

Cross-Border
Cooperation



Funded by
the European Union

Kosovo – North Macedonia

INFORMATION SESSION ON 1ST CALL FOR PROPOSAL

Cross Border Cooperation Programme
Kosovo - The Republic of North Macedonia
IPA III – 2023 allocation

Budget line(s): BGUE-B2023-15.020300-C1-NEAR DELKOS

Reference: EuropeAid/182814/DD/ACT/XK

Deadline for submission of concept notes:

09/12/2024 at 12:00 (Brussels date and time)



OPENING REMARKS:

- 11:00-11:05** European Union Office in Kosovo Reps;
- 11:05-11:10** Ministry of Local Governmetn Administration, Kosovo Reps;
- 11:10-11:15** Ministry of Local Self-government, North Macedonia reps;
- 11:15 -11:40** Presentation of the IPA III Call for proposal rules/background;
- 11:40 -11:50** Partner search forum;
- 11:50 -12:30** Questions and discussions;



GENERAL OBJECTIVE OF THE IPA III CBC PROGRAMME KOSOVO-NORTH MACEDONIA IS:

To promote good neighbourly relations, foster Union integration and strengthen the social, economic and territorial development of the programme cross-border area by improving environment protection, and preservation of resources, and competitiveness and business development



ALL CONTRACT AND PAYMENT ISSUES ARE THE RESPONSIBILITY OF EUROPEAN UNION OFFICE IN KOSOVO ACTING AS THE CONTRACTING AUTHORITY (CA).

While the programme is implemented jointly by both countries. In Kosovo, the responsible institution is:

- Ministry of Local Government Administration (MLGA) in charge of the overall coordination of the programme, is the cross-border cooperation structure (CBCS) in this country;

In The Republic of North Macedonia, the responsible institution is:

- Ministry of Local Self Government (MLSG) responsible for the overall coordination of the programme, is the CBCS in this country.



THEMATIC PRIORITIES OF THE CBC PROGRAMME TO BE ADDRESSED BY THE APPLICATION SUBMITTED UNDER THIS CALL:

Thematic Priority 2

- Environmental protection, climate change adaptation and mitigation, risk prevention and management
Specific objective/outcome 2.1: The cross-border territory is more environmentally sustainable

Thematic Priority 8

- Competitiveness, business environment and SME development, trade and investment
Specific objective/outcome 1.1: Increased levels of cross border trade and tourism service
Specific objective/outcome 1.2: Increased employment/ number of new businesses created



RESULTS UNDER EACH THEMATIC PRIORITY

Results (TP2)

- 2.1.1 Increased awareness of cross border inhabitants in environment protection/climate change/nature protection to promote sustainability among target groups
- 2.1.2 Joint management plans and capacities on environmental protection and disasters
- 2.1.3 Circular economy practices are fostered

Results (TP8)

- 1.1.1 New local products with cross-border tourism potential developed
- 1.1.2 Marketing and commercialisation of products and services locally and internationally improved
- 1.1.3 Increased capacities of trade and tourism organisations and local authorities on promotion strategies
- 1.2.1 Interns gained practical experience to enter the workforce
- 1.2.2 Increased support to business start-ups
- 1.2.3 Increased supply of professional training courses



FINANCIAL ALLOCATION

Total available allocation for the 1th Call for proposal for IPA III (2023 allocation):

EUR 3,240,000.00

- **LOT 1 / Thematic priority 2:**

Environmental protection, climate change adaptation and mitigation, risk prevention and management -allocated EUR **1,620,000.00**

- **LOT 2 / Thematic priority 8:**

Competitiveness, business and SME development, trade and investment –allocated EUR **1,620,000.00**



FINANCIAL ALLOCATION

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

Thematic priority/Lots	Minimum amount of EU-funded grant	Maximum amount of EU-funded grant
LOT 1: Thematic Priority 2 (Environmental protection, climate change adaptation and mitigation, risk prevention and management)	EUR 300,000.00	EUR 700,000.00
LOT 2: Thematic Priority 8: Competitiveness, business and SME development, trade and investment	EUR 150,000.00	EUR 400,000.00



PERCENTAGES OF TOTAL ELIGIBLE COSTS OF THE ACTION:

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

Minimum percentage: 60% of the total eligible costs of the action;

Maximum percentage: 85% of the total eligible costs of the action;



IMPORTANT NOTES

LOT 1/Thematic Priority 2: Environmental protection, climate change adaptation and mitigation, risk prevention and management:

1. Minimum of 50 % of subtotal eligible costs may be dedicated to investments (fixed assets, works and equipment including design and supervision);
2. Local authorities are encouraged to establish partnerships with Non-Governmental Organisations (NGOs) aiming at addressing interests and lack of capacities of the relevant stakeholders, especially those of regional and local authorities;
3. NGOs can assist applicants listed in Section 2.1.1 (i.e., Local authorities, national and regional centres for disaster management, national parks, formal education and training institutions, central and local cultural institutions, public enterprises, etc.) ONLY as co-applicants.

LOT 2/Thematic Priority 8: Competitiveness, business and SME development, trade and investment:

1. Minimum of 50% of eligible costs may be dedicated to investments (fixed assets, works and equipment including design and supervision);
2. Maximum 20% of eligible costs may be dedicated to human resources, travel, equipment and supplies.
3. Maximum 30% of eligible cost may be dedicated for activities such as supporting cross border joint activities (fairs, new joint tourist products/services, tourist offers and new itineraries etc.)

IMPORTANT TIPS

- BASELINE DATA SURVEYS;**
- JOINT DEVELOPMENT;**
- JOINT IMPLEMENTATION;**
- JOINT STAFFING;**
- JOINT FINANCING;**
- CLEAR CBC SEGMENT;**
- NO MIRRORING IDEA/PROPOSAL;**



Actions or operations selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, and it must:

- take place in the specific programme area of Kosovo and North Macedonia
 - have cross-border impacts and benefits in parts of the programme area of Kosovo and North Macedonia
- Foresee cooperation of the cross-border applicant and co-applicant(s) in both:
- joint development: applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form and drawing up their respective budget;
 - joint implementation: grant beneficiaries coordinate, in the frame of the operation, their activities across the border, **and carry out most of the project activities together and not as independent, unrelated, mechanically reproduced and country-bound initiatives;**



ELIGIBILITY OF APPLICANTS (I.E. LEAD APPLICANT AND CO-APPLICANT(S))

LOT 1/Thematic Priority 2: Environmental protection, climate change adaptation and mitigation, risk prevention and management

Lead applicant

In order to be eligible for a grant, the lead applicant must:

- be a legal person, and
- be non-profit-making, and
- be effectively established in either Kosovo or North Macedonia and
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, and
- be one of the following institutions or organisations:



ELIGIBILITY OF APPLICANTS (I.E. LEAD APPLICANT AND CO-APPLICANT(S))

- Local authorities (municipalities);
- National and regional centres for disaster management, emergency services (e.g.: firefighting brigades), national parks and monitoring structures and other public organizations for nature protection;
- Formal education and training institutions (e.g. primary schools, VET schools, Universities, etc.) including research, development and innovation centres. If education and training institutions do not have statutes as legal persons, the local government unit upon which they depend should be the applicant or co-applicant;
- Central and local cultural institutions such as museums, libraries, institutions for protection of cultural heritage, etc. If these institutions do not have statutes as legal persons, the local government unit upon which they depend should be the applicant or co-applicant



Please note that profit making organisations and political parties are not eligible, neither as lead applicants nor as co-applicants, nor as affiliated entities

Ministries from both countries are not allowed to apply for this call as lead applicants, co-applicants nor as affiliated entities.



LOT 2/Thematic Priority 8: Competitiveness, business and SME development, trade and investment

Lead applicant

In order to be eligible for a grant, the lead applicant must:

- be a legal person;
- be 100% privately owned small or medium sized enterprise (according to the Kosovo and North Macedonia definition and law);
- be effectively established in either Kosovo or North Macedonia;
- operate in the following industries: tourism and/or agriculture (agro-tourism and/or agro-food);
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary



CO-APPLICANT(S)

The lead applicant must act with at least one co-applicant as specified hereafter:

- If the lead applicant is established in Kosovo, at least one co-applicant must be established in North Macedonia, and vice versa.
- The maximum number of co-applicants that could be involved in the action is three (3)

(1 LEAD APPLICANT + 3 CO-APPLICANTS) .



CO-APPLICANT(S)

Co-applicant(s) must satisfy the eligibility criteria as applicable to the lead applicant himself, with the following exemptions:

Lot 1: Non-governmental organisations (NGOs) are eligible as co-applicants;

Lot 2: Non-governmental organisations (NGOs), such as: Business Support Centres, Chambers of Commerce; Sectorial business organisations/associations, Vocational Education and Training Centres in the targeted sector (tourism and/or agriculture), professional tourism and/or agriculture associations are eligible as co-applicants;

Co-applicant(s) must sign the mandate in Section 5.2 of Annex A.2 ‘full application form’.



DURATION OF THE PROPOSED ACTION

- The initial planned duration of the action may not be lower than 12 months nor exceed 24 months



PROGRAMME'S AREA

Kosovo:

- **East Economic Region**, composed of the municipalities of Gjilan/Gnjilane, Kamenicë/Kamenica, Viti/Vitina, Novo Bërdë/Novo Brdo, Ferizaj/Uroševac, Kaçanik/Kaçanik, Shtërpcë/Štrpce, Hani i Elezit/Elez Han, Ranillug/Ranilug, Partesh/Parteš and Kllokot/Klokot .
- **South Economic Region**, composed of the municipalities of Prizren, Suharekë/Suva Reka, Malishevë/Mališevo, Dragash/Dragaš, Rahovec/Orahovac, and Mamusha/Mamuša.



PROGRAMME'S AREA

The Republic of North Macedonia:

- **Polog Region**, includes nine municipalities: Bogovinje, Brvenitsa, GostivarJegunovtse, Mavrovo and Rostusha Teartse, Tetovo, Vrapchishte, and Zhelino.
- **Northeast Region**, includes six municipalities: Kratovo, Kriva Palanka, Kumanovo, Lipkovo, Rankovtse and Staro Nagorichane.
- **Skopje Region**, includes 17 municipalities: Arachinovo, Chucher-Sandevo, Iliden, Petrovets, Sopishte, Studenichani, and Zelenikovo. The City of Skopje is an administrative unit and also includes 10 municipalities: Aerodrom, Butel, Chair, Centar, Gazi baba, Gjorche Petrov, Karposh, Kisela Voda, Saraj and Shuto Orizari.



NUMBER OF APPLICATIONS AND GRANTS PER APPLICANTS / AFFILIATED ENTITIES

Number of applications and grants per applicants / affiliated entities:

- The lead applicant may not submit more than 1 (one) application under this call for proposals.
- The lead applicant may not be awarded more than 1 (one) grant under this call for proposals.
- The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.
- A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 (one) application under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than 1 (one) grant under this call for proposals.

Applications failing to comply with the above requirements for submission will be rejected from the evaluation.



FINANCIAL SUPPORT TO THIRD PARTIES

Financial support to third parties

- Applicants cannot propose any financial support to third parties.



HOW TO APPLY AND THE PROCEDURES TO FOLLOW

- Lead applicants, co applicants and affiliated entities should register in PADOR. Lead applicants must register at the concept note step. Co-applicants and affiliated entities must register at the full application step; lead applicants must make sure that their PADOR profile is up to date. Please note that the registration of this data in PADOR is obligatory for this call for proposals;
- PADOR is accessible via the website: https://ec.europa.eu/internationalpartnerships/funding/looking-for-funding_en.
- It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline to submit your application in PROSPECT



RESTRICTED CALL FOR PROPOSALS

- » **First instance, only Concept Notes must be submitted for evaluation;**
- » **Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form;**



CONCEPT NOTE CONTENT

- **Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A.1).**
- **In English language**
- **Costs expressed in EURO**
- **Please do not forget the checklist**
- **Incomplete Concept notes may be rejected**



WHERE AND HOW TO SEND CONCEPT NOTES

- Within the deadline: **09/12/2024 at 12:00 (Brussels date and time)**
- On line via PROSPECT
- <https://webgate.ec.europa.eu/europeaid/procpect>
- Concept note together with the declaration by the lead applicant (Annex A.1.section 2) must be submitted online via prospect;



PROSPECT

- PROSPECT is an electronic system developed for the management of calls for proposals in the field of external action;
- PROSPECT on-line submission of applications. It allows applicants to submit the proposal online, follow the status of the application in real time and receive an automatic notification in case a new document (clarification, Corrigendum, etc) is published for your call;
- PROSPECT information (manual, e-learning , FAQ, presentation, etc)
<https://webgate.ec.europa.eu/europeaid/prospect>
- PROSPECT helpdesk: Europeaid-IT-support@ec.europa.eu



INFORMATION FOR APPLICANTS

Questions:

- By e-mail AND no latter than **21 days** before the deadline for the submission of concept notes to the address (es) below indicating clearly the reference of the call for proposal

Email address: **DELEGATION-KOSOVO-FINCON@eeas.europa.eu**

Answers/replies:

- » No latter than **11 days** before the deadline for the submission of proposals



INFORMATION FOR APPLICANTS

- All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the EU office in Kosovo website. on the website of the contracting authority https://eeas.europa.eu/delegations/kosovo_en, on the website of DG International Partnerships <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the website of the programme <http://cbc-kosovo-northmacedonia.eu>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published
- In the interest of equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants or of Actions



HIGHLY RECOMMENDED

Documents for preparation and designing the PROJECT PROPOSAL

- a. List of programme indicators applicable for 1st call for proposals under IPA III CBC programme Kosovo-North Macedonia;
- b. PROGRAMME DOCUMENT FOR IPA III CBC KOSOVO-NORTH Macedonia 2021-2027 at:
<https://cbc-kosovo-northmacedonia.eu/programmes>



PARTNER SEARCH FORUM

1. Website **<https://www.cbc-kosovo-northmacedonia.eu/partnersearch>**
2. Office meetings and Inquiries by email

**Cross-Border
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JOINT TECHNICAL SECRETARIAT OFFICE CONTACT DETAILS

**CROSS BORDER COOPERATION HOUSE
JOINT TECHNICAL SECRETARIAT PRISTINA**

ANTENNA OFFICE

Business Center Kuzman
Str. M. Teodosij Gologanov, no. 28/1-018,
Skopje, North Macedonia

Email: info@cbc-kosovo-northmacedonia.eu Website: <https://cbc-kosovo-northmacedonia.eu>

QUESTIONS AND DISCUSSION (Q&D)