



**Call For Proposals for  
Support to Local Self-governments in  
Implementing Local Environmental Protection Projects**

**Programme:**

**PRO - Local Governance for People and Nature**

**CFP reference number: PRO LGPN 05/2024**

**CFP document issue date: 27 November 2024**

# 1. PARTICULAR

## 1.1. UNOPS project objective(s)

The Joint UN Programme [PRO-Local Governance for People and Nature](#) (PRO Programme) contributes to improving the well-being and quality of life of citizens through improved local governance, social inclusion and environmental protection in 110 cities and municipalities throughout Serbia. The Government of Switzerland has allocated USD 9.4 million to fund the Programme which is jointly implemented by the United Nations Agencies in Serbia - UNOPS, UNICEF, UNFPA and UNEP, over a period of 48 months.

To achieve the Programme's Objective, the intervention will focus on three key Pillars and Outcomes:

1. Pillar Good Governance, Outcome 1: Local self-governments (LSGs) improve capacities and apply good governance principles in practice;
2. Pillar Social Inclusion, Outcome 2: LSGs and other relevant local actors improve capacities and develop evidence-based local social protection policies;
3. Pillar Environmental Governance, Outcome 3: LSGs improve capacities and apply environmental governance processes in practice.

The key stakeholders, but also direct users of support at the local level, will be local governments (cities and municipalities), including their administrations/staff, organisations, and local institutions (Centres for Social Work - CSWs, Primary Health Centres - PHCs, pre-school institutions and schools), local Civil Society Organisations – CSOs. The final users of support will be the citizens from participating LGs.

All Programme activities will be undertaken in partnership with the Government of Serbia, especially the Ministry of Public Administration and Local Self-Governments (MPALSG), the Ministry of Labour, Employment, Veteran and Social Affairs (MLEVSA), the Ministry of Environmental Protection (MEP), and the Standing Conference of Towns and Municipalities (SCTM).

The Programme will coordinate its activities with the key line-national-level institutions, while observing the national strategies, laws and relevant development documents, which will contribute to sustainability, ensure national ownership and develop national capacities.

## 1.2. Background and objectives of the grant/funding

[The Law on Environmental Protection](#)<sup>1</sup> provides a comprehensive legal framework for environmental protection in Serbia. It establishes the foundation for supporting and regulating environmental projects, ensuring that they are conducted in a manner that aligns with national and international environmental standards. It offers a robust legal framework for supporting environmental projects and ensures that such projects are planned, executed, and monitored in a manner that upholds environmental standards, integrates public input, and adheres to national and international environmental commitments.

This framework emphasises the importance of local action in addressing environmental challenges, recognising that while national policies set the overarching direction, effective implementation depends on local initiatives tailored to specific community needs. The Law encourages a participatory approach, highlighting the critical role of LSGs in fostering environmental protection and sustainable development. As Serbia works towards EU accession, the process of harmonising national legislation with EU environmental

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<sup>1</sup> (Official Gazette of the Republic of Serbia, No. 135/2004, 36/2009, 88/2010, 91/2010, 14/2016, 95/2018, 68/2020)

standards presents both opportunities and challenges for LSGs. These challenges include the need for improved waste management systems, enhanced air and water quality monitoring, biodiversity conservation, and climate mitigation and adaptation strategies at the local level.

Local self-governments play a pivotal role in managing these environmental responsibilities and engaging with communities to address local environmental concerns. However, they often face persistent challenges, such as resource limitations, insufficient technical knowledge, and gaps in public participation. This situation necessitates ongoing support and capacity building to enhance their ability to develop relevant local policies and pilot effective environmental measures.

By focusing on improving local governance, this intervention seeks to address these challenges by strengthening accountability mechanisms, ensuring that LSGs decisions are transparent and that local authorities are held accountable to their constituencies, including civil society and marginalised groups. Moreover, this intervention will support enhancing local capacities for organising and conducting participatory approaches, promoting the inclusion of diverse voices, particularly from vulnerable and marginalised communities, in environmental decision-making processes. Furthermore, it will foster non-discriminatory practices, ensuring that the benefits of environmental projects are equitably distributed and that no group is disproportionately affected by environmental degradation. Finally, by building capacities for long-term sustainability, it will strengthen the ability of LSGs to plan and execute environmental initiatives that are compliant with regulations and adaptable to future challenges and public needs.

Through this Call for Proposals (CFP), LSGs and Civil Society Organizations (CSOs) are encouraged to submit proposals that emphasise participatory governance and sustainability. Proposals should focus on creating resilient local environmental policies and processes that address the evolving demands of environmental protection and climate adaptation.

The PRO Programme has provided technical assistance (TA) to 21 LSG<sup>2</sup>s, strengthening their capacities to develop, promote, and implement local legal and policy frameworks in alignment with national and international legal requirements. This assistance included participatory processes involving local administrations, public sector entities, CSOs, private businesses, citizens, and marginalised groups.

This CFP aims to further strengthen the institutional capacities of LSGs and civil society actors to ensure that environmental projects are developed, implemented, and monitored in line with good governance principles. This includes transparent decision-making, accountability to the public, inclusive participation, and a strong focus on sustainability. Additionally, the CFP contributes to the national objectives of environmental protection, focusing on sustainable development, preservation of natural resources, pollution control, environmental quality, health, public awareness, and participation.

The Programme will support up to 20 LSGs in the implementation of small environmental projects identified in local environmental protection policy documents, as well as those stemming from identified nature-based solutions. These projects are expected to reflect the Programme's commitment to sustainable environmental governance at the local level.

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<sup>2</sup> Bela Palanka, Brus, Čuprija, Knić, Knjaževac, Koceljeva, Lapovo, Majdanpek, Mali Zvornik, Malo Crniće, Medveđa, Prijepolje, Ražanj, Šabac, Sjenica, Svilajnac, Tutin, Valjevo, Varvarin, Vrnjačka Banja and Žagubica

**The Overall objective** of this CFP is to contribute to the institutional strengthening of LSGs and partnering CSOs in addressing local environmental issues, while promoting participatory, sustainable, and transparent practices that enhance LSGs' accountability and public trust in local environmental governance.

**The Specific Objective** of this CFP is to improve the operational capacities of LSGs and CSOs to actively address environmental issues in the community through participatory, inclusive, and evidence-based approaches, while strengthening accountability in local environmental decision-making and project implementation processes.

### 1.3. Targeted impact of the grant/funding

Planned targeted impact of this CFP is strengthening the institutional capacities and capabilities to address local environmental issues by supporting creation of a more resilient, accountable, and participatory governance framework at the local level that can respond to environmental challenges. This includes strengthened institutional capacity to develop and implement environmental policies that are inclusive and sustainable, enhancing collaboration between LSGs and CSOs to ensure broader public participation in environmental governance, and increasing transparency in local government decision-making regarding environmental protection and resource management.

### 1.4. Scope of the grant/funding

The Programme will support **up to twenty (20) local projects** supporting either of the following and in accordance with the new and/or updated relevant local public policies and/or regulatory framework :

- Implementation of local environmental policy/ies, local environmental protection measures, including pollution control, waste management, and urban greening.
- Initiatives supporting nature-based solutions, leveraging ecosystems to address environmental challenges (for example, flood management and reforestation, etc.).
- Improving further local environmental governance through increased transparency and public participation in environmental decision-making (for example, initiatives that foster dialogue between LSGs, CSOs, private sector actors, and marginalised groups to co-create and implement effective environmental policies, etc.)
- Initiatives focused on environmental capacity building of local officials, civil society, and citizens about environmental challenges and responses (for example, training programmes, public campaigns, and educational initiatives on topics such as climate change, pollution control, and sustainable resource management, etc.)
- Introducing or scaling up innovative environmental practices, including renewable energy, energy efficiency measures, and other actions that promote sustainability at the local level.

### 1.5. Target beneficiaries

This CFP is particularly targeting **the following groups**:

- Citizens
- LSGs
- CSOs

### 1.6. Activities under grant/funding

The following are eligible activities related to addressing environmental issues:

Mandatory activities:

- The project must be developed and implemented in the partnership between a LSG as a Lead Partner and at least one civil society organisation (CSO), which will be formalised through a cooperation agreement. The cooperation agreement must detail each parties’ responsibilities, tasks and contributions in the project implementation;
- Project activities must include at least one capacity building activity/event related to the subject of the intervention and aimed at either raising awareness or training on a specific environmental matter;

Examples of other eligible activities - a non-exhaustive list:

- Activity-specific assets/utility items required for implementation of activities (e.g. equipment, tools, assistive technology, etc.), if these are not otherwise available
- Improving sustainable mechanisms for monitoring and evaluation of services related to environmental issues
- Promotional activities, including outreach campaign
- Involvement of the local business sector to support LSGs and CSOs’ local environmental projects with voluntary contributions, where feasible, including through their corporate social responsibility initiatives;
- etc.

### 1.7. Grant/funding available

The overall indicative amount made available under this CFP is up to USD 300,000. The Programme reserves the right not to award all available funds.

#### Grant/funding amount limit per applicant

The following table indicates the limit of grant/funding allowable per applicant under this CFP.

Currency	Maximum Amount	Amount in words
USD	15,000	Fifteen thousands

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

Only eligible costs can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

#### Eligible direct costs

To be eligible under the CFP, costs must refer only to activities specified in the Section 1.6 Eligible activities under grant/funding.

Eligible costs include:

- Purchase of specific assets/utility items required for implementation of activities aimed at improving environment/environmental governance;
- Fees for the project partner team members, if any;
- Travel costs;
- Promotional costs;
- Activities-related costs.

All costs and expenses have to be duly substantiated and incurred after the signing of the Grant Support Agreement.

### Ineligible costs

The following costs are not eligible:

- In general, activities that are not contributing to the achievement of the objectives of the CFP
- In-kind contributions
- Bank commission charges (bank fees, opening and servicing bank account, etc.)
- All costs incurred prior to the signing of Grant Support Agreement or accrued after project closure
- Debts and debt service charges (interest)
- Provisions for losses or potential future liabilities
- Costs declared by the Beneficiary(ies) and financed by another project or founding source
- Accounting and bookkeeping services
- Currency exchange losses
- Procurement of the equipment that is not grounded in the objectives of the CFP and without specific outcome
- Procurement of the used/old equipment
- Credit to third parties, loans and debts
- Auditing costs
- Unforeseen expenses
- Activities that can be more appropriately funded from other funding sources
- Activities where a substantial part of the budget covers recurrent costs and/or personnel costs
- Travel, catering and/or conference services costs not founded in project rationale
- Research or promotional activities with no specific outcomes
- Extensive hardware/software purchases without a true foundation in project rationale
- Extensive costs for promotional activities
- Items from the budget, including office costs, fees or salaries, already funded by other sources (other projects, other organisations – public or civic, etc.)

### 1.8. Grant/funding duration

The implementation of activities from the projects will last for a **maximum of up to 12 (twelve) months** from the day the grant contract is signed.

Note: To ensure that the project timeline is both realistic and feasible, it is important to consider the time required for essential administrative activities, which are integral to the project's success. These activities include, but are not limited to, opening a bank account, vendor registration, and conducting administrative checks. The aforementioned activities should be considered alongside the operational and implementation activities of the project. It is, therefore, recommended to allocate a minimum of 30 calendar days to complete these administrative steps.

## 1.9. Applicant eligibility

### Applicant

The following applicants are eligible to apply under this CFP:

**Be one of the 96 LSGs<sup>3</sup> across Serbia covered by the Programme's support.**

The applicant must meet following additional mandatory requirements:

- The project proposal must be **in line with relevant national and local legislation** and/or policies (e.g. laws, bylaws, strategies, action plans, etc.), and show a clear contribution to the achievement of the objectives of the national and local strategic documents and action plans for environmental protection.
- **Mandatory partnership with a Civil Society Organisation (CSO)<sup>4</sup>** in a written form (Partnership Agreement), signed by both/all partners, and with a clear division of tasks and responsibilities. CSO should have been established for at least three years, with experience in implementing projects in the field of environment.
- The LSG is expected to provide its **financial contribution of a minimum of 10%** out of the total value of the project eligible costs.
- One LSG in partnership with a CSO can submit a project proposal in partnership with another LSG in partnership with another CSO. In case of inter-municipal cooperation, i.e. partnership between one LSG (as lead applicant) and another LSG (as project partner), the partnership must be also formalised in writing (Partnership Agreement), which will be signed by both parties, with a clear division of tasks and responsibilities. The total value of the project in that case must not exceed the sum of the individual projects when the LSGs are applying separately.

### Number of proposals and grants per applicant

- The applicant may not submit more than one (1) proposal under this CFP.
- The applicant may not be awarded more than one grant under this CFP.

## 1.10. Content of proposal submissions

Applicants shall include the following:

- **Proposal**
- **Annex 1: Declarations**
- **Annex 2: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment**
- **Annex 3: Financial proposal/Budget**
- **Annex 4: Signed Partnership Agreement with CSO in Serbian**

**NOTE: ALL supporting documents must be submitted together with the Proposal and all content except partnership agreements should be in English.**

<sup>3</sup> Aleksandrovac, Aleksinac, Aranđelovac, Arilje, Babušnica, Bajina Bašta, Batočina, Bela Palanka, Blace, Bogatić, Bojnik, Boljevac, Bor, Bosilegrad, Brus, Bujanovac, Crna Trava, Čačak, Čajetina, Čičevac, Čuprija, Despotovac, Dimitrovgrad, Doljevac, Gadžin Han, Golubac, Gornji Milanovac, Ivanjica, Jagodina, Kladovo, Knić, Knjaževac, Koceljeva, Kosjerić, Kragujevac, Kraljevo, Krupanj, Kruševac, Kučevo, Kuršumlija, Lajkovac, Lapovo, Lebane, Leskovac, Loznica, Lučani, Ljig, Ljubovija, Majdanpek, Mali Zvornik, Malo Crniće, Medveđa, Merošina, Mionica, Negotin, Niš, Nova Varoš, Novi Pazar, Osečina, Paraćin, Petrovac na Mlavi, Pirot, Požarevac, Požega, Preševo, Priboj, Prijepolje, Prokuplje, Rača, Raška, Ražanj, Rekovac, Sjenica, Smederevo, Smederevska Palanka, Sokobanja, Surdulica, Svilajnac, Svrlijig, Šabac, Topola, Trstenik, Tutin, Ub, Užice, Valjevo, Varvarin, Velika Plana, Veliko Gradište, Vladimirci, Vlasotince, Vrnjačka Banja, Zaječar, Žabari, Žagubica, Žitorađa.

<sup>4</sup> CSO as a project partner should be from the territory or the region of the LSG as a lead partner.

**NOTE: The Applicant and partner organisations submit the filled out template of the PSEA self-assessment - Annex 2. Project proposals that are proposed for support, will subsequently submit supporting documentation.**

Applicants must carefully read and understand the **Requirements** in this CFP and the [Instructions to Applicants](#) before completing the Proposal and Annexes.

### 1.11. Partial proposals

Partial proposals will not be permitted. Applicants shall submit a proposal for the total scope of the grant/funding and address all of the requirements in this CFP. Evaluation will be based on compliance with the total requirements.

### 1.12. Sub-granting<sup>5</sup> and contracting<sup>6</sup>

Sub-granting and contracting are only permitted under this CFP as follows:

Sub-granting	Not permissible
Contracting	Permissible

### Solicited contractors

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Grant Beneficiary").

The Grant Beneficiaries have the possibility to award contracts for works, services and/or goods to solicited contractors through legally established procurement procedures. Contractors are neither partners nor associates, and are subject to the procurement rules in accordance with the Law on Public Procurement of the Republic of Serbia.

### 1.13. Proposal currency

The proposal budget shall be prepared in the following currency: U.S. Dollars

### 1.14. Language of proposals

All proposals, information, documents and correspondence exchanged between UNOPS and the applicant shall be in English.

For a list of documents that can be submitted in Serbian language, please refer to the Section 1.10 Content of proposal submissions.

### 1.15. Proposal submission

**The deadline for the submission of proposals is 24 January 2025.**

<sup>5</sup> Sub-grant is when an entity is selected by the implementing partner to implement activities on behalf of the implementing partner and complies with the same principles as outlined in the UNOPS Operational Instruction on [Grant Support](#).

<sup>6</sup> Contracting is done when an implementing partner procures services, goods or works using the procurement procedures of the IP.



The Proposal and all accompanying Annexes must be submitted in the following manner:

- The Proposal must be submitted via email in PDF format (signed, stamped and scanned) and in original editable format. Signed, stamped and scanned versions must contain exactly the same proposal documents as the electronic versions in original editable format. In case of discrepancies, signed, stamped and scanned versions will prevail.
- The applicant must submit the Proposal and all accompanying Annexes in English language, unless specified otherwise within the Section 1.10 Content of proposal submissions.
- The limitations in the length of sections listed in the Proposal Form must be respected. The content of sections exceeding these limitations will not be taken into account. The total email size of the proposal and accompanying annexes should not exceed 15 MB, as that is the maximum allowed email message size by the UNOPS server. If the proposal and accompanying annexes are larger than 15 MB, documents should be sent in a series of emails, with each email not exceeding 15 MB size thresholds. Each email should be numbered in the email subject field (email subject/number).
- Proposals must be submitted to the email address [rsoc.applications@unops.org](mailto:rsoc.applications@unops.org) Automatic notification of the delivery would follow upon successful receipt of the email proposal.
- When sending the proposal, the email subject field must contain the reference number of the Call and the title of the Call for Proposals (PRO LGPN 05-2024 - Implementation of Local Environmental Protection Projects), including also the name of the applicant.
- Requests for clarification should be submitted to the email address [rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org)
- The deadline for the submission of proposals is 24 January 2025. Any proposal submitted after the deadline will be rejected.
- Refer to Article 10, “Proposal Submission”, of the [Instructions to Applicants](#) for details on the specific requirements for proposal submission.

### 1.16. Type of legal instrument

The applicable legal instrument is Grant Support Agreement.

### 1.17. Contact information

All correspondence in relation to this CFP shall be as follows:

- Requests for clarifications - [rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org)
- Submission of proposal - [rsoc.applications@unops.org](mailto:rsoc.applications@unops.org)

### 1.18. Important dates and deadlines

The following tables provide the key dates and deadlines pertaining to this CFP.

	Date	Time	Time zone
Online info-session	10 December 2024	10:00	Serbia
Online info-session	11 December 2024	10:00	Serbia
Deadline for requesting any clarifications from the Programme	14 January 2025	17:00	Serbia

<b>Deadline for submission of proposal</b>	<b>24 January 2025</b>	24:00	Serbia
<b>Expected agreement start date</b>	<b>17 March 2025</b>		Serbia

### 1.19. Additional instructions for applicants

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

Following the decision to award a grant, the Grant Beneficiary will be offered a contract. By signing the Annex 1: Declarations, the applicant agrees, if awarded a grant, to accept the contractual conditions of the standard grant contract.

The Programme would use grant methodology for implementation of the approved projects.

#### Financial implementation

A separate sub-account must be opened by the Applicant for the implementation of the project in cooperation with the PRO Programme team. The sub-account must be exempted from blockade. All payments within the grant contract have to be done from the Applicant’s sub-account.

In accordance with the UNOPS Grant policy, no funds shall be paid as profit to the Partner Organisation. Consequently:

- Lead Applicant is not permitted to award a service contract to the Partner Organisation.
- A Partner Organisation is not permitted to submit invoices to the Lead Applicant.

Therefore, all project costs must be properly planned and budgeted in line with CFP instructions to be disbursed through a dedicated bank account explicitly established for project implementation.

#### Data Protection

UNOPS shall ensure an appropriate protection of received 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.

#### Visibility

The grantee will be expected to comply with communications and visibility requirements as set by PRO Programme. The Programme will provide the grantees with adequate guidelines and other information prior to the beginning of the project implementation.

These requirements cover the written and visual identity of PRO Programme, the donor, and the implementing agency, and they apply to print, electronic and any other material, presentation, banner, invitation, sign, plaque or goods purchased with the funds provided by the donors and managed by the PRO Programme.

#### VAT

All expenses (except costs of land-line/mobile telephone, electricity and public heating – if envisaged) planned and presented in the budget must NOT include VAT.

## 2. REQUIREMENTS

### 2.1. Approach and methodology

The Applicant must meet the following specific requirements:

#### A. Mainstreaming of cross-cutting issues

##### Good Governance

The Applicant must elaborate on how the implementation of the specific action will contribute to improved local governance and enhanced good governance principles of accountability, transparency, participation, non-discrimination and efficiency. Good governance principles and approaches must be embedded in the action methodology. Consistent application of principles of participation and non-discrimination needs to be proven, ensuring that all persons fully practise their human rights and fundamental freedoms without discrimination on any grounds.

##### Gender Mainstreaming

The non-discriminative and gender balanced approach should be provided throughout the process of design and implementation of the action, enabling equal access of men and women, boys and girls to all project activities and benefits. Gender disaggregated reporting is an integral part of project reporting. The applicants are strongly encouraged by this Programme to include female members, thus respecting the gender equality and anti-discrimination principles.

#### B. Sustainability

The applicant must describe the main preconditions and assumptions during and after the implementation phase. A detailed risk analysis and possible contingency plans must be developed. This should include at least a list of risks associated with each activity proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks. The applicant must explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the action, follow-up activities and ownership by LG.

In doing so, a distinction between the following **dimensions of sustainability** must be made:

- Financial sustainability (financing of follow-up activities, sources for covering all future operating and maintenance costs, etc.);
- Institutional level (which structures would allow, and how, the results of the action to continue to be in place after the end of the action? Address issues about the local "ownership" of action outcomes);
- Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.).

### 2.2. Implementation Plan requirements

The applicant is required to submit an **indicative implementation plan** for implementation of the action. Applicants are recommended to base the estimated duration for each activity and total period on the most probable duration and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the implementation plan should correspond to the activities described in detail in the Section 1.6 Eligible activities under grant/funding. The implementation plan should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The implementation plan should be drawn up using the format provided in the Proposal.

### 2.3. Implementing Partner Monitoring Plan requirements

#### Monitoring by the applicant

The applicant is required to develop an **effective and efficient monitoring system** with gender segregated data, according to the proposed activities.

#### Monitoring by the UNOPS

It is understood that the selected applicants (the Grant Beneficiaries) shall have exclusive control over the administration and implementation of this Agreement and that UNOPS shall not interfere in the exercise of such control. However, both the quality of the Grant Beneficiaries' work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by UNOPS. If at any time UNOPS is not satisfied with the quality of work or the progress being made toward achieving such goals, UNOPS may in its discretion (i) withhold payment of funds until in its opinion the situation has been corrected, or (ii) declare this Agreement terminated by written notice to the Grant Beneficiary; and/or (iii) seek any other remedy as may be necessary. UNOPS' determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive for the Grant Beneficiary.

### 2.4. Budget requirements

The applicant is required to submit a budget using the template provided in Annex 3: Financial proposal/Budget. Special attention should be paid to eligible and ineligible costs, as elaborated in the Section 1.7 Eligibility of costs.

#### a. Budget Ceiling

The following table indicates the limit (minimum and maximum amount) of grant/funding allowable per applicant under this CFP:

Proposal	USD	12,000 -15,000	Twenty thousands - Twenty Six thousands and Five Hundred
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#### b. At a minimum, the budgets must include:

- i. An estimate of direct costs, which include all of the expenses that are required for, and can be tracked directly to, the grant/funding accounts. Direct costs must be broken down by expense subcategory, by expense line item and by year.
- ii. A description of assumptions or justifications underlying the estimates

#### c. The costs will be eligible only if these are incurred for the purpose of this grant/funding and within the duration mentioned in the legal instrument (including any amendments)

### 3. EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this CFP document shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- a. **Preliminary screening:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in [Table 1: Formal and eligibility criteria](#). All proposals which pass this stage will go through a subsequent evaluation as follows.
- b. **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in [Table 2.1: Parts of the technical proposal evaluation](#). Only proposals that meet the minimum threshold indicated in [Table 2: Technical criteria](#) shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.
- c. **Financial evaluation:** Financial proposals will only be opened for proposals that have achieved the minimum threshold in the technical evaluation. Financial proposals shall be checked for any mathematical errors in accordance with Article 15, “Minor Informalities, Errors or Omissions” in the [Instructions to Applicants](#). The total financial proposal points achieved for each proposal are determined in accordance with [Table 3: Financial criteria](#).
- d. **Combined analysis:** This evaluation will be conducted based on a combined analysis, analysing all of the relevant costs, risks and benefits for each proposal. The combined analysis includes the scores from both the technical evaluation, including factors such as risks, sustainability, and others, and the financial evaluation, using a predefined weighting method.

The maximum number of points that an applicant may obtain for its proposal are as follows:

- Technical proposal: 90 points
- Financial proposal: 10 points

The maximum total number of points an applicant may obtain for both the technical and financial proposals is 100. The weighting of the technical and financial proposals will be 90 – 10 (the ratio determined for the technical proposal and the financial proposal).

UNOPS may request clarification or further information in writing from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

UNOPS reserves the right to conduct other forms of verification including site visits. In no way does this presume the positive outcome of the selection process, nor it guarantees that the applicant will be awarded a grant.

#### **Provisional selection:**

After the evaluation, a table will be drawn up listing the proposals ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list. The Evaluation Commission submits the evaluation results to the Programme’s Steering Committee, which provides its final approval.

#### **Content of the decision**

The applicants will be informed in writing of the Programme’s decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error

or irregularity during the award process may lodge a request for obtaining the full narrative evaluation sheet or complaint to the Contracting Authority within eight days upon receipt of the decision.

The evaluation of a proposal by UNOPS shall be carried out against the evaluation criteria described in the following tables.

**Grant Awarding**

Following the decision to award a grant, the selected applicant will be offered a grant. By signing the Grant Agreement, the selected applicant (who becomes the Grant Beneficiary) agrees to accept the contractual conditions of the standard grant contract.

### 3.1. Preliminary screening

Table 1 FORMAL AND ELIGIBILITY CRITERIA	
Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The applicant and partner are eligible as defined in 1.9, "Applicant Eligibility" in the <a href="#">Instructions to Applicants</a> .	<ul style="list-style-type: none"> <li>● <b>Proposal</b></li> <li>● <b>Annex 1: Declarations</b></li> <li>● <b>Annex 2: PSEA implementing partner self-assessment</b></li> </ul>
2. The proposal is complete and includes all completed forms and other documentation requested in the <a href="#">Particulars</a> , 'Content of proposal submissions'.	<ul style="list-style-type: none"> <li>● All documentation requested in the <a href="#">Particulars</a>, 'Content of proposal submissions'</li> </ul>
3. The applicant accepts the conditions in the template for agreement, as specified in the <a href="#">Particulars</a> , 'Type of legal instrument'.	<ul style="list-style-type: none"> <li>● <b>Annex 1: Declarations</b></li> </ul>
4. The proposal and all mandatory annexes have been submitted timely and in an appropriate format, as specified in the "Proposals submission" section	
5. The applicant has submitted maximum one proposal	
6. The requested grant value is in the range from 12,000 to 15,000 USD as specified in the 'Grant funding available' and 'Budget requirements' sections	<ul style="list-style-type: none"> <li>● <b>Proposal</b></li> <li>● <b>Annex 3: Financial proposal/Budget</b></li> </ul>
7. The duration of the action is in line with the requirements specified in the 'Grant/funding duration' section	<ul style="list-style-type: none"> <li>● <b>Proposal</b></li> </ul>

If the applicant does not meet any of the formal or eligibility criteria, the proposal may be rejected on that sole basis and will not be evaluated further.

### 3.2. Technical evaluation

Table 2 TECHNICAL CRITERIA	
Criteria evaluated based on scoring during the technical evaluation	Documents to establish compliance with the criteria
<p>The maximum number of technical points obtainable is detailed in <a href="#">Table 2.1: Parts of the technical proposal evaluation</a>.</p> <p>To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points.</p>	<ul style="list-style-type: none"> <li>● <b>Proposal</b></li> <li>● <b>Annex 4: Signed Partnership Agreement or Letter of Intention for Partnership Agreement in Serbian</b></li> </ul>

Table 2.1 Parts of the technical proposal evaluation		Obtainable points
1.	Applicant's capacity	20
2.	The relevance of the Action	25
3.	Design and Effectiveness of the Action	20
4.	Sustainability and Impact of the Action	25
<b>Total technical proposal points</b>		<b>90</b>



<b>Table 2.1.1 Part 1: Applicant's Capacity</b>			
	<b>Criteria to be evaluated</b>	<b>Documents to establish compliance with the criteria (not exhaustive)</b>	<b>Obtainable points</b>
1.1	<p><b>Applicant's experience in donor or government funded environmental projects in the past five years:</b></p> <ul style="list-style-type: none"> <li>▪ No environmental projects implemented (0 points)</li> <li>▪ At least one environmental project successfully implemented (1 point)</li> <li>▪ At least two environmental projects successfully implemented (2 points)</li> <li>▪ At least three environmental projects successfully implemented out of which one is funded by the international donor (3 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	3
1.2	<p><b>Whether the Applicant has improved or revised local framework related to environmental governance over the past 12 months:</b></p> <ul style="list-style-type: none"> <li>▪ No, normative or policy framework has not been changed over the last 12 months (0 point)</li> <li>▪ Yes, normative or policy framework has been improved through revision of one or more relevant local policies and/or regulations (5 points)</li> <li>▪ Yes, normative or policy framework has been improved through development of one or more new relevant local policies and/or regulations (5 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> <li>• Copy of adopted local regulations</li> </ul>	10
1.3	<p><b>Whether the Applicant has recently improved monitoring and evaluation of environmental issues besides that it is envisaged in planning document through:</b></p> <ul style="list-style-type: none"> <li>▪ linkage of additional/specific activities to implementation of environmental projects (1 point)</li> <li>▪ establishment of separate M&amp;E mechanism (additional 3 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> <li>• Copy of relevant document on establishing M&amp;E mechanism</li> </ul>	4
1.4	<p><b>Whether Applicant has valid crucial strategic document(s) related to the subject of the proposed intervention (3 points)</b></p>	<ul style="list-style-type: none"> <li>• Copy of local Decision on strategic document adoption</li> </ul>	3
<b>Total points for Part 1</b>			<b>20</b>

<b>Table 2.1.2 Part 2: The Relevance of the Action</b>			
<b>No.</b>	<b>Criteria to be evaluated</b>	<b>Documents to establish compliance with the criteria (not exhaustive)</b>	<b>Obtainable points</b>
2.1	<p><b>How relevant is the proposal to the objectives and priorities of the CFP? Are the expected results of the action aligned with the objectives and priorities?</b></p> <ul style="list-style-type: none"> <li>The proposal does not comply with the priorities and objectives of the CfP (0 points - eliminatory criterion)</li> <li>The proposal complies with the priorities and objectives of the CfP, demonstrates low results in the majority of defined indicators (1-2 points)</li> <li>The proposal complies with the priorities and objectives of the CfP, demonstrates average results within the majority of indicators (3-5 points)</li> <li>The proposal complies with the priorities and objectives of the CfP, demonstrates high results in the majority of defined indicators (6-8 points)</li> <li>The proposal completely complies with priorities and objectives of the CfP, demonstrates high results in reference to all defined indicators (9-10 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	8
2.2	<p><b>Have beneficiaries` needs been clearly defined and does the proposal address them adequately?</b></p> <ul style="list-style-type: none"> <li>The beneficiaries have not clearly been defined and/or the proposal does not address their needs adequately with appropriate actions (0-2 points)</li> <li>The beneficiaries and their needs have been clearly defined and the proposal addresses them adequately with appropriate actions tailored to the needs of specific target group(s) (3-4 points)</li> <li>The beneficiaries and their needs are identified on the basis of qualitative and quantitative analysis and the proposal addresses the identified needs appropriately using a highly relevant methodological approach (5-6 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	6
2.3	<p><b>Does the proposal contain at least one capacity building activity/event related to the subject of the intervention and aimed at either raising awareness or training on a specific environmental matter?</b></p> <ul style="list-style-type: none"> <li>No CB activity/event incorporated (0 points)</li> <li>One CB activity/event incorporated (1 -3 points)</li> <li>More than one CB activities/events incorporated (4-5 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	5

<b>2.4.</b>	<p><b>Have the interventions and obligations of involved local stakeholders been defined and relevant for the proposed action?</b></p> <ul style="list-style-type: none"> <li>▪ not all relevant stakeholders are included (0-2 points)</li> <li>▪ all relevant stakeholders are included and their obligations defined (3-5 points)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul>	<b>3</b>
<b>2.5.</b>	<p><b>Does the proposal contain cross cutting elements related to the application of good governance principles, promotion of gender equality, equal opportunities, rights of minorities, rights of local population, innovation or replication of proven best practices relevant to this type of action?</b></p> <ul style="list-style-type: none"> <li>▪ Cross cutting elements missing or unclear (0-1 point)</li> <li>▪ Cross cutting elements outlined (2 points)</li> <li>▪ Cross cutting elements adequately elaborated and included (3 points)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul>	<b>3</b>
<b>Total points for Part 2</b>			<b>25</b>

**Table 2.1.3 Part 3: Design and Effectiveness of the Action**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
3.1	<p><b>Is the implementation plan for the action clear and feasible? Is the timeline realistic?</b></p> <ul style="list-style-type: none"> <li>▪ The implementation plan within the proposal not filled in (0 points)</li> <li>▪ The implementation plan is unclear and/or timelines unrealistic (1-2 point)</li> <li>▪ The implementation plan is mostly clear and the timeline mostly realistic (3-5 points)</li> <li>▪ Both the implementation plan and the timeline are clear, feasible and realistic (6-8 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	8
3.2	<p><b>Have risks been identified and assessed, and mitigation measures planned?</b></p> <ul style="list-style-type: none"> <li>▪ The proposal does not identify potential risks (0 points)</li> <li>▪ Only basic risks and/or mitigation measures identified (1 point)</li> <li>▪ The risks are well identified and assessed, and mitigation measures envisaged (2 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	2
3.3.	<p><b>Does the proposal include an effective and efficient monitoring system?</b></p> <ul style="list-style-type: none"> <li>▪ The proposal does not envisage monitoring system (0 points)</li> <li>▪ The proposal defines basic approaches to monitoring (3 point)</li> <li>▪ The proposal defines effective and efficient monitoring system with gender segregated data (5 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	5
3.4.	<p><b>Does the proposal contain objectively verifiable indicators for the outputs and outcomes?</b></p>		5
<b>Total points for Part 3</b>			<b>20</b>

**Table 2.1.4 Part 4: Sustainability and Impact of the Action**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
4.1.	<p><b>Are the expected results of the proposed action sustainable?</b></p> <ul style="list-style-type: none"> <li>▪ Financially - How will the follow-up activities, operating and maintenance costs and continuation of action be funded after the project? (0-5 points)</li> <li>▪ Relevance of the action after completion of project - (0 - 2 points)</li> <li>▪ Policy level - What will be the effect of the project on local regulations, procedures and processes? If policy changes are needed to facilitate sustainability of the project, have they been envisaged by the proposal? (0-3 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	10
4.2.	<p><b>Does this project contribute to the enhancement of institutional capacities for addressing environmental issues?</b></p> <ul style="list-style-type: none"> <li>▪ Which institutions / organisations / structures will enhance its capacities and sustain the results of the project upon its completion? (0 - 3 points)</li> <li>▪ Whether the roles and responsibilities of these bodies are well defined? (0-2 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	5
4.3.	<p><b>Will the project results have a positive impact on its target group(s)?</b></p> <ul style="list-style-type: none"> <li>▪ Impact on target group(s) not demonstrated and questionable: action planned in very limited scope and for small number of beneficiaries (1 point)</li> <li>▪ Impact on target group(s) limited: action planned in limited scope (2-3 points)</li> <li>▪ Impact on target group(s) adequate: the action planned adequately (4-6 points)</li> <li>▪ Impact on target group(s) positive: action very well planned including the scope of beneficiaries (7 - 9 points)</li> <li>▪ Impact on target group(s) highly positive: holistic approach in planning of the action, including the scope of beneficiaries with a positive impact beyond the immediate beneficiaries (maximum 10 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	10
<b>Total points for Part 4</b>			<b>25</b>

**3.3. Financial evaluation**

Table 3 FINANCIAL CRITERIA		
Criteria evaluated based on a cumulative analysis methodology during the financial evaluation	Documents to establish compliance with the criteria	Obtainable points
<b>1. Are the activities appropriately reflected in the budget?</b> <ul style="list-style-type: none"> <li>▪ Less than half of envisaged activities adequately reflected in the budget (0 points)</li> <li>▪ At least half of envisaged activities adequately reflected in the budget (1 point)</li> <li>▪ All activities adequately reflected in the budget (3 points)</li> </ul>	<b>Annex 3: Financial proposal</b>	<b>3</b>
<b>2. Is the ratio between the estimated costs and the expected results satisfactory?</b> <ul style="list-style-type: none"> <li>▪ Costs significantly underestimated; effectiveness of results questionable (0 points)</li> <li>▪ Cost-effectiveness ratio significantly exceeds the average costs defined within the CfP (1 point)</li> <li>▪ Ratio between the costs and expected results in the range of average set within the CfP (2 points)</li> <li>▪ Ratio between the costs and expected results maximally effective (3 points)</li> </ul>	<b>Annex 3: Financial proposal</b>	<b>3</b>
<b>3. Co-funding of the Applicant more than 10%</b> Co-funding of the Applicant of at least 20% - (2 points) Co-funding of the Applicant of at least 30% - (4 points)	<b>Annex 3: Financial proposal</b>	<b>4</b>
<b>Total financial proposal points</b>		<b>10</b>

**Note: If the total score encompassing technical and financial proposal is less than 70 points, the application will be rejected.**