team been formed in line with the propositions of the Call	N/A
	1.2 Does the applicant have sufficient technical capacity and relevant experience needed to implement the proposed project? <ul style="list-style-type: none"> • The status and capacity of Local Economic Development Office • Expertise and experience of the Grant Management Team • Experience with implementation of projects related to development of economic infrastructure • Experience with implementation of projects funded by the EU, bilateral or international donors 	5
2. Relevance, Outcomes and Impact (60 including the bonus points)	<i>Score transferred from the concept note evaluation</i>	60
3. Design and implementation approach (20 points)	3.1 Is the project proposal presented in the full application consistent with the concept note for the project? (eliminary question)	N/A
	3.2 Have risks and issues been identified, ranked and assessed, and mitigation measures planned?	5
	3.3 Does the proposal/Logical Framework include credible baseline, indicators, targets and sources of verification?	5
	3.4 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
	3.5 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. Budget and Cost-effectiveness (10 points)	4.1 Are the activities appropriately reflected in the budget?	5
	4.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
5. Sustainability (15 points)	5.1 Is the action environmentally sustainable? Are the conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment? (eliminary question)	
	5.2 Are the institutional capacities and arrangements in place and clearly defined in order to facilitate realisation of expected impact and continued flow of benefits, while primarily considering:	10

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Area	Evaluation Criteria LOT 2	Max points
	Capacity for the management of the developed infrastructure supported Realisation of investments of other envisaged actions Are the funds secured upon project completion for operation and maintenance costs?	
	<p>5.3 Does the proposal contain particular added-value elements:</p> <ul style="list-style-type: none"> • Gender equality and support to the vulnerable: the proposal contributes to gender equality, even distribution of benefits. It addresses needs of the people with disabilities, specifically considers minorities, redundant workers, or youth • Environment, climate change and innovation: the proposal addresses environmental issues by improving wastewater treatment, using renewable energy sources, recycled materials, or advanced innovative technical or building solutions. This may relate also to soft measures i.e. creative measures for management/supporting tourism development • Digitalisation: the proposal includes digital elements, such as building information modelling (BIM). 	5
	Maximum total score (excluding bonus points)	100

Evaluation Grid Full Application - LOT 3

Section	Evaluation Criteria LOT 3	Max score
1. Operational Capacity (10 points)	1.1 Has the grant management team been formed in line with the propositions of the Call	N/A
	<p>1.2 Does the applicant have sufficient technical capacity and relevant experience needed to implement the proposed project?</p> <ul style="list-style-type: none"> • The status and capacity of Local Economic Development Office • Expertise and experience of the Grant Management Team • Experience with implementation of projects related to development of technical documentation • Experience with implementation of projects funded by the EU, bilateral or international donors 	10

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2. Relevance (50 including the bonus points)	<i>Score transferred from the concept note evaluation</i>	50
3. Design and implementation approach (20 points)	3.1 Is the project proposal presented in the full application consistent with the concept note for the project? (eliminary question)	N/A
	3.2 Have risks and issues been identified, ranked and assessed, and mitigation measures planned?	5
	3.3 Does the proposal/Logical Framework include credible baseline, indicators, targets and sources of verification?	5
	3.4 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
	3.5 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. Budget and Cost-effectiveness (10 points)	4.1 Are the activities appropriately reflected in the budget?	5
	4.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
5. Sustainability (20 points)	5.1 Are the institutional capacities and arrangements in place and clearly defined in order to facilitate realisation of expected impact and continued flow of benefits, while primarily considering: <ul style="list-style-type: none"> • Capacity for the management of zone/facility supported • Realisation of investments of other envisaged actions • Are the sources of funding for completion of construction identified or secured? 	10
	5.2 Does the proposal contain particular added-value elements: <ul style="list-style-type: none"> • Gender equality and support to the vulnerable: the proposal contributes to gender equality, even distribution of benefits. It addresses needs of the people with disabilities, specifically considers minorities, redundant workers, or youth • Environment, climate change and innovation: the proposal addresses environmental issues by improving wastewater treatment, using renewable energy sources, recycled materials, or advanced innovative technical or building solutions. • Digitalisation: the proposal includes digital elements, such as building information modelling (BIM) 	10
Maximum total score (excluding bonus points)		100

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Applications that have been given a total score of a minimum 60 points will be considered for the award. The Programme reserves the right to conduct a site validation visit, to validate information related to applicants' eligibility and validate the project proposal and data provided by the applicant. The eligibility check will be performed only for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals. Any rejected application will be replaced by the next best placed application above the threshold minimum on the reserve list that falls within the available budget for this call for proposals.

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

8. Application Procedure

The application procedure for this Call for Proposals includes documents for two-step submission. In the first instance, only concept notes must be submitted for evaluation. Thereafter, applicants whose concept notes have been positively assessed will be invited to submit a full application.

Instructions for submission of the Concept Notes

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A1).

In the concept note, applicants must only provide an estimate of the requested EU PRO Plus contribution and the applicant's co-financing with tolerance of 10% from a budget within the full proposal. A detailed budget is to be submitted only in case the applicant is invited to submit a full application in the second phase.

The elements outlined in the concept note may not be modified in the full application.

The concept note should be completed carefully and as clearly as possible and to contain all relevant information concerning the action. In the first step, only the concept note will be evaluated. The concept note should only be accompanied by:

- Annex E (declaration by the applicant) - all three LOTs
- **Contract(s) or legally binding agreement(s) or letter(s) of intent** that establishes a formal basis for the realisation of investment, stating the assessed investment value and planned number of jobs to be created, in case activity supports the development of IZ or expansion of tourism capacities - all three LOTs
- **Contract(s) or legally binding agreement(s) or letter(s) of intent** with future tenants in case activity supports STPs, Business incubator or innovation centres followed by proof of transparent preselection process (public call or list of preselected tenants) - LOT1
- No additional annexes should be sent.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

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Clarifications will only be requested when the information provided is not sufficient to conduct an objective assessment.

The concept note and declaration by the applicant (Annex A1 and Annex E), followed by supporting documentation, must be submitted exclusively via online application form at <https://www.euproplus.org.rs/> in PDF form (signed and stamped) and original editable format (i.e. Word, Google doc).

- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to emails will be rejected. Hand-written applications will not be accepted.
- All fields in the application form must be filled in before submitting the applications
- The applicant must submit application forms in the English language.
- Automatic notification of the delivery to the entered contact email address of the applicant would follow upon successful submission of application form.
- The deadline for the submission of concept notes is 24:00 (CET) on 25 October 2022. Any application submitted after the deadline will be rejected.
- Requests for clarification should be submitted via on-line form at <https://www.euproplus.org.rs/> by 20 October 2022, the latest.

Instructions for submission of the full applications

Applicants invited to submit a full application following pre-selection of their concept note must do so using related annexes A, B, C, D and F. The Applicants should strictly follow the format of the Grant Application Form and fill in the paragraphs and pages in order. All elements in the concept may not be modified except for the changes outlined in the section Concept note content. The application should be completed carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in checklist (Annex G) or any major inconsistency in the full application may lead to the rejection of the application.

The application together with related Annexes A, B, C, D, F, and the list of mandatory support documentation for Submission (to be found in Annex G), must be submitted in the following manner:

- Applications must be submitted exclusively via the online application form distributed by the Programme only to preselected applicants.
- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to emails will be rejected. Hand-written applications will not be accepted.
- All fields in the application form must be filled in before submitting the applications
- Exclusively via online form application documents should be uploaded in PDF format (signed, stamped and scanned) and in original editable format (i.e. Excel, Word). Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format.

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- The applicant must submit application forms in the English language.
- The total size of the application documents should not exceed 100 MB.
- Automatic notification of the delivery to the entered contact email address of the applicant would follow upon successful submission of application form.
- The deadline for the submission of applications will be 30 days upon distribution of the results of the evaluation of the concept notes tentatively expected by the end of November 2022. The exact submission deadline will be communicated to the preselected applicants in the notification email. Any application received after the communicated deadline will be rejected.
- Applications must be received before **24:00 PM (CET)** on the closing date of the Call for Proposal. Applicants are kindly advised to submit the application timely, as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of the application. Only applications received by UNOPS server before the deadline would be accepted.
- Requests for clarification should be submitted via on-line form at <https://www.euproplus.org.rs/> no later than **10 days** before the deadline for submission. UNOPS reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Team.

Submission of supporting documents for full application only

The Applicants will supply the following documents in order to allow the Programme to verify the eligibility of the applicant, (if any) of the co-applicant(s)

- Proof of funds available for project financial contribution (budget line for project activities, contingencies or similar)
- Statement that applicant will transfer the co-funding on the allocated budget sub-account not later than 90 days after signing of the Grant Support Agreement.

LOT 1 and LOT 2:

- **Building Permit** issued as per Planning and Building Law of Republic of Serbia, Article 135, or Approval for construction works where applicable as per Article 145, issued by relevant Authority (Municipality or the Ministry of Infrastructure for the projects that fall under the Article 133 - Planning and Building Law of Republic of Serbia), with following mandatory elements:
- **Proof of ownership for the Location** (all relevant sheets for all parcels from the Cadastre Registry) with the situational design layout drawn on the Cadastral Topographic Plan (KTP)
- **Proof that the project is not creating a negative impact on the environment** - Environment Impact Assessment Study⁹ or Decision of No Need for Environment Impact Assessment Study issued by relevant institutions.

⁹ According to the Article 2 of the [Law on Planning and Construction](#) and the [Law on Assessment of Impact on the Environment](#)

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- In a case of the **inter-municipal project, all pertaining documentation**, such as relevant participants' decisions, agreements or contracts, financial documents and/or any other documentation deemed essential for the Programme to verify the validity of the application for a project.
- **Documentation related to the Grant Management Team**, formed with members with relevant experience and expertise, including at least three experts in the areas of public procurement, engineering and economy. The experience and expertise of the team members is justified with the CVs and list of relevant implemented projects. The following documents may apply:
 - Decision on appointment of the Grant Management Team
 - Contract or an Act of employment or MA form for each team member
 - Resumes (CVs) which include information on education and experience, including the list and value of relevant projects for each team member.
- **List of relevant projects implemented, relating to implementation of construction works and other projects contributing to economic development**, supported by contracts between applicant and a service provider or confirmation of provided services or final payment certificates.
- **Prefeasibility or feasibility studies or investment programmes** or other relevant study that proves the economic justification of the investment if available
- **Design documentation** in line with the issued permit

LOT 3:

- **Proof of ownership for the Location** (all relevant sheets for all parcels from the Cadastre Registry) with the situational design layout drawn on the Cadastral Topographic Plan (KTP)
- **Documentation related to the Grant Management Team**, formed with members with relevant experience and expertise, including at least three experts in the areas of public procurement, engineering and economy. The experience and expertise of the team members is justified with the CVs and list of relevant implemented projects. The following documents may apply:
 - Decision on appointment of the Grant Management Team
 - Contract or an Act of employment or MA form for each team member
 - Resumes (CVs) which includes information on education and experience, including the list of relevant projects for each team member
- **List of relevant projects implemented, relating to development of technical documentation**, supported by contracts between applicant and a service provider or confirmation of provided services or final payment certificates.

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- **Evidence of alignment with the planning documentation.** The proof that the location is zoned and regulated in the planning document (such as detailed regulation plan) or Location Information. The proof is the extract from the planning document.
- **Pre-feasibility study or investment Programme** that proves the economic justification of the investment if available

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

9. List of Annexes

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A1)

Forms for submission of the Concept Notes

Annex A1: Grant Application Form (Word format) for Concept Note

Annex E: Declaration by Applicant

Forms for submission of the Full Applications

Annex A: Grant Application Form (Word format) - Full Application

Annex B: Project Budget, including sources of funding and narrative budget (Excel format)

Annex C: Logical Framework (Excel format)

Annex D: Partners of the Applicant Form (Word format)

Annex F: Statement of Co-funding (Word format)

Annex G: The list of mandatory support documentations for submission

Important documents for information

Annex H: UNOPS Grant Support Agreement Template (not to be filled)

Annex I: List of Eligible LSGs (Word format)

10. Monitoring, Reporting and Evaluation

The grantees are directly responsible for the implementation of all activities on their own projects and should make relevant records, including documents, photos and other materials. The grantee will be expected to submit progress and final reports on the carried out activities and achieved results.

The EU PRO Plus Programme will monitor implementation of the projects. The grantee can be audited at any time during the project implementation and subsequent actions may be taken according to the assessment's findings.

11. Visibility

The Applicants must take all steps prescribed in the [EU PRO Plus Communication Guidelines](#)¹⁰ to promote the European Union (EU) financial contribution to the Action.

The Applicants are obliged to undertake steps prescribed by the Programme to promote the European Union (EU) financial contribution to the Action.

Namely, each project **will be required** to develop a video material (up to five minutes long) of the project according to template scenarios provided by the Programme. The material should contain video footage of before, during and after the intervention as well as statements by municipal leaders, direct and final beneficiaries. A good practice example will be provided to the grant recipients at the beginning of the project.

Visibility activities also extend to clear visual identification of the action at site during and after the intervention as per the EU Visibility Guide in Serbia (pg. 17).¹¹ The standing project board provided by the Programme is required to be mounted by the project in a visible place next to the completed works.

The visibility activities also include but are not limited to partaking in various media activities and events including activities designed to raise the awareness of specific or general audiences of the overall EU support to Serbia including on-camera and other media interviews, participation in high level events and relevant on-line and in person surveys on Programme related topics.

In case additional visibility activities are suggested by the project, these have to be agreed with and approved by the EU PRO Plus Communication team.

In all visibility activities, successful applicants must at all times comply with the objectives and priorities and guarantee the visibility of the EU financing.

12. Indicative Timeframe

The Call is open until the expenditure of available funds.

Activity	Provisional dates
Publishing the Call for Proposals	September 2022
Implementation of the info sessions for the Call	October 2022

¹⁰ Developed in compliance with the European Commission Manual for [Communication and Visibility in EU-financed external actions](#) as well as [Visibility Guidelines for EU funded projects in Serbia](#)

¹¹ <http://europa.rs/euzatebe-logo-and-visuals/?lang=en>

Deadline for requesting clarifications from the Programme ¹²	20 October 2022
Deadline for submission of concept notes	25 October 2022
Information on concept note evaluation ¹³	November 2022
Deadline for submission of full applications	30 December 2022 TBC
Information on the Evaluation Results ¹⁴	February 2023
Signing of Agreement	March 2023

This indicative timetable may be updated by the Programme during the procedure. In such cases, the updated timetable will be published on the EU PRO Plus website <https://euproplus.org.rs/>

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

Following the decision to award a grant, the applicants will be offered an agreement. By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the general conditions of the Grant Support Agreement.

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

Data Protection

UNOPS shall ensure an appropriate protection of the data subject provided by the Applicant in accordance with the applicable UNOPS Key Privacy Principles (ref. UNOPS Executive Office Directive Ref. EOD.ED.2019.01). Data subjects shall therefore be managed carefully by UNOPS and in a coherent manner across the organisation, particularly ensuring respect for human rights and fundamental freedoms of individuals, in particular the right to privacy.

¹² Requests for clarifications will be arranged through Q&A section through EU PRO Plus website

¹³ The applicants will be informed in writing of the Programme's decision concerning their concept note and invited to develop full applications if approved

¹⁴ The applicants will be informed in writing of the Programme's decision concerning their application and, if rejected, the reasons for the negative decision

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