

## SOCIAL INCLUSION PILLAR

### Call for Project Proposals (PRO 02/2024)

#### Support to Local Self-governments in Establishment of Local Coordination Mechanism to Protect Waste Pickers` Livelihoods

### 1. Background

Considering that the UN Joint Programme “PRO - Local Governance for People and Nature”, funded by the Swiss Government and implemented by the United Nations Serbia agencies - UNOPS, UNICEF, UNFPA and UNEP, is designed to enhance environmental governance and to contribute to improving the well-being and quality of life of citizens, especially left-behind (LB) groups, in collaboration with the donor, it was agreed to provide support to national Solid Waste Programme<sup>1</sup> i.e. the Ministry of Environmental Protection (MEP) through this Programme within which the social measures to improve the position of LB groups in the field of waste management will be implemented.

Namely, the Solid Waste Programme (SWP) will upgrade Serbia’s waste management system through the closure of 15 municipal dumpsites and development of six regional waste management centres serving 42 local self-governments (LGs). Having in mind that the solid waste will be redirected to six new regional waste management centres, many informal waste pickers from the said dumpsites face the loss of their livelihoods. In this regard, the Programme will address the social inclusion aspect of the SWP with the aim of improving the recovery of livelihoods and access to public services relevant to social inclusion (health, education and social protection).

As part of efforts to address the social inclusion aspects of the SWP, this intervention in the form of grant scheme will support LGs, where the directly affected waste pickers have a residence, to establish governance and coordination mechanisms that will allow further development and implement effective measures for ensuring sustainable livelihood of informal waste pickers in general.

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<sup>1</sup> Co-financed by the European Bank for Reconstruction and Development (EBRD) and French Development Agency (AFD) through a loan to the Government of the Republic of Serbia i.e. the Ministry of Environmental Protection (MEP)

## 2. Justification of the Intervention

The most significant social impact of the SWP is the anticipated economic displacement of persons engaging in waste collection at municipal waste dumps which are planned to be closed in the future when waste is redirected to regional landfills. To ensure that this economic displacement is addressed, the Livelihood Restoration Plan (LRP) was developed within the SWP, in line with national legislation as well as the Environmental and Social Policy of EBRD and AFD. The LRP served as a basis for development of this intervention.

The LRP census recorded up to 150 individuals engaged in waste picking and up to 250 of their household members i.e. total of 75 households that will be impacted by the SWP which represents a priority target group of this intervention. Due to frequent fluctuations of the members of the priority target group, the set of criteria will be defined based on specific circumstances at each waste dump, before final determination of who is eligible for the Programme support. For example, operation at the waste dump at least 15 days in a month for a period of three months, which would demonstrate that the individual is engaged in waste picking and that it is a source of livelihood for him/her and his/her household. However, the modernisation of the waste management system will not only affect the livelihood of dump/landfill waste pickers but also of the general group of informal waste pickers which represents an extended target group of this intervention.

Despite limitations related to access to reliable statistical data about waste pickers, it is assessed that between 30,000 and 50,000 individual waste pickers are active in Serbia, mostly members of the Roma population, whose activities are contributing most of 80% of the country's total recycling activity.<sup>2</sup> Waste picking provides important opportunities to people who have few or no marketable skills and low-level education. However, their status on the labour market remains informal since they are not officially employed as workers, nor part of a registered waste or recycling enterprise or cooperative. In addition, besides dangerous working conditions due to hazardous waste, their living conditions are also difficult with limited access to healthcare, education and social protection services which leads to further social stigmatisation. Finally, although there are municipal benefits from waste pickers' work, LGs often lack capacities to include informal waste pickers into a municipal waste system and to develop inclusive policies focused on legal and social recognition of waste pickers.

With the implementation of the SWP, the Government of Serbia made a formal commitment to support affected people, hence this intervention will provide a critical contribution to addressing its social impacts.

## 3. Objectives of the Intervention

**Overall objective:** To contribute to improved position and enhance access to rights for informal waste pickers in the context of modernisation of the waste management system.

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<sup>2</sup> Source: GIZ publication [Inclusion of Informal Collectors into the Evolving Waste Management](#)

**Specific Objective:** To support building of LGs capacities to ensure processes that sustainably address the rights and needs, including protection of livelihood of local informal waste pickers

#### 4. Scope of the Intervention

The primary goal of this intervention is to focus on the local waste pickers, more specifically to restore their livelihoods and to monitor the progress of Individual Household Support Plans (IHSPs). Additionally, the Programme aims at developing and implementing more inclusive local public policies and ensuring the delivery of more inclusive and sustainable public services for local waste pickers. To achieve this, the Programme will provide direct support **12 LGs** for the following:

a) ***Engagement of Family Supporters (FS) in the local institutional structure***

Engagement of an individual to provide direct assistance during the Programme and guiding families from the priority target group at the local level. The role of the FS is to be the main focal point for mediation between the priority group and the actors of the Programme activities (mentors, educators, companies) as well as local services. In this regard, the FS will oversee the development and monitoring of IHSPs, ensuring access to the Programme measures, existing local services and proposing additional measures when needed. FS will closely cooperate with new RWMCs as well as with Public Utility Companies (PUCs), especially to identify potential employment opportunities and to provide direct support in providing employment options for the waste pickers.

Depending on the local capacities, LGs could propose the existing resources for a FS or engage a new person. Engagement in the local institutional structure means that FS could be engaged at the position in the LG or other relevant local institution such as Centre for Social Welfare or PUC or other appropriate local institution. The FS will be engaged for up to 18 months.

Although the FS is accountable to local structure, the Programme will retain the following rights:

- to define criteria set in Terms of Reference (ToR) for engaging the FSs
- to provide capacity building for FSs through comprehensive training programme
- to have shared supervision over FSs work with the local institutional structure, which will include direct reporting line to the Programme

b) ***Establishing intersectoral local mechanisms for overseeing and tracking LRP implementation progress, and enabling and supporting IHSP implementation***

This part of the intervention aims to empower LGs to assume greater responsibility and ownership of support processes that addresses and ensures the protection of the waste picker livelihoods. Namely, the intersectoral local mechanism should support processes that address the rights and needs of local waste pickers, tracking and supporting IHSP implementation progress. The special focus should be on the waste pickers' transitions to other jobs and their income levels as well as accessibility to other public services (education, social welfare and health entitlements). Finally, this mechanism should manage grievances procedures in line with the Guidelines

developed by the Programme. Although the Programme will provide technical assistance to LGs to create a systemic local framework for addressing informal waste pickers livelihoods and improvement of their well-being, the established mechanism could also propose development or changes of more inclusive systemic policies and improved availability of social integrated services to local informal waste pickers as one of the most left-behind groups.

The established intersectoral local mechanism should be made out of the following local structure as mandatory members: LG, Centre for Social Welfare (CSW), Health Centre and Branch Office of National Employment Service (NES). Other relevant local stakeholders could be also included depending on measures taken to address the rights and needs of informal waste pickers i.e. schools, Public Utility Companies (PUC), and any other relevant institutions. Moreover, in the case of the existing local Mobile Team for Roma Inclusion, the LG could use its capacities for requested purposes.

This mechanism will also provide relevant feedback to the Programme during the entire duration of the intervention.

c) ***Engaging the community in the LRP process***

Organisation of community meetings to gather inputs from affected waste pickers and other members of the community and, using those inputs to inform development of relevant local policies, specific activities and additional (transitional) measures.

Submission of proposal simultaneously represents the consent of the LG to participate in the Programme technical assistance (TA) in establishing capabilities to develop and execute comprehensive local plans on a municipal solid waste management system that addresses and ensures waste picker livelihoods are protected.

## 5. Guidelines for the Applicants

### 5.1 Eligibility criteria

To be eligible for the support, the applicant must fulfil the following criteria:

- **Be one of 12 LGs<sup>3</sup> where more than one household of the priority group has a residence, as determined in the LRP as follows:**

LG	Number of households (HH)	Number of HH members	Comment
Apatin	3	24	
Bač	2	12	

<sup>3</sup> Apatin, Bač, Valjevo, Kula, Loznica, Obrenovac, Odžaci, Prijepolje, Ruma, Sremska Mitrovica, Ub and Šid.

Valjevo	5	13	1 HH with 2 members in Vladimirci
Kula	4	13	1 HH in Mali Iđoš and 2 HH in Vrbas
Loznica	4	15	
Obrenovac	9	43	
Odžaci	3	11	1 HH in Zrenjanin
Prijepolje	3	9	1 HH with 2 members in Sjenica
Ruma	6	25	
Sremska Mitrovica	6	25	
Ub	4	13	
Šid	3	24	

- The partnership, formalised through a legally binding agreement (e.g. Protocol, MoU), among applicant LGs and local institutions participating in local coordination mechanism is mandatory for the application to this Call.
- One applicant can submit only one proposal. One applicant can be awarded with only one grant.

### 5.2 The Proposals selection

- The projects that will be awarded will be selected through a competitive process.
- PRO Programme does **not** have an obligation to spend all funds for this activity and will fund **only** quality projects that meet specific criteria, based on their relevance, expected outcomes/impacts and sustainability of the proposed intervention.
- The project proposal will be dismissed if it was not submitted according to the requirements and criteria of this proposal, or is incomplete, or is submitted after the deadline. This decision will be final.

### 5.3 Duration of the intervention

The implementation of activities from the proposed intervention will last for a **maximum of 22 (twenty-two) months** from the day the grant contract is signed. However, the engagement of the FS from the grant funds will be up to **18 (eighteen) months**.

The first three months of the proposal's implementation will be mandatory engagement of a qualified person as Family Supporter, equipping the premises, development of promotional material as well as establishment of the intersectoral local mechanism.

#### 5.4 The Grants amount

The overall amount available under this Call for Proposals is **USD 300,000 (in RSD)**. The PRO Programme does not have an obligation to spend all funds for this activity, and will fund only projects that meet specific criteria, selected in a transparent and competitive process.

The **maximum value of the grant per proposal varies according to the number of household members as well as to the need to support the priority group with residence on the territory of LG that is not eligible for grant scheme or that is not included into the Solid Waste Programme**. In this regard, there will be **three groups of maximum grant values as follows:**

##### **I group with maximum grant value of USD 20,000<sup>4</sup>**

- **Bač, Ub and Loznica with up to 15 family members where FS could be engaged part-time i.e. at least 50% of full-time employment.**

##### **II group with maximum grant value of USD 24,000<sup>5</sup>**

- **Valjevo, Kula, Odžaci, Prijepolje with up to 15 family members but with the need to consider costs for full-time FS that will also support the priority group with residence on the territory of LG that is not eligible for grant scheme or that is not included into the Solid Waste Programme as follows:**
  - FS in Prijepolje to support one household in Sjenica;
  - FS in Valjevo to support one household in Vladimirci;
  - FS in Odžaci to support one household in Zrenjanin; and
  - FS in Kula to support one household in Mali Idjoš and two households in Vrbas
- **Apatin, Ruma, Sremska Mitrovica and Šid with up to 25 family members**

##### **III group with maximum grant value of USD 48,000<sup>6</sup>**

- **Obrenovac with more than 40 family members, thus the need to engage two full-time FS**

#### 5.5 Sustainability

The proposals are expected to address sustainable livelihood restoration of the informal waste pickers through the systemic policy and institutional foundations for addressing the rights and needs of informal waste pickers, their better social inclusion through improved availability of social integrated services and to demonstrate how

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<sup>4</sup> Payment will be made in RSD in accordance with the UNORE exchange rate

<sup>5</sup> Payment will be made in RSD in accordance with the UNORE exchange rate

<sup>6</sup> Payment will be made in RSD in accordance with the UNORE exchange rate

the proposed intervention will continue to function after the grant formally closes, including financial securing of the follow-up activities if needed.

### **5.6. Eligible expenditures**

Following activities and expenditures will be exclusively considered eligible:

- Salary (gross amount) for a person engaged as a FS for a total of 18 months (maximum of 80% of the Programme funds for full-time engaged FS).
- Office equipping and consumables - office supplies including IT equipment i.e. computer
- Transportation, promotional, organisation of meetings and outreach campaign costs
- Expert support in establishing local mechanism and in regulation of procedures for its functioning
- Other reasonable costs aiming at successful implementation of proposed activities and functioning of local mechanism

### **5.7 Non-eligible activities and expenditures**

Following activities and expenditures will not be considered eligible:

1. Proposals that do not explicitly tackle the topics listed above.
2. Proposals aimed at filling up any funding gaps from on-going activities.
3. Activities that can be more appropriately funded from other funding sources.
4. Activities where a substantial part of the budget covers recurrent costs.
5. Travel, catering and/or conference services costs not found in the proposal's rationale.
6. Proposals focused on research, or promotional activities with no specific outcomes.
7. Extensive hardware/software purchases without true foundation in proposal rationale.
8. Items from the budget, including office costs, fees or salaries, already funded by other sources (other projects, other organisations – public or civic, etc.).
9. All costs originating before the intervention began or accrued after grant closure.
10. Interventions that relate solely or mainly to capital investments, such as renovation/construction of facilities.
11. Procurement of the equipment that is not grounded in the objectives of the Call and without specific outcome.
12. Procurement of the used/old equipment
13. Costs incurred prior to the signing of Grant Support Agreement.
14. Bank account costs (bank fees, opening and servicing bank account, etc.).
15. Loans and debts.
16. Auditing costs.
17. Unforeseen expenses.

### **5.8. Other important requirements and considerations**

- All planned costs must be presented in USD
- All expenses (except costs of land-line/mobile telephone, electricity and public heating – if envisaged) planned to be funded from PRO' contribution presented in the budget must NOT include VAT

- In-kind contribution cannot be displayed in the proposal's budget
- 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 eligible costs should be disbursed through the bank sub-account dedicated for the proposed intervention implementation.
- The selected applicants will be obliged to carry on appropriate procurement procedures during the intervention implementation in line with the Law on Public Procurement.
- Any major inconsistency in the application (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form, etc.) may lead to the rejection of the application

## 6. The Selection Criteria

Technical evaluation of the received proposals will be conducted in line with the following selection criteria:

CRITERIA	MAX POINTS
<b>1 Operational Capacity</b>	<b>15</b>
1.1 Did the applicant have some institutional mechanisms for implementing social protection policy (such as Social Policy/Protection Council, Council for Improvement Roma Status and Council for Improvement Status of Persons with Disabilities) or to support coordinated service provision (intersectoral working bodies/teams, especially Mobile Team for Roma Inclusion)? <i>Applicants with reference to at least one established mechanism will be awarded with five (5) points. Applicants with reference to more than one established mechanism will be awarded with ten (10) points.</i>	10
1.2. Does the applicant have knowledge of the issues to be addressed? <i>Applicants with references for three or more activities or projects related to social inclusion approach towards left-behind groups will be awarded with five (5) points</i>	5
<b>2 Relevance of the Action</b>	<b>25</b>
2.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5
2.2. Whether the applicant: <ul style="list-style-type: none"> <li>a) assessed the needs of local waste pickers in the local community - five (5) points</li> <li>b) has already been drafted/adopted a social inclusion measure or policy that addresses the needs of waste pickers? - five (5) points</li> </ul>	10



2.3 Have the interventions and obligations of involved local stakeholders been defined and relevant for the proposed action?	5
2.4 Does the proposal contain specific added-value elements, such as promotion of gender equality and equal opportunities?	5
<b>3 Design and Feasibility of the Action</b>	<b>15</b>
3.1 Are the proposed activities appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outputs and outcomes ?	5
<b>4 Sustainability and Impact of the Action</b>	<b>30</b>
4.1 What is the number of people that are expected to benefit from the established mechanism, including the priority and extended group of local waste pickers and members of their families? <i>Projects with at least 20 beneficiaries will receive ten (10) points and additional ten (10) will be awarded for projects with over 20 beneficiaries</i>	20
4.2. To which extent the Project benefits will continue or are likely to continue after the end of the implementation? <i>The proposals that comprehensively consider sustainability and establish sound basis for sustained flow of benefits over time will be awarded up to ten (10) points.</i>	10
<b>5 Budget and Cost-effectiveness of the Action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	3
5.2. Is the ratio between the estimated costs and the expected results satisfactory?	6
5.3. Co-funding of the Applicant <i>Co-funding of at least 10% of the total budget - one (1) point; co-funding of at least 20% - additional two (2) points; co-funding of at least 30% - additional three (3) points (maximum 6 points)</i>	6
<b>TOTAL POINTS</b>	<b>100</b>

Only applications with a score of minimum 60 points and over will be considered for selection.

The PRO Programme reserves the right to request clarifications related to project application and budget before the finalisation of the award process.

## 7. Application Procedure

### 7.1. Application forms and supporting documents

The applicant must submit the following application forms **in English language**:

- **Submission Form (Annex 1).**

- **Project Proposal Application Form (Annex 2).**
- **Budget proposal (Annex 3).** *Please note*, that all purchases to be made by PRO Programme funds must be budgeted **without** VAT, i.e. – please list the amounts in the budget accordingly. Please list what you expect to be purchased by the PRO Programme funds. If there is co-financing from your funds or partner institution, state the exact amount, items, and VAT to be included for that part.
- **Eligibility Declaration (Annex 4)**
- **Self-assessment on prevention of Sexual Exploitation and Abuse (Annex 5)**

Additional documentation that may be submitted with the application files: recommendations, relevant support letters, evidence of implemented projects, and similar.

## 7.2 Where and how to send the application

- The Application Form must be **submitted via e-mail in PDF format (signed and scanned)** and in original editable format, while using Word and Excel. Signed and scanned versions must contain exactly the same application documents as the electronic versions in original editable format. In case of discrepancies, signed and scanned versions will prevail.
- The applicant must submit application forms **in the English language**.
- The total email size of the application should **not exceed 20 MB**, as that is the maximum allowed email message size by the UNOPS server. If the application is larger than 20 MB, documents should be sent in a series of emails, with each email not exceeding 20 MB size thresholds. Each part of the application should be numbered in the email subject field (email subject/number).
- **Applications must be submitted to an e-mail address below:**  
[rsoc.applications@unops.org](mailto:rsoc.applications@unops.org)  
Automatic notification of the delivery would follow upon successful submission of the email application.
- The email application must be sent with the **e-mail subject** consist of the reference number and the title of the call for proposals (e.g. CFP PRO 02/2024 – Support to Local Self-governments in Establishment of Local Coordination Mechanism to Protect Waste Pickers` Livelihoods) including the name of the applicant.
- **Requests for clarification** should be submitted to the e-mail address below:  
[rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org)
- The **deadline for the submission of Applications is 20 February 2024. Any Applications submitted after the deadline will be rejected.**
- Applications **must be received before midnight-local time** on the closing date of Call for Proposal. Applicants are kindly advised to timely submit the application as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of application. Only applications received by UNOPS mail server before the deadline would be accepted.
- Applicants must verify that their Application is complete using the Checklist. **Incomplete applications may be rejected.**

- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to other emails different from the ones stated in CfP will be rejected. **Hand-written applications will not be accepted.**
- UNOPS reserves the right to inquire original versions of submitted documents from applicants where/when original documentation is required or any specific document required by the Evaluation team.

## 8. Branding and 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 before beginning of the project implementation.

These requirements cover the written and visual identity of PRO Programme, the donors 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 PRO Programme.

## 9. Monitoring and reporting

The grantees must monitor their own projects and prepare relevant records, including photos, which must be included in all reports.

These reports will be expected from the grantee:

- Monthly progress reports (after the first month and on every 5<sup>th</sup> of the next month)
- The milestone report after at least 70% of the first tranche spent, including financial aspect, and must be produced in English
- The final report assessing and analysing the implemented project, its outputs and outcomes, submitted 30 days after finalisation of the project. The Final report includes narrative and financial aspects, including photos, and must be produced in English. These reports will be considered public information.

PRO Programme will monitor implementation of activities as well as proposed intervention. The grantee can be evaluated at any time during the project implementation and subsequent actions may be taken according to the assessment's findings. The payment schedule will be linked to the project milestones and findings from the Programme's verifications visits.

## 10. 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.

### 11. Additional consideration

Successful proposals **must demonstrate** awareness of good governance requirements and sensitivity to gender mainstreaming and reporting gender disaggregated data. The applicant **must** clearly indicate how the target group of local waste pickers will be involved in and benefit from the proposal.

### 12. Indicative timeframe

Activity	Timeframe/ Deadline
Launching of the Public Call	30 January 2024
Deadline for Submission of Applications	20 February 2024
Information on the Evaluation Results	March 2024
Signing of Agreement	March/April 2024

### 13. List of Annexes

#### DOCUMENTS TO BE COMPLETED<sup>7</sup>:

- Annex 1: Submission Form (Word format)
- Annex 2: Proposal Application Form (Word format)
- Annex 3: Budget (Excel format)
- Annex 4: Eligibility Declaration by the Applicant
- Annex 5: Self-assessment of prevention of sexual exploitation and abuse

#### DOCUMENTS FOR INFORMATION:

- Annex 6: Application Checklist
- Annex 7: UNOPS Grant Support Agreement with General Conditions (template)
- Annex 8: PRO Grant Narrative Report (template)
- Annex 9: PRO Grant Financial Report (template)
- Annex 10: PRO Grant Financial Card (template)
- Annex 11: ToR for Family Supporter in English
- Annex 12: ToR for Family Supporter in Serbian

<sup>7</sup> Section 7.1 of the Call for Proposals