



The Delegation of the European Union  
to the Republic of Serbia

**Provision of support to IDPs and  
returnees in return process**

**Info session for Call for Proposal**

EuropeAid/180186/DD/ACT/RS



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Please note that this presentation is prepared solely to be used as supporting material to be used during the Information sessions.

The Guidelines for Applicants published for the Call for Proposal remain the sole written reference to the applicable conditions and rules.



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## Provision of support to IDPs and returnees in return process

- EU support to Fundamental Rights
- Annual Action Plan in favour of the Republic of Serbia for 2022



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## Provision of support to IDPs and returnees in return process

- The global objective of this call for proposals is to increase human rights in line with the objectives related to the acquis Chapter 23.



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## Provision of support to IDPs and returnees in return process

- The specific objective of this call for proposals is to increase support to Internally Displaced Persons (IDPs)
- The priority of this call for proposals is provision of better support to IDPs and returnees in return process.
- Envisaged types of support (preparation activities in return process of IDPs – delivered trainings, economic grants and assistance kits with transportation) are to be provided to IDPs which will lead to better and increased social protection, enhanced provisions of temporary and durable solutions in housing and possibilities for employment. Expectancy is to achieve elimination of barriers for access to rights and enhance economic situation of IDPs as one of the most vulnerable population group in the region to accomplish likelihood for sustainable return.



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## Budget

- The overall indicative amount made available under this call for proposals is **EUR 1,500,000**. The contracting authority reserves the right not to award all available funds.
- Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:
  - minimum amount: EUR 200,000
  - maximum amount: EUR 400,000



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# Budget

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: 51 % of the total eligible costs of the action.
- Maximum percentage: 90 % of the total eligible costs of the action



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# Eligibility criteria- the actors

## Eligibility of **lead applicant**:

- be a legal person **and**
- be a specific type of organisation such as: municipality of the Republic of Serbia, **or** city municipality of the Republic of Serbia, **or** town of the Republic of Serbia (excluding municipalities/city municipalities/towns in the territory of Kosovo\*, as in line with Annex 1 to IPA Regulation 231/2014 of the European Parliament and of the Council of 11 March 2014); or non-governmental organisation **and**
- be established in the Republic of Serbia, **or** in a Member State of the European Union **or** of the European Economic Area, **or** in another IPA III beneficiary country, **or** in any of the Neighbourhood partner countries and territories covered by NDICI-GE (annex I of NDICI-GE) **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.





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# Eligibility criteria- the actors

### Eligibility of co-applicants:

- At least one co-applicant, as specified below, is mandatory for this Call for Proposals.
- Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.
- Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.
  - **If the lead applicant is a municipality/city municipality/town of the Republic of Serbia** (excluding municipalities/city municipalities/towns in the territory of Kosovo\*, as in line with Annex 1 to IPA Regulation 231/2014 of the European Parliament and of the Council of 11 March 2014), it must act with a non-governmental organisation as co-applicant. Other co-applicants may participate.
  - **If the lead applicant is a non-governmental organisation**, it must act with a municipality/city municipality or town of the Republic of Serbia (excluding municipalities/city municipalities/towns in the territory of Kosovo\*, as in line with Annex 1 to IPA Regulation 231/2014 of the European Parliament and of the Council of 11 March 2014) as co-applicant. Other co-applicants may participate.



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## Eligibility criteria- eligible actions

### Duration

- The initial planned duration of an action may not be lower than **24 months** nor exceed **36 months**

### Location

- Actions must take place only in the Republic of Serbia (excluding the territory of Kosovo\*, as in line with Annex 1 to IPA Regulation 231/2014 of the European Parliament and of the Council of 11 March 2014).



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## Eligibility criteria- eligible actions

### Types of actions:

- Actions related to provision of better support to IDPs and returnees in return process.

### The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions aiming predominantly at charitable donations and profit making activities;
- actions which are already funded by other Community programmes and undertaken before the date of contract signature.

# Eligibility criteria- eligible activities

## **Types of activity**

- Information/outreach campaign implemented by providing reliable and updated information to IDP population in Serbia on the return possibilities and available support (establishing cooperation with IDPs' Associations, organisation of round tables, public presentations, field visits etc.);
- Identification and needs assessment of IDPs opting for return;
- Provision of technical and administrative assistance to potential returnees;
- Strengthening economic sustainability of IDPs opting for return through the provision of vocational and educational trainings;
- Strengthening economic sustainability of IDPs opting for return through the provision of economic (income generation) grants accompanied by short term business training and mentoring;
- Provision of assistance kits;
- Transportation of personal belongings of IDPs to the place of return (transportation must be done by the company from Serbia, all payments must be conducted in Serbia and ToR for transportation Serbia based company must include all expenses derived from this activity such as forwarding, loading/unloading of truck, renting of forklift etc.).



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### Financial support to third parties (FSTP)

- Applicants **may** propose financial support to third parties in order to help achieving the objectives of the action.
- The maximum amount of financial support per third party is EUR 60 000 except where achieving the objectives of the actions would otherwise be impossible or overly difficult, in which case this threshold can be exceeded. A threshold below EUR 60 000 can be set if appropriate.

For further details on FSTP, please refer to the Guidelines for Applicants.



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## Number of applications and grants per applicants / affiliated entities

- The lead applicant may not submit more than one application under this call for proposals.
- The lead applicant may not be awarded more than 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 one application under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than one grant under this call for proposals.



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# Important points to note (part 1)

**Submission online via PROSPECT is obligatory for this call, as well as registration in PADOR.**

To apply for this Call for Proposals, please use the following:

**<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/prospect-details/180186PROSPECTSEN>**

**Guidelines** – **Read them and ensure you understand all the sections.** If you have doubts, send your questions. We shall publish replies to all questions received.

Questions may be sent by e-mail no later 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 proposals: **E-mail address: DELEGATION-SERBIA-FCS@eeas.europa.eu**

**Actions** – show which actions can be financed under this Call.

**Activities** - show how the action can be achieved.

**Eligibility requirements** – eligibility of applicants, actions, costs, etc..

**Visibility** -

Think about visibility.

Be creative.

Write about it in your proposal





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### Important points to note (part 2)

#### Submission of documents

- The lead applicant is strongly advised not to wait until the last day to submit the applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission.
- Technical issues with submission: should be addressed to the IT helpdesk at [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) via the online support form in PROSPECT.
- The documents listed under section 2.2.5 of the GFA shall be uploaded **in PADOR by the full application deadline (statutes, LEF, FIF, etc.)**
- A copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) and audit report produced by an approved external auditor (where needed) **must be uploaded in PADOR by the full application deadline.**
- The requested supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. **showing legible stamps, signatures and dates**) of the said originals. Originals should be kept on file for controls



# Important points to note (part 3)

## Submission of documents (cont.)

- **Declaration on honour:** the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) Please note that the declaration on honour should be submitted **via PROSPECT**.
- **NEW: Self-evaluation questionnaire on SEA-H:** the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 2.5.6 of the PRAG). Please note that the self-evaluation questionnaire on SEA-H should be submitted **via PADOR**.

The screenshot displays the PADOR system interface. At the top, there is a navigation bar with tabs: Profile, Financial data, User list, Signature, Contracts, and Internal check. Below this, the 'Additional documentation' section is visible. It contains a label 'Self-evaluation questionnaire on policy against sexual exploitation, abuse and harassment (SEA-H) . (Applicable as of PRAG 2021)' and a button labeled 'No document' with an upward arrow icon.

- If not submitted as described above: the requested supporting documents must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery to the postal address of the DEU Serbia, in original.

## **Documents to be completed**

Annex A: Grant application form (Word format)

A.1 – Concept note

A.2 – Full application form

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Legal entity sheet

Annex E: Financial identification form

Annex H: Declaration on Honour

Annex L: Self-evaluation questionnaire on SEA-H

Annex F: PADOR registration form (*only if impossible to register in PADOR*)

## **DOCUMENTS FOR INFORMATION**

Annex G: Standard grant contract

- Annex II: general conditions
- Annex IV: contract award rules
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

Annex I: Daily allowance rates (per diem), available at the following address: [https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-project/diem-rates\\_en](https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-project/diem-rates_en)

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Annex K: Guidelines for assessing simplified cost options. These documents should also be published by the contracting authority.



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## Full applications- Tips on Annex B: Budget

- Please take into consideration the following when preparing your budgets for the action:
  - all 3 relevant sheets of "Annex B- Budget" are consistent with each other and PROSPECT – Total eligible costs of the action should be exactly the same in sheet 1. Budget and sheet 3. Expected sources of funding and as requested in PROSPECT;
  - The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item;
  - If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value);
  - Specify the typology of costs- if you do not use the specific SIMPLIFIED COST OPTION procedure, DO NOT use the terms LUMP SUM, FLAT RATE or APPORTIONMENT when defining the unit, but think of the way to define the unit properly (for e.g. per month/ per travel, per event, per service etc. )
  - Contingency - a justification for the possible need for the contingency must be included in the justification in Annex III Budget (2nd sheet)



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## Full applications- Tips on Annex B: Budget(continued)

- Please take into consideration the following when preparing your budgets for the action:
  - Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action)
  - Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs. Please avoid estimates based on "previous experience by the applicant" or the like
  - Do not forget to include costs for Expenditure Verification
  - In sheet 3 of Annex B – Budget - Expected sources of funding - Other contributions, the source of other contributions must be properly named and respective amounts identified for each contributor, i.e. lead applicant, co-applicant, affiliated entity, other donor (to be named)



## The Delegation of the European Union to the Republic of Serbia

# TIMETABLE

	DATE	TIME
1. Information meeting –ON LINE	30/01/2024	11:00 CET
2. Deadline for requesting any clarifications from the contracting authority	06/02/2024	16:00 CET
3. Last date on which clarifications are issued by the contracting authority	16/02/2024	-
4. Deadline for submission of concept notes	27/02/2024	15:00 CET
5. Information to lead applicants on administrative checks and concept note evaluation (Step 1)	April 2024	-
6. Invitations to submit full applications	April 2024	-
7. Deadline for submission of full applications	June 2024	-
8. Information to lead applicants on the evaluation of the full applications (Step 2)	July 2024	-
9. Notification of award (after the eligibility check) (Step 3)	August 2024	-
10. Contract signature	September 2024	-

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure



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**THANK YOU!**

**ANY QUESTIONS?**