

Support to employment in less developed municipalities in Montenegro

**The Ministry of Finance of Montenegro – the Directorate for Finance and
Contracting of the EU Assistance Funds**

**Multi-annual Action Programme for Montenegro on Employment,
Education and Social Policies (2015-2017)**

INFORMATION SESSION

21/10/2020

Grant scheme

„Support to employment in less developed municipalities in Montenegro“

- ▶ Published on **4th September 2020** according to the rule of an **open call** for proposals. The deadline for the submission of applications is **3rd December 2020**.

- ▶ Application package is published on the following websites:
 - <http://www.cfcu.gov.me/tenderi>
 - <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

Grant scheme

„Support to employment in less developed municipalities in Montenegro “

Content of the Application package:

Documents for information:

- ▶ General conditions
- ▶ Procurement by grant beneficiaries
- ▶ Transfer of ownership
- ▶ Request for payment
- ▶ Templates for the reports (narrative and financial)
- ▶ Standard grant contract (additional for international organisations annex e3h11_derogations_ios_en)
- ▶ Declaration on honour certifying that applicants are not in one of the exclusion situations (Section 2.6.10.1 of the PRAG)
- ▶ Information on the tax regime
- ▶ Guidelines for simplified cost options

Grant scheme

„Support to employment in less developed municipalities in Montenegro“

Content of the Application package:

Documents to be completed:

- ▶ Application form
- ▶ Budget
- ▶ Logical framework matrix
- ▶ Legal entity sheet
- ▶ Financial identification form
- ▶ PADOR registration form

Guidelines for grant applicants

BASIC INFORMATION

Total value of the call: :

- **EUR 2.758.823,53**

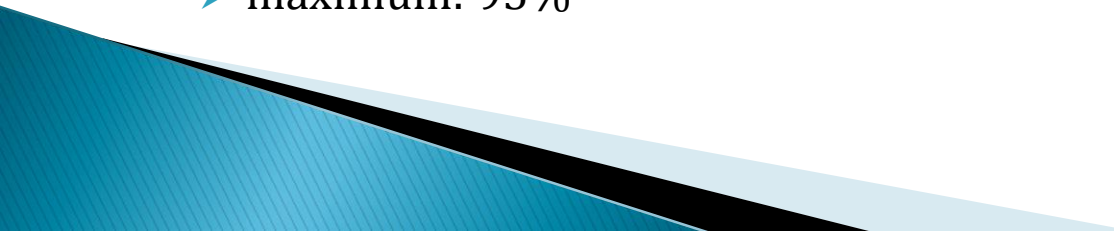
Duration:

- minimum **6** months
- maximum **12** months

Any grant requested under this call for proposals must fall between:

- minimum: **EUR 180,000.00**
- maximum: **EUR 550,000.00**

Any grant requested under this call for proposals must fall between the following percentages of total eligible costs of the action:

- minimum: 80%
 - maximum: 95%
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THE ACTORS

▶ **Lead applicant**

- *Declaration by the Lead applicant*
 - PART B, SECTION 8 OF THE GRANT APPLICATION FORM

▶ **Co-applicant**

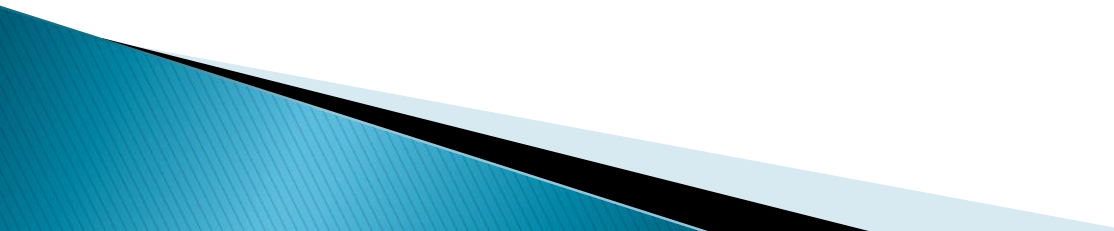
- *Mandate (for co-applicant(s))*
 - PART B, SECTION 4 OF THE GRANT APPLICATION FORM

▶ **Affiliated entity**

- *Affiliated entity(ies) statement*
 - PART B, SECTION 5 OF THE GRANT APPLICATION FORM

▶ **Associates**

RULES APPLICABLE UNDER OPEN CALL

1. Submission of the Concept note and Full application (**CONCEPT NOTE – PART A OF THE GRANT APPLICATION FORM & FULL APPLICATION – PART B OF THE FULL APPLICATION FORM**)
 2. Evaluation and pre-selection of Concept notes
 3. Evaluation of the Full applications only of lead applicants whose proposals have been pre-selected (**FULL APPLICATION FORM – PART B OF THE GRANT APPLICATION FORM**)
 4. Verification of eligibility of the applicants and affiliated entity(ies) on the basis of the supporting documents requested by the contracting authority (It will be performed only for the applications that have been provisionally selected)
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SUBMISSION OF THE APPLICATIONS

Application (Concept note and Full application) must be submitted in a sealed envelope by:

- ▶ **Hand-delivery: 3rd December 2020 by 14:30h**
- ▶ **Registered mail or private courier service : 3rd December 2020**

Address:

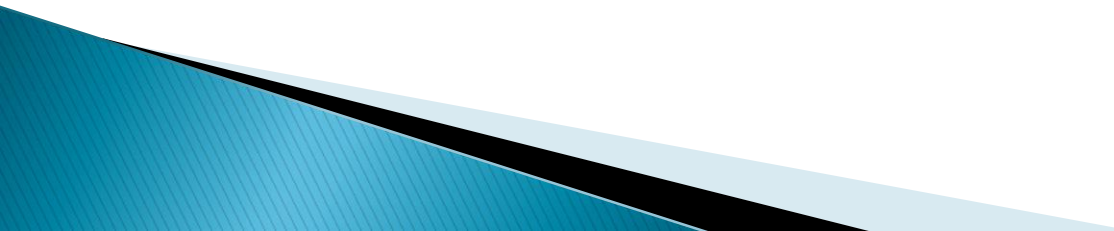
**The Ministry of Finance
The Directorate for Finance and Contracting of the EU Assistance Funds
Stanka Dragojevića 2,
81000 Podgorica**

Opening hours of the Contracting Authority: 07:00 – 15:00h

In case of submission by registered mail the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip



SUBMISSION OF THE APPLICATIONS

- ▶ Any application submitted after the deadline will automatically be rejected.
 - ▶ The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the first evaluation step (i.e. concept note)
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CONTENT OF THE APPLICATION (CONCEPT NOTE & FULL APPLICATION)

► Application:

- **Concept note & Full application** (Application package > Grant application form)
- **Budget** (Application package > Annex B)
- **Logical framework matrix** (Application package > Annex C)
- **Checklist** (GRANT APPLICATION FORM > PART B – FULL APPLICATION FORM > SECTION 7 CHECKLIST FOR THE FULL APPLICATION FORM)
- **Declaration by the LEAD applicant** (FULL Application) (GRANT APPLICATION FORM > PART B – FULL APPLICATION FORM > SECTION 8)
- **Mandate for co-applicant(s)** (if any) (GRANT APPLICATION FORM > PART B – FULL APPLICATION FORM > SECTION 4 – THE CO-APPLICANT(S))
- **Affiliated entity(ies)'s statement** (if any) (GRANT APPLICATION FORM > PART B – FULL APPLICATION FORM > SECTION 5 AFFILIATED ENTITY(IES) PARTICIPATING IN THE ACTION)
- **EuropeAid offline registration form** (Application package > PADOR offline registration form)
- **Application in electronic format (CD-ROM or USB)**

CONTENT OF THE APPLICATION (CONCEPT NOTE & FULL APPLICATION)

+ supporting documents (eligibility check):

- ✓ The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity
- ✓ A copy of the lead applicant's latest accounts
- ✓ Annex D: Legal entity sheet
- ✓ Annex E: Financial identification form
- ✓ Signed Declaration on honour (Lead applicant, Co-applicant(s), Affiliated entity(ies)) – PRAG 2.6.10.1

... four (4) copies (1 original and 3 copies, A4 format)

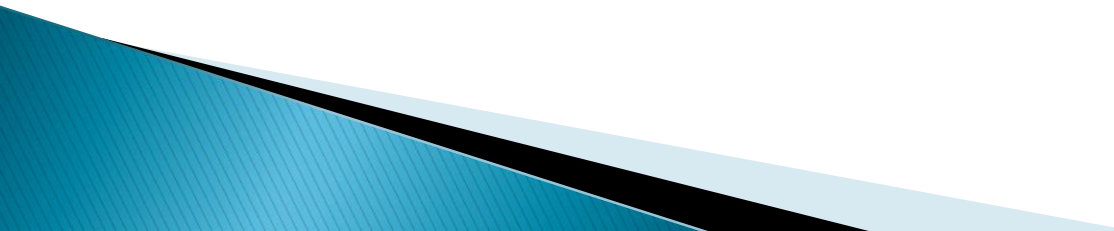
SUBMISSION OF THE APPLICATIONS (CONCEPT NOTE & FULL APPLICATION)

- ▶ Applicants must apply in **English**.
- ▶ The complete application form must also be supplied in electronic format (CD-ROM or USB). The electronic file must contain **exactly the same** application as the paper version enclosed.
- ▶ Hand-written applications will not be accepted.
- ▶ Applications must be submitted in a sealed envelope **by registered mail, private courier service or by hand-delivery**. The outer envelope must bear:
 - reference number and the title of the call for proposals
 - name and the address of the lead applicantThe words :
 - „Ne otvarati prije zvaničnog sastanka za otvaranje aplikacija”
 - „Not to be opened before the opening session”

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

Lead applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

Number of applications and grants per applicants / affiliated entities

- ✓ The lead applicant **may not** submit more than 2 applications under this call for proposals.
 - ✓ The lead applicant **may not** be awarded more than 1 grant under this call for proposals.
 - ✓ The lead applicant **may** be a co-applicant or an affiliated entity in another application at the same time, but not in more than one application.
 - ✓ A co-applicant/affiliated entity **may not** be the co-applicant or affiliated entity in more than 2 applications under this call for proposals.
 - ✓ A co-applicant/affiliated entity **may not** be awarded more than 1 grant under this call for proposals.
- **In the event of failure to fulfil these requirements, the applications of all concerned entities will be rejected.**
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Evaluation of the applications

- ▶ Applications will be examined and evaluated by the contracting authority which nominate the Evaluation Committee
 - ▶ Composition of the Evaluation Committee:
 - ✓ chairperson,
 - ✓ secretary
 - ✓ at least 3 evaluators
 - ▶ All applications will be assessed in three steps:
 - **I STEP:** Assessment of the Concept notes (Opening & administrative checks and Concept note evaluation)
 - Assessment of the eligibility of the action and evaluation of the relevance and design of the proposed action
 - The contracting authority will send letters to all lead applicants informing them of the results of that evaluation
 - **II STEP:** Assessment of the Full applications
 - Only the full applications with a score of at least 30 in the Step 1 will be evaluated
 - The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). Evaluation of the selection and award criteria.
- +
- **III STEP:** Verification of eligibility of the applicants and affiliated entity(ies)
 - Assessment of the supporting documents
 - More information in the Guidelines for grant applicants – Sections 2.3. and 2.4.

Further information about applications

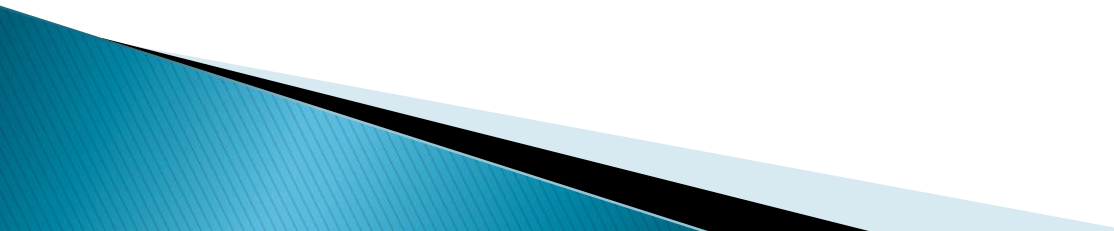
Deadline for requesting any clarifications from the contracting authority:

12th November 2020 by 15:00h

Last date on which clarifications are issued by the contracting authority:

20th November 2020

Questions may be sent by e-mail: cfcu@mif.gov.me



Further information about applications

- ▶ Questions that may be relevant to other applicants, together with the answers, will be published on the following websites:
- ▶ http://www.cfcu.gov.me/en/tenders/grants/open_calls
- ▶ <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
- ▶ Presentations from the Information session will be published at the same websites.



Program EU i CG za
zapošljavanje, obrazovanje
i socijalnu zaštitu



Ovaj program
kofinansiraju Evropska
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THANK YOU!

cfcu@mif.gov.me