Public Call for Local Infrastructure projects

CFP 12-2019

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1. **Background**

“Norwegian Support to Western Balkans Development – Norway for You – Montenegro” (NFY) Project will contribute to a more balanced socio-economic development in Montenegro, by increasing employment opportunities, supporting social cohesion and improving local infrastructure in the least developed municipalities. The Norwegian Ministry of Foreign Affairs (MFA) allocated NOK 15 million for this Project implemented by the United Nations Office for Project Services (UNOPS) during 24 months.

The Project will achieve two outputs:

* Output 1: Improved Access to Employment
* Output 2: Enhanced Social Inclusion through Improved Living Conditions.

During its lifetime, the Project will support employment, provide vocational training, organise Call for Proposals for projects of local government institutions, civil society organisations and business support organisations and support projects for improvement of living conditions and quality of life.

The key stakeholders and the direct beneficiaries of the Project are local self-governments and their institutions and organisations along with the Union of Municipalities of Montenegro (UOM), national employment agency and local branches, regional development agencies, civil society organisations (CSOs), business support organisations (BSOs), as well as individual beneficiaries, entrepreneurs, micro, small and medium sized enterprises and especially unemployed women and youth. The final beneficiaries are the inhabitants of the underdeveloped areas where the Project will be implemented.

1. **Justification of the Intervention**

The Call for Proposals (CfP) focuses on contributing to improve local infrastructure in the 16 Project municipalities targeted by the “Norway for You – Montenegro”: Andrijevica, Berane, Bijelo Polje, Cetinje, Danilovgrad, Gusinje, Kolasin, Mojkovac, Niksic, Petnjica, Plav, Pljevlja, Rozaje, Savnik, Ulcinj and Zabljak. These are the municipalities assessed as less developed municipalities in Montenegro according to the Rulebook on Local Self-government development index[[1]](#footnote-1).  Most of these municipalities belong to the northern area of the country and facing serious depopulation, mainly caused by lack of employment opportunities and bad living conditions, which can be defined as economic migration.

With purpose to support better living conditions, as well as to create new income generation opportunities and consequently employment opportunities, this CfP is focused on supporting development of physical infrastructure of the project targeted municipalities, as well as creating opportunity for better inter-municipal cooperation, due to similarities in infrastructural challenges and opportunity for joint solutions, including intentions of boosting regional development.

1. **Objectives**

**The overall objective** of this Call for Proposals (CfP) is to contribute to enhanced social inclusion by improving living conditions in the underdeveloped municipalities of Montenegro

**The specific objective** of this CfP is to enhance the quality of public infrastructure in underdeveloped municipalities through construction, reconstruction or renovation.

1. **Financial allocation provided by the Project**

The overall indicative amount made available under this CfP is 250,000 EUR / 275,000.00 USD

1. **Indicative allocation of funds**

LOT 1 - supporting projects implemented on the territory of single municipality, in maximum amount of 30,000.00 euros per project.

LOT 2 - supporting projects implemented on the territory of two or more municipalities in maximum amount of 50,000.00 euros per project.

*The project reserves the right not to award all funds envisaged in the framework of this CfP.*

**Applicant’s cost share**

Applicant’s cost share cash contribution is mandatory in the amount of 10% of the total project eligible costs as cash contribution.

1. **Rules for this Call for proposals**

**Eligibility criteria**

There are three sets of eligibility criteria, relating to:

1. the actors:

* **The applicant**, i.e. the entity submitting the Application (6.1),
* **Co-applicant(s),** if any (where it is not specified otherwise, the applicant and their co-applicant(s) are hereinafter jointly referred to as the "*applicants*") (6.1);

1. the actions:

* Actions for which grants may be awarded (6.2);

1. the costs:

* Types of grant eligible costs (6.3).
  1. **Eligibility of applicants (i.e. applicant and co-applicant)**

**Applicant**

(1) In order to be eligible for a grant, the applicant **must:**

* Be one of the following 16 local self-government units: Andrijevica, Berane, Bijelo Polje, Cetinje, Danilovgrad, Gusinje, Kolasin, Mojkovac, Niksic, Petnjica, Plav, Pljevlja, Rozaje, Savnik, Ulcinj and Zabljak.
* Be directly responsible for the preparation and management of the action with the co-applicant(s) not acting as an intermediary.

**The applicant may act individually or with co-applicant(s).**

If awarded the Grant Contract, the applicant will become the Beneficiary, identified as the coordinator of the Project. It represents and acts on behalf of any other co/beneficiary (if any) and coordinates the design and implementation of the Action.

**Co-applicant(s)**

Applicants may act with partner organisations as specified hereafter, but be a legal entity registered in one of the sixteen (16) Project municipalities.

Within this Call, the partnership in the project implies one (1) municipality (local self-government) acting together with one or more public institutions, utility companies/institutions (PUCs), or one or more other municipalities forming a project consortium.

**Important: Public institutions in this call are considered as public entities founded by the Municipalities.**

Co-applicant(s) participate in designing and implementing the action.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant itself.

Co-applicant(s) must sign the Partnership Statement in Part III and Section 2 of the Grant Application Form, here in Annex A.

* 1. **Eligible actions**

**Definition:**

An action is composed of a set of activities.

**Duration**

The initial planned duration of an action may not exceed 10 months from the signing of the Grant Agreement. This includes initiation of activities, tendering, contracting for services/works/goods, implementation of services/works/ and handover of works/goods, where applicable.

**Sectors or themes**

For projects to be eligible, they must contribute to the Project’s objectives as outlined in Article 3 of the Call for Proposals, and be in line with the socio-economic development priorities of the area, as defined in the relevant national/regional/sub-regional/local strategies and plans.

**Location**

This CfP is geographically restricted to institutions located within the Project area of responsibility, as outlined in Article 2 of the CfP and must bring benefits to the Project area.

**Types of action**

Projects proposed must create (significant / considerable) impacts and changes within the territory of one or more municipalities.

Priority areas

Infrastructure interventions contributing to improved living conditions through enhanced access to public services, environmental protection or indirectly fostering economic development, including but not limited to the areas of:

* water and wastewater management;
* solid waste management;
* energy efficiency in public buildings;
* facilities related to tourism and empowerment of tourism capacities;
* facilities supporting entrepreneurship, businesses business zones and similar;
* education, sport and culture infrastructure;
* local road infrastructure;
* other public infrastructure.

**Eligible actions**

* Interventions related to public infrastructure that relate to water supply, solid waste and waste water management and communal infrastructure interventions, in general;
* Interventions related to public infrastructure that contribute to enhanced energy efficiency;
* Interventions related to public infrastructure that contribute to tourism development; economic activity growth and job generation;
* Interventions supporting entrepreneurship related to public economic infrastructure, including business zones, and contributes to business development in general;
* Interventions related to public infrastructure that contribute to enhanced education, sports, culture;
* Interventions related to local and non-categorized roads[[2]](#footnote-2);
* All public infrastructure and equipment that contributes to the improvement of living conditions of vulnerable groups.

**Eligible activities**

* Construction, reconstruction or rehabilitation (hereinafter referred to as intervention) of public buildings and public space;
* Interventions on increasing energy efficiency of public buildings;
* Interventions improving access to public infrastructure for vulnerable groups;
* Interventions on improving public water supply and waste water disposal services;
* Interventions on improving solid waste management;
* Interventions on improving state of local infrastructure.
  1. **Eligibility of costs**

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’.

The eligible costs must be based on real costs and 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.
* **Lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
* **Flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

Eligible direct costs

To be eligible under the CfP, costs must refer only to activities specified in section 6.2.

**Indirect costs**

* Maximum of 5% of the total grant budget

**Equipment**

Procurement of equipment will also be eligible as long as this cost does not exceed 35% of the total grant value, complementary with the infrastructure project proposed under this CfP.

**Contributions in kind**

Contributions in kind mean the provision of goods or services free of charge by a third party. As contributions in kind do not involve any expenditure for the applicant, they are not eligible costs in the framework of this CfP.

**Ineligible costs**

The following costs are not eligible:

* VAT costs claimed as part of the grant amount;
* debts and debt service charges (interest);
* bank fees;
* provisions for losses or potential future liabilities;
* costs declared but financed by another project or founding source purchases of land;
* currency exchange losses;
* credit to third parties;
* Salaries/honorariums for regular employees in state and public administration.

**Cross-Cutting issues**

Four cross cutting issues in Norway’s development policy are human rights, gender equality, environment/ climate and anti-corruption. The Applicant should thus consider and elaborate on how their project will enhance respect of human rights, gender equality and anti-corruption, while also describing how its implementation will limit potential impacts on environment and climate, with particular emphasis on sustainability and resilience.

**Visibility**

The Applicants must take all necessary steps to promote the Norwegian financial contribution to the Action as advised by the Project.

These activities include but are not limited to clear visual identification of the action at the site, partaking in various media activities and events, including activities designed to raise the awareness of specific or general audiences of the overall Norwegian support to Montenegro. These include but are not limited to on-camera and other media interviews, participation in high level events and relevant on-line and in person surveys on Project related topics.

The Project will provide the grantees with adequate guidelines and other information prior to beginning of the project implementation.

**Number of applications and grants per applicant**

**An applicant may submit only one application under this CfP as a leading applicant under each LOT**. An applicant may submit max two applications as a co-applicant under LOT2. An applicant can be awarded with maximum one grant as lead applicant and one grant as co-applicant.

1. **How to apply and the procedures to follow**

**7.1. Forms for submission of the Application**

* **Full Application Form**,together with associated forms, here attached as Annex A to the CfP.
* **Budget,** together with associated forms, here attached as Annex B to the CfP.
* **Logical Framework,** together with associated forms, here attached as Annex C to the CfP.

**7.12. How to apply**

The Applications must be submitted in the following manner:

* **The Applications must be submitted via e-mail in PDF format and in original editable format, while using MS Office Word and Excel**. Signed, stamped and scanned version must be identical to the documents in Word or Excel. In case of discrepancies, signed, stamped and scanned version will prevail.
* All documents stated in 7.1. must be submitted to the following e-mail address: [**rsoc.applications@unops.org**](mailto:rsoc.applications@unops.org)**.** Automatic notification of the delivery would follow upon successful submission of email application. One notification is sent to each sender (for the first sent e-mail only);
* When sending the application, the e-mail subject field must contain the reference number of the Call and the title of the CfP (**CFP 12-2019 - Local Infrastructure**) including the name of the applicant.
* The Applicant must submit Application Form in Montenegrin or English language. In case that application is selected for granting, obligation of the applicant will be to translate the application documents stated in 7.1. to English language.
* The total e-mail size of the application should not exceed 15 MB, as that is the maximum allowed e-mail message size by the UNOPS server. If the application is larger than 15 MB, documents should be sent in a series of e-mails, with each e-mail not exceeding 15 MB size thresholds. Each part of the application should be numbered in the e-mail subject field (e-mail subject/number).
* Requests for clarifications should be submitted to the e-mail address below: [rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org) by 20 December 2019 and clarification will be advertised on the web site <https://www.norveskazavas.me/>
* **The deadline for the submission of applications is 20 January 2020.** Any application submitted after the deadline will be rejected.
* Applications must be received before midnight-local time on the closing date of the CfP. 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.
* Applicants must verify that their Application is complete using the Checklist (Part IV of the Application Form). 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 e-mails different from the stated in CfP will be rejected. Hand-written applications will not be accepted.
* UNOPS reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Team.

1. **Evaluation and selection of applications**

**STEP 1: ADMINISTRATIVE CHECK AND EVALUATION OF APPLICATION**

Firstly, the following will be assessed:

* Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected;
* The full application form satisfies all criteria specified in points 1-8 of the Checklist (Part IV of the Grant Application Form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and it will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants will be evaluated using the evaluation criteria in the Evaluation Grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the Applicant(s)'s operational capacity and the Applicant's financial capacity and to ensure that they:

* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities and to award grants to projects which maximise the overall effectiveness of the CfP. They help to select applications of which the Project/Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the CfP, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good, except in subsections where the score is specifically defined.

**Evaluation Grid:**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Operational capacity** | **20** |
| * 1. Does the Applicant have sufficient technical expertise (especially knowledge of the issues to be addressed)? – number of technical specialists planned for the project: * The Grant Management Team is composed of grant manager with experience in implementation of donors-funded project, engineer, and employee with experience in public procurement, all of which work in local self-government (10 points); * The Grant Management Team is composed of grant manager with experience in implementation of donors-funded project, engineer, and employee with experience in public procurement, of which at least grant manager and other team members work in local self-government (7 points); * The Grant Management Team is composed of grant manager with experience in implementation of donors-funded project, engineer, and employee with experience in public procurement, of which grant manager works in local self-government (5 points); * The Grant Management Team is composed of grant manager with experience in implementation of donors-funded project, engineer, and employee with experience in public procurement, of which grant manager is out-sourced (3 points); | 2x5 |
| 1.2 Applicants experience in any **donor-funded** project:   * at least four physical infrastructure projects implemented with donor or government funds in the past five years (10 points); * at least three physical infrastructure project implemented with donor or government funds in the past five years (7 points); * at least two physical infrastructure project implemented with donor or government funds in the past five years (5 points); * at least one physical infrastructure project implemented with donor or government funds in the past five years (3 points); * no physical infrastructure projects implemented with donor or government funds in the past five years (0 points); | 2x5 |
| **2. Relevance of the action** | **30** |
| 2.1 Which development group does the applicant belong to?   * Group 2[[3]](#footnote-3) (10 points); * Group 3 (8 points); * Group 4 (6 points); | 2x5 |
| 2.2 What is the level of the Project’s contribution to development strategies?   * The proposal contributes to the implementation of national and or regional development policies (3 points) * The proposal indirectly contributes to relevant local or regional strategic objectives (in case that LSG has developed their strategy, maximum of 4 points will be awarded) * The proposal is complementary to other **ongoing or planned** projects and development initiatives in the LSGs (5 point) | 5 |
| 2.3 How clearly are the beneficiaries defined?  Have their needs been clearly defined and does the proposal address them appropriately?  Does the proposal include verifiable estimate of the number of direct beneficiaries? | 5 |
| 2.4 Does the proposal contain specific cross cutting and Good Governance issues, such as promotion of gender equality, respect of human rights and equal opportunities, the needs of disabled people, the rights of minorities and the rights of the local population, innovation and best practices, or anti-corruption? | 5 |
| 2.5 Does the proposal clearly promote implementation of green policies (environmental and climate issues)? | 5 |
| **3. Efficiency and Effectiveness** | **20** |
| 3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |
| 3.2 Is the action plan clear and feasible? | 5 |
| 3.3 Are the activities appropriately reflected in the budget? | 5 |
| 3.4 Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| **4. Sustainability and Impact** | **30** |
| 4.1 Is the action likely to have a positive impact on its target groups and final beneficiaries? | 2x5 |
| 4.2 Is the action likely to have a positive impact on socio-economic development beyond the level of immediate users? | 2x5 |
| 4.3 Are the expected results of the proposed action sustainable?   * Financially (how possible follow-up activities, operating and maintenance costs will be funded after the project?) (4 points); * Institutionally (which institutions and/or structures will sustain the results of the project upon its completion? Will the roles and responsibilities of these institutions be defined? Does the proposal define how the commitment of institutions will be built/ensured? (4 points); * At policy level (what will be the effect of the project on LSGs’ regulations, procedures, and processes? If policy changes are needed to facilitate sustainability of the project, have they been envisaged by the proposal? (2 points). | 2x5 |
| **Maximum total score** | **100** |

\*these scores are multiplied by 2 because of their importance

**Note**

**If the total score is less than 65 points, the application will be rejected.**

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications 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.

**STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

For the applications that have been selected according to their score and within the available funds, the eligibility verification based on the supporting documents requested by the Project (Section III of Part IV – Check list) will be performed.

The eligibility of Applicants and the action will be verified according to the documents submited.

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 Project / Contracting Authority reserves the right to conduct other forms of verification, including site visits.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available funds of the CfP.

**Submission of supporting documents for provisionally selected applications**

The Applicant will provide the following documents in order to allow the Project to verify the eligibility of the Applicant, (if any) of the Co-applicant(s):

* Proof that the project is a part of relevant national/regional/sub-regional/local strategies and plans as well as the part of capital investment plans if such exist[[4]](#footnote-4);
* The main project revised according to the Law of the Spatial Planning and Construction of Structures of Montenegro (Official G.no. 064/17, 044/18 and 063/18) and relevant bylaws prescribed by the Ministry of Tourism and Sustainable Development of Montenegro;
* Additionally, applicant has to provide proof that there are no barriers referring to legal access to physical infrastructure proposed for intervention in the proposal under this CfP;
* Relevant decisions and/or approval in line with relevant laws and regulations, depending on the nature of the infrastructural project proposed;
* In case of the inter-municipal project, all pertained documentation, such as relevant participants’ decisions, agreements or contracts, financial documents and/or any other documentation deemed essential for the Project to verify the validity of the application for a project;
* For the equipment applicant shall provide technical specification.

**NOTE: The evaluation committee may perform on the spot verification of the statements and submitted documents before final recommendations.**

1. **Notification of the Project’s decision**
   1. **Content of the decision**

The Applicants will be informed in writing of the Project’s /Contracting Authority’s decision concerning their Application and, if rejected, the reasons for negative decisions.

Applicant who believes that they have been harmed by an error or irregularity during the award process may lodge a complaint to the Contracting Authority.

* 1. **Indicative timetable**

|  |  |
| --- | --- |
|  | **DATE** |
| **Publication of the Call for Proposals** | 26.11.2019. |
| **Information meeting - Podgorica** | 06.12.2019. |
| **Deadline for requesting any clarifications from the Project**[[5]](#footnote-5) | 20.12.2019. |
| **Last date on which clarifications are issued by the Project** | 25.12.2019. |
| **Deadline for submission of Applications** | 20.01.2020. |
| **Information on the evaluation of the Applications (Step 2)** | 01.03.2020.\* |
| **Notification of award (after the eligibility check) (Step 3)** | 15.03.2020.\* |
| **Contract signature** | 25.03.2020.\* |

\***Provisional date**

All times are in the time zone of Montenegro.

This indicative timetable may be updated by the Project during the procedure. In such cases, the updated timetable will be published on the [“Norway for You – Montenegro” web site](https://norveskazavas.me/en/onama).

1. **Conditions for implementation after the Project’s decision to award a grant**

Following the decision to award a grant, the Beneficiary(-ies) will be offered a contract. By signing the Application Form (Annex A of these Guidelines), the Applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. The Project will 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 the completion of the project, the Project may change the methodology and engage the companies that will perform construction works in accordance with UNOPS procurement rules and regulations as this approach will provide higher efficiency.

1. **Financial implementation**

A separate sub-account of the municipal budget will be opened for the implementation of the projects in cooperation with the project ‘’Norwegian Support to the Western Balkans Development, “Norway for You – Montenegro” and the planned applicant’s contribution should be transferred to the sub-account in the period not longer than 30 days from the date of signing the Grant Agreement.

1. **List of annexes**

**Documents to be completed**

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)

**Documents for Information**

Annex D: General Conditions for Grant Support Agreements

1. [Rulebook on local self-government development index](http://www.srp.gov.me/ResourceManager/FileDownload.aspx?rId=310672&rType=2), Ministry of Economy 2016 [↑](#footnote-ref-1)
2. In line with definition provided in Article 4 of [Law on Roads](https://www.paragraf.me/propisi-crnegore/zakon-o-putevima.html), 2017 [↑](#footnote-ref-2)
3. According to the categorization of [Rulebook on local self-government development index](http://www.srp.gov.me/ResourceManager/FileDownload.aspx?rId=310672&rType=2), 2016 [↑](#footnote-ref-3)
4. If the documents are available on the internet, please provide the link in the Application form. [↑](#footnote-ref-4)
5. Requests for clarifications to be sent to: [rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org) [↑](#footnote-ref-5)