**Public Call for Proposals for Business Support Entities**

**CFP 11-2019**

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 15 million NOK for this Project, to be 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 the improvement of living conditions and quality of life in 16 Project targeted municipalities[[1]](#footnote-1).

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 (MSMEs) and especially unemployed women and youth. The final beneficiaries are the inhabitants of the underdeveloped areas where the Project will be implemented.

**2. Justification of the Intervention**

Importance of economic growth of Montenegro is defined in the objectives of several framework national strategic documents, such as the Montenegro Economic Reform Programme 2019-2021, Industrial Policy of Montenegro until 2020 and Montenegro Development Directions 2018-2021.

Industrial Policy of Montenegro[[2]](#footnote-2) states that current Montenegrin economy is based on the services sector, so the priorities are on boosting development and growth of enterprises, based on efficiency, productivity and innovation, by introducing specific measures, including capacity development of business centres and incubators and improving cooperation between scientific and -research sector and real sector.  In the last two decades, Montenegrin economy transited from planned economy to an economy based on MSMEs which consists of more than 99% of companies in the country, and contribute with more than 60% of national GDP. According to MONSTAT’s preliminary data, the real growth of the economy in 2018 was 4.9 percent. Industrial production increased by 24.4 percent. The Montenegro’s baseline scenario contained in the Economic Reform Programme 2019-2021 foresees the annual real economic growth rate of 2.8 percent in 2019, 2.3 percent in 2020 and 2.4 percent in 2021. According to the low-growth scenario, the average annual real economic growth rate in the period 2019–2021 will be 1.73 percent.[[3]](#footnote-3)

The number of registered MSMEs in 16 project targeted municipalities is 6,963, which is 25.99% out of the total number at the country level, and they employ 32,172 individuals. In addition, out of total 9,356 registered entrepreneurs in Montenegro, 3,022 or 32.30% of them are registered in these municipalities, employing 1,731 individuals. Number of registered CSOs engaged in economic activities which are registered in the Central Registry of Business Entities in the 16 project targeted municipalities is 137 entities, number of registered cooperatives is 64, while the number of agricultural holdings is 8278. According to the available data, number of clusters registered by 2019 on the Project targeted territory is around 40.  The clusters are mainly formed by MSMEs and small producers.

According to official statistics[[4]](#footnote-4) out of the 197,494 employed in Montenegro, only 53,961 are from the Project targeted municipalities, which is 27.32% of the total employed population in the country. On the other side, the number of unemployed in Montenegro is 38,642[[5]](#footnote-5), whereby 26,182 or 67.5% are from the targeted municipalities.

Strategy for SMEs development 2018 – 2022[[6]](#footnote-6) defines five mid-term objectives, namely: improving the business environment, improving access to finance, improving entrepreneurial competences, knowledge and skills - compliance with labour market needs, then strengthening the competitiveness and innovation of MSMEs, as well as promoting youth, women and social entrepreneurship.

Strategy for the development of agriculture and rural areas 2015 - 2020[[7]](#footnote-7) claims that there is a substantial lack of networking among producers in production and sales chain but also lack of production focused on specific products or group of products. In the Strategy one of the foreseen measures is related to strengthening the competitiveness of small producers and the development of new clusters. Sustainable Development Strategy 2014-2020 emphasizes the introduction of green economy as one of the priority multidisciplinary topics requiring a cross-sectoral approach.

Cluster Development Policy of the Government of Montenegro[[8]](#footnote-8) aims at achieving the following objectives envisaged by the key national strategies: increase in exports, local origin of products and import substitution, job creation and establishing new companies and maintaining employment retention.  The potential of clusters in Montenegro has been recognized in the field of agricultural production and food processing, wood processing, construction and tourism. In the following period, the Ministry of Economy will put focus on new directions of clusters’ development in terms of development of managerial structures and cooperation between research and scientific institutions.

Above mentioned policies along with findings, are indicating that there is a strong need for networking of small producers, in order to better perform on the market, as well as for small businesses to have more stable growth by developing a more structured approach to the market. Through fact finding mission conducted by the Norway for You – Montenegro project team, it is identified that current networks of producers and businesses are in need for mentorship and partnership with Business Support Entities (BSEs) providing specialized services for small businesses and supporting them to improve capacities, including technological infrastructure, and thus increase their market share by supporting existing or establishing new networks of producers and businesses. Such services include interventions directly contributing to strengthened sustainability and competitiveness of small businesses networks (in the form of different network modalities, such as: associations, clusters, etc., and their expansion on the market.

Therefore, this Call for Proposal (CfP) is designed to support the development of partnership on different levels and among different stakeholders interested in improving small businesses in more structured and inclusive manner.

**Direct beneficiaries** of this Call are ***Business Support Entities*** (BSEs) are defined as entities which contribute to development goals such as economic growth, employment generation as well as poverty reduction by addressing the income generation and job creation through their main activities.  BSEs role is to provide advisory services to the business community and promote favourable business environment.

**Target groups** in the context of this Call, are ***small businesses***, such as: entrepreneurs, micro and small enterprises, agricultural holdings, cooperatives and CSOs already gathered in different forms of networks or with potential to join in different forms of associations.

**Final beneficiaries** of the Call refer to organisations/persons who will benefit from the action in the long term at the level of the society or sector at large (e.g. women, youth, persons with disabilities, etc.)

The research done by the Norway for You / Montenegro project, using semi-structured interviews with certain BSEs and small businesses, conducted in the period August – September 2019, has identified the growing number of association, clusters and networks of small businesses, but on the other side there is an obvious need for their structured development and mentorship and mediation role of BSEs to be introduced. One of the ways forward with respect to this is better connectivity with external partners, particularly those which can support their development, competitiveness and sustainability. In addition, Union of Municipalities of Montenegro strongly focuses on networking among municipalities in implementing joint development activities, which includes identification of inter-municipal projects, also in the sphere of economic performance.

**3. Objectives**

**Overall objective:** Economic empowerment of Montenegro’s underdeveloped areas by providing opportunities through improved local business environment.

**Specific Objectives:**

Enhanced sustainability and competitiveness of **small businesses** and their ability to expand to new markets as well as introduction of professional standards with the support of **Business Support Entities.**

**4. Scope**

The Call for Proposals includes two LOTs:

**LOT 1 -** supporting projects implemented on the territory of single municipality.

**LOT 2** - supporting projects implemented on the territory of two or more municipalities.

All actions under this Call should contribute to improvement of **small businesses’** competitiveness and/or enhancement of the business environment in the Project targeted municipalities[[9]](#footnote-9). The initiatives under this Call should positively affect the business sustainability, growth and market positioning, especially the businesses run by women, youth and persons with disabilities, thus increasing social inclusion and cohesion.

The eligible activities to be undertaken by BSEs under this Call are grouped into four main areas of intervention:

1. **Development, sustainability and competitiveness of small businesses, through interventions contributing to improvement of processes and quality of products and/or services.** This includes: introduction or improvement of production and/or service delivery systems, identification of potential markets, developing existing and creating new products, expanding sales opportunities, improvements in design, packaging and branding, etc. The particular focus will be on managerial and workforce skills in the innovation process in different sectors, particularly for young entrepreneurs and women.

2. **Guidance and support to small businesses to expand into new markets**. This includes but is not limited to support in joint performance on the national and international market, collaborative research and development projects, access to technology and digitalization, joint campaigns to promote innovative approach, etc.

3. **Support to small businesses for implementation of relevant standards and obtaining certificates.** This includes but is not limited to improvement of quality management systems and introduction of quality control measures, upgrading businesses to meet quality or food safety standards, introduction of standards required for market expansion, certifications for export, introduction of group standards, etc.

4. **Strengthening of the BSEs’ internal capacity in order to strengthen existing and introduce new services in line with the identified needs of target small businesses.** This includes but is not limited to provision of services related to access to finance for *small businesses*, business mentoring, consulting and coaching for *small businesses* in developing business plan for the purpose of boosting income generation, human resource strategies for the purpose of employability, know-how on effective marketing, etc. Activities under this area may not be stand-alone interventions and must be combined with one of the other areas, and in service to those areas. The cost for these activities shall not exceed 20% of the total project budget.

The Call encourages and will support BSEs initiatives that contribute to the wellbeing of communities and may create broader social impact. The initiatives include, but not limited to fostering and promoting gender equality; activities contributing to the protection of the environment, as well as the implementation of Good Governance principles (efficiency, transparency, accountability, citizen participation) should be recognised within the project.

The project applications should include clear and detailed reflection on internal capacities of the applicant BSE or the partner BSEs (if implemented in partnership) to conduct proposed activities. The applicants do have the possibility to award contracts to subcontractors for execution of clearly defined tasks and these shall be selected through a transparent selection process. Anyhow, the implementation mechanism should be defined and clearly proposed in the project application.

**5. Financial Allocation and Cost Share Contribution**

The indicative overall amount available under this Call for Proposals is 200,000 Euros. The Norway for you - Montenegro Project reserves the right not to award all available funds.

**Minimum and Maximum Grant Award[[10]](#footnote-10):**

LOT1: Minimum – 10,000 Euros (11,000 USD), Maximum – 20,000 Euros (22,000 USD)

LOT2: Minimum – 20,000 Euros (22,000 USD), Maximum – to 40,000 Euros (44,000 USD)

***Note*:** *Budget (Annex 2) should be envisaged in USD, respecting minimum and maximum grant amount reflected here in USD. Potential Contracting will also be conducted in USD and payment to grantee will be done in euros.*

**Applicant’s cost share**

Applicants’ cost share is not required

**6. Requirement for applicants**

**6.1. Eligible applicants**

Eligible to apply arethe following types of Business Support Entities:

* + Local Self-governments (Secretariat for business or entrepreneurial development or other relevant organ of administration);
  + Business Incubators (centres);
  + Research Institutes and Academic Organisations;
  + CSOs mandated to support business developments, including:
    - Clusters;
    - Business Associations;
    - Centres /Institutes/Clubs for Development of Business or Entrepreneurship;
    - Other;
  + Any other legal entity mandated to support business development **on a not-for-profit basis** (by Statute or similar document).

BSEs must:

* Be legally registered in relevant national or local registers and seated on the territory of the Republic of Montenegro;
* Be legally registered for **at least one year** by the time of submission of the project proposal;
* Be legally registered/mandated to perform activities for which the objectives of the proposed project will be realized;
* Have a proven track record of successful implementation of projects relevant to the subject of this CfP and of proposed action;
* Have expertise and organisational capacities to successfully carry on implementation of proposed action;
* Not having been prohibited to perform their activities within the two years before submitting the application;
* Not be in the process of enforced collection of claim, bankruptcy, closure or liquidation; has clean record in fulfilment of contractual obligations undertaken on the basis of previous grant agreements and no cases of funds misused, illegal activities or criminal charges/convictions;
* Not be in criminal proceedings against the person(s) authorised to represent the organisation (legal representatives and assigned project managers)[[11]](#footnote-11);
* Not produce anything that infringes copyright, trademark or intellectual property laws;
* Not receive incentives on the same grounds from other institutions or donors during the period of implementation of activities.

***Note:*** *The Call foresees the eligibility of applicants of BSEs registered in the territory of Montenegro, but the majority of target groups should be from the Project targeted municipalities.*

**6.2 Partnership requirements**

Partnership of direct beneficiaries (applicants) is not a mandatory requirement. However, “Norway for You - Montenegro” encourages projects resulting from the partnership.

For partnership projects, following applies:

* Partner(s) is/are obliged to sign the Statement of Partner organisation/institution (Annex V), if applicable, confirming that the organisation / institution is familiar with the roles and responsibilities in the project is/are familiar to them;
* The lead partner is submitting the application and enters into contractual arrangements with UNOPS/“Norway for You - Montenegro” Project in accordance with Annex IX.

***NOTE:*** *If the project is implemented in partnership, the assigned partners must comply with the above listed eligibility criteria stated in 6.1.*

**6.3 Other important requirements**

* The applicant may submit just one project proposal as a lead organisation;
* The applicant may apply as a partner only in one project additionally;
* The applicant can simultaneously receive grant as a lead applicant and partner in another granted project.

**7. Terms and Conditions for Project Proposal and Budget Preparing**

**7.1 Project proposal guidelines**

The nominated projects must:

* Address one or more areas of intervention defined under the scope of the Call and produce specific outcomes distinctively contributing to the objectives of the Call;
* Address local/regional socio-economic development priorities, as stipulated in relevant local/regional strategies and plans, contributing to their implementation;
* Propose sustainable actions, meaning that the project will ensure benefits on a long-term basis for the beneficiaries;
* Demonstrate ability to engage men and women equally in planning, implementation and project benefits, as appropriate to the scope of the Call;
* Ensure that proposed project will have no negative impact on respect of human rights, gender equality, and environment and climate;
* Demonstrate awareness of possible risks in project delivery, as well as strategies to mitigate them.

**7.2 Duration of the project**

The planned duration of the intervention may not exceed **10 (ten) months.**

**7.3 Ineligible activities and costs**

* Activities that do not relevant to the proposed objectives and priorities of the Call for Proposals;
* Cost of on-going activities already covered by from other sources;
* Interventions concerning solely or mainly research activities;
* Interventions concerning only development of strategies and/or plans;
* Actions concerned only or mainly with study visits or participation in international forums or fairs;
* Purchase of real estate or land;
* Procurement of the equipment that is not grounded in the objectives of the Call and without specific outcome;
* Bank commission fees;
* Activities regarding controlled substances, including:
  + Tobacco industry,
  + Producers of alcoholic drinks (however, wine producers are not considered as producers of alcoholic drinks),
  + Producers of weapons and military equipment,
  + Production and trade of oil and petroleum products,
  + Organisation of games of chance, lottery and similar activities,
  + Producers/dealers of any other substances/materials/products controlled by the Law.
* Auditing costs.

**7.4 Other important considerations**

* Any expense (except costs of land-line/mobile telephone, electricity and public heating – if applicable) earmarked for “Norway for You- Montenegro ” funding must NOT include VAT;
* All activities which are not appropriately planned and clearly defined in the budget may lead to application rejection;
* Any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

**7.5 Budget Thresholds**

* Operational costs of applicant and (potentially) partner/s, including Human resources costs (staff costs and consultancy support) should not exceed 20% of the total project costs;
* Promotional activities should not exceed 10% of the total project budget;
* Capacity building activities should not exceed 20% of the total project budget;
* At least 50% of total project costs should refer to direct benefit of target group/s (small businesses).

**8. Cross-cutting issues**

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

**9. Visibility**

The grantees will be expected to comply with communications and visibility requirements as set by “Norway for You”. The “Norway for You” will provide the grantees with adequate guidelines and other information prior to beginning of the project implementation.

These requirements cover the written and visual identity of “Norway for You - Montenegro”, the donors and the implementing agency, and they apply to printed, electronic and any other material, presentation, banner, invitation, sign, plaque or goods purchased with the funds provided by donors and managed by “Norway for You - Montenegro”.

The grantee must take all necessary steps to promote the Kingdom of Norway financial contribution in providing grant support. These activities include but are not limited to clear visual identification of the action at site, partaking in various media activities and events including activities designed to raise the awareness of specific or general audiences of the overall Norway 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.

**10. Instructions for the Applications Submission**

**10.1 Application forms and supporting documents**

The applicant has to submit the following application forms in **Montenegrin or** **English language:**

* **Application Documents** that are **duly filled in** (list provided under the Section 14 Annexes – Documents to be completed) and submitted in editable format (i.e. Excel, Word) and in PDF (signed, stamped and scanned);
* **Supporting documentation** (registration documents, bills, etc.) as listed in the Annex VIII – List of mandatory supporting documentation;
* In case that application is selected for granting, obligation of the applicant will be to **translate the application form including budget to English/Montenegrin language**;
* **The Letters of Participation / Commitment** (Annex VI) should be signed by each representative of small business entities which are the target groups of the Call, i.e. of the project proposal.

**10.2 Whereto and how to send the application**

* The Application Form must **be submitted exclusively via e-mail in both PDF (signed, stamped and scanned)** and original editable format, using Word and Excel. Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format. In case of discrepancies, signed, stamped and scanned version will prevail;
* The applicant must submit application forms in **Montenegrin or** **English language;**
* The total email size of the application should **not exceed 15 MB**, as the maximum size of an e-mail message allowed by the UNOPS server. If the application is larger than 15 MB, documents should be sent in a series of emails, with each email not exceeding 15 MB size thresholds. Each part of the application should be numbered in the email subject field;
* **Applications must be submitted to the 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);
* The email application must be sent with the **email subject** consisting of the reference number of the Call for Proposals (CFP 11-2019) including the number of LOT and name of the application;
* The deadline for the submission of applications is **30 November 2019.** Any application submitted after the deadline will be rejected;
* Applications **must be received before midnight local time (CET)** on the closing date of the Call for Proposal. Applicants are kindly advised to submit the application timely, as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of the application. Only applications received by UNOPS mail server before the deadline would be accepted;
* Applicants must verify completeness of their Application 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 stated in CfP will be rejected. **Hand-written applications will not be accepted**;
* **Requests for clarification** should be submitted to the email address below:

[rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org) by **15 November 2019** at the latest;

* UNOPS reserves the right to request the original versions of submitted documents from applicants.

**11. Evaluation and Contract Awarding Procedure**

Quality of the applications[[12]](#footnote-12), including the proposed budget and capacity of the applicants, will be assessed by the Evaluation Commission on pre-determined evaluation criteria as set in the Evaluation Grid below. The Evaluation Commission is submitting the evaluation results to the Donor for final approval.

**Evaluation Grid**

*Scoring:* The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Operational capacity** | **15** |
| * 1. Does the applicant have sufficient and relevant **proven experience in** project management   *Applicants with references to three and more implemented projects relevant for the CFP over the past three years will be awarded* ***maximum points****. If the number of projects is lower, the number of points will be proportionally lower.* | 5 |
| 1.2 Does the applicant/s have **human resources** **and technical capacity** to implement the proposed project?  *Applicants need to demonstrate that they have internal human resources with necessary expertise and experience to fully implement the proposed project. In cases where there are no current resources available to implement project the applicant will need to provide clear elaboration on how it will ensure access to people with adequate expertise The Applicant should also briefly describe key systems and tools that would support the implementation of the Project, where applicable.* | 5 x 2 |
| **2. Relevance** | **10** |
| 2.1 Does the proposal contribute to implementation of **local and/or national policies**? What is the level of contribution to the implementation of these policies? | 5 |
| 2.2 How **relevant** is the proposal to the **particular needs and constraints of the target groups (small businesses)**? Have these needs been recognized and clearly identified by the targeted BSEs? | 5 |
| **3. Methodology** | **20** |
| 3.1 Is the **action plan** clear, appropriate and feasible? Is the timeline realistic? | 5 |
| 3.2 Have **risks** been identified and assessed, and mitigation measures planned? Does the proposal include an effective and efficient **monitoring system**? | 5 |
| 3.3 Does the proposal identifies appropriate objectively verifiable indicators for **the expected results** of the action? Does the proposal include strong rationale and evidence, especially regarding expected outcomes and impact? | 5 |
| 3.4 Does the proposal demonstrate ability to address ***good governance*** *and* ***gender equality*** aspects of the action? Does the proposal take into consideration the impact on ***environment/climate and human rights?*** | 5 |
| 4. Outcomes and Impact | **30** |
| 4.1 How significant is the impact of proposed action specific outcomes distinctively contributing to increased competitiveness of small businesses as a result of improvement or introduction of new products, market expansion interventions or standardisation? | 5 x 2 |
| 4.2 Will the action produce **immediate benefits** for small businesses (target beneficiaries)? How likely is that the action will create long-term and broader benefits for target beneficiaries and final beneficiaries? Is there **expected income** from the project activities? How will the project encourage **export orientation?**  *Projects oriented towards income generation as well as export will be scored with highest points.* | 5 x 2 |
| 4.3 Will the action contribute to **immediate job creation**? Are there realistic expectations that the action will result in job creation within project implementation?  *Job creation actions supporting employment of women, youth and persons with disabilities will be scored with highest points.* | 5 |
| 4.4. Will the action contribute to **strengthening of the value chain** of the targeted small businesses? To which extent will it affect the position of the targeted small businesses within their value chains? Will it have positive effects on other actors within the value chain? | 5 |
| **5. Sustainability** | **10** |
| 5.1 Are the expected results of the proposed action financially sustainable: how will the activities be financed after the project funding ends? | 5 |
| 5.2. Will the project have continued positive effects after it ends? Is there a room for this intervention to lead to greater results? Are there reasonable grounds for expecting extension or expansion of project interventions in the foreseeable future? | 5 |
| **6. Budget and cost-effectiveness** | **10** |
| 6.1 Is the ratio between the estimated costs and the expected results satisfactory? | 10 |
| **7. Partnership** | **5** |
| 7.1 Does the proposal foresee substantial and formalised partnership with a relevant institution/organization? Does the partnership clearly define roles and responsibilities of all parties and are they appropriate for the proposed action? | 5 |
| **Maximum total score** | **100** |

Only the applications that have been given a total score of a minimum of 65 points will be considered for the award.

Following the decision to award a grant, the candidate will be offered a contract. By signing the Grant Agreement (Annex VII), the applicants agree to accept the contractual conditions of the standard grant contract, including applying of the Procurement Manual if the grantee is BSE and which will be provided by the Project to the awarded applicants. The Project would predominantly use grant methodology for implementation of the approved projects.

**12. Monitoring, reporting and evaluation**

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

The following reports will be expected from the grantee:

* Bi-Monthly progress reports (by the 5th day of each  second month)
* The milestone report after 80% of the first tranche spent, including financial aspect
* The final report assessing and analysing implemented project, its outputs and outcomes, submitted 15 days after finalisation of the project. The Final report must include narrative and financial aspects, including photos. These reports will be considered public information.

“Norway for You - Montenegro” Project will monitor implementation and audit grantees. 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 “Norway for You - Montenegro” Project’s verifications visits.

**13. Indicative Timetable**

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| --- | --- |
| **Stages** | **Date and time period** |
| Launching of the Public Call | 16 October 2019 |
| Info Session for the Call | 28 October – 1 November 2019 |
| Deadline for Submission of Applications | 30 November 2019 |
| Information on Evaluation Results | Three weeks after the deadline |
| Signing of Agreement | December 2019 - January  2020 |

**14. Annexes**

**Documents to be completed**

Annex I: Grant Application Form

Annex II: Project Budget including Sources of funding

Annex III: Applicants’ Factsheet

Annex IV: Statement of the Applicant on the truthfulness of the data and fulfilment of l the requirements of the Call

Annex V: Statementof the Partner Organisation

Annex VI: Letter of Participation / Commitment

Annex VII: Application Checklist

**Documents for information**

Annex VIII: The list of mandatory support documents for submission

Annex IX: UNOPS Grant Support Agreement template (not to be filled)

1. According to the Rulebook on Local Self-government development index the following municipalities are categorized as 16 least developed municipalities in Montenegro,: Andrijevica, Berane, Bijelo Polje, Cetinje, Danilovgrad, Gusinje, Kolašin, Mojkovac, Nikšić, Petnjica, Plav, Pljevlja, Rožaje, Šavnik, Ulcinj and Žabljak. [↑](#footnote-ref-1)
2. [Industrial Policy of Montenegro](file:///C:\Users\admin\Downloads\Industrial%20Policy%20of%20Montenegro%20until%202020%20(1).pdf) [↑](#footnote-ref-2)
3. [Montenegro Economic Reform Programme 2019-2021](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/montenegro_erp_2019-2021.pdf) [↑](#footnote-ref-3)
4. Source: Statistical Office of Montenegro (MONSTAT) - [Monthly employment data](https://www.monstat.org/userfiles/file/publikacije/2019/4/3.zz.pdf) [↑](#footnote-ref-4)
5. Source: [Employment Agency of Montenegro monthly report](http://www.zzzcg.me/wp-content/uploads/2019/04/022019-BILTEN.pdf) [↑](#footnote-ref-5)
6. [Strategy for development of micro, small and medium enterprises 2018 - 2020](http://www.gov.me/ResourceManager/FileDownload.aspx?rId=325628&rType=2) [↑](#footnote-ref-6)
7. [Strategy for the development of Agriculture and Rural 2015-2020](http://www.minpolj.gov.me/ResourceManager/FileDownload.aspx?rid=253749&rType=2&file=Strategija%20razvoja%20poljoprivrede%20i%20ruralnih%20podrucja%202015-2020.pdf) [↑](#footnote-ref-7)
8. [Cluster development policy of Montenegro](http://www.gov.me/ResourceManager/FileDownload.aspx?rid=308287&rType=2&file=016_70_29_03_2018.pdf) 2017 - 2020 [↑](#footnote-ref-8)
9. List of Project targeted municipalities is previously mentioned in Section 1. Background [↑](#footnote-ref-9)
10. Budgeting and contracting shall be conducted in USD and the funds will be transferred to selected beneficiaries in EUR [↑](#footnote-ref-10)
11. The applicant is submitting signed statement form (Annex IV) to confirm compliance with the criteria, but if the project proposal is approved for funding, “Norway for You” Project will request submission of appropriate certificate issued by the competent authority before contract signing. [↑](#footnote-ref-11)
12. The applications that didn’t pass administrative check and are not in compliance with the terms and conditions of the Call will not be considered for the evaluation [↑](#footnote-ref-12)