GUIDELINES FOR APPLICANTS – CIVIL SOCIETY ORGANIZATIONS (CSO)

Regional Public Call for CSOs for Submission of Project Proposals
About ReLOaD2 Programme

The Regional Programme on Local Democracy in the Western Balkans 2 (ReLOaD2) is a continuation of the EU-UNDP partnership and previously supported initiative – ReLOaD1 implemented in the four-year period of 2017 - 2020. ReLOaD2 continues to strengthen participatory democracies and the EU integration process in the Western Balkans (WB) by empowering civil society and youth to actively take part in decision-making and by stimulating an enabling legal and financial environment for civil society. The programme is implemented in the following Western Balkans (WB) IPA beneficiaries: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, and Serbia. Working across the region, ReLOaD2 enhances the capacities of local governments and civil society organisations (CSOs) to engage in productive partnerships and contribute to improved service delivery and realization of local priorities in line with development strategies.

ReLOaD2 works with 62 partner local authorities and is focused on the institutionalization of interactions between local governments and CSOs. It incites partner local governments to use public funding for CSOs in a transparent and development-oriented manner, recognizing local needs and embracing a project-based approach. Also, the Action promotes youth engagement and supports the implementation of youth initiatives and helps the improvement of youth economic perspectives.

Across the WB region, the following partner local governments are engaged in ReLOaD2:

<table>
<thead>
<tr>
<th>IPA Beneficiary</th>
<th>Names of partner LGs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania</td>
<td>Elbasan, Kamëz, Kavajë, Korçë; Kukës, Lezhë, Lushnje, Patos, Përmet, Roskovec, Sarandë, Shkodër and Tiranë.</td>
</tr>
<tr>
<td>Bosnia and Herzegovina</td>
<td>Bihać, Centar Sarajevo, Gacko, Goražde, Gradiška, Istočno Sarajevo, Mostar, Novo Sarajevo, Prijedor, Prozor-Rama, Rudo, Ugljevik and Vitez.</td>
</tr>
<tr>
<td>Kosovo</td>
<td>Fushë Kosovë/Kosovo Polje, Mitrovicë/a South, Skenderaj/Srbica, Shtërpcë/Štrpce, Podujevë/o, Rahovec/Orahovac and Dragash/š</td>
</tr>
<tr>
<td>North Macedonia</td>
<td>Bitola, Gevgelija, Gostivar, Kocani, Kriva Palanka, Kumanovo, Ohrid and Veles</td>
</tr>
<tr>
<td>Serbia</td>
<td>Babušnica, Vladićin Han, Vrnjačka Banja, Kruševac, Novi Sad, Topola and Subotica</td>
</tr>
</tbody>
</table>

The duration of the Action is 48 months (2021 – 2024) with a total budget of EUR 12.63 million (USD 15.06 million). More details about the ReLOaD2 programme you can find on this [link](#).

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* For the European Union, this designation is without prejudice to position on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. For UNDP all references to Kosovo shall be understood in the context of the UN Resolution 1244/1999.
(2) Overall objective of the Regional Public Call for CSOs and its priorities

The goal of the Regional Public Call for CSOs is to further support young women and men and their needs respecting identified regional similarities and challenges. General thematic areas that are the focus of the Regional Public Call for CSOs are: youth volunteering services, intra- and inter-community engagement, regional youth cooperation and exchange and youth mobility. Project proposals should be related to community actions and volunteering, building capacities of young women and men, awareness raising, experience exchange, informal education, and trainings. The cross-cutting elements relevant to this Regional Public Call include social cohesion, gender equality, environmental protection and human rights.

This is an opportunity to invite CSOs from all participating IPA beneficiaries, namely Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia to submit project proposals.

Priority areas for this Regional Public Call are:

1. Youth cooperation and mobility through cultural, sports and recreational activities and events,
2. Youth cooperation and community engagement,
3. Youth engagement and volunteering actions related to environmental protection and green agenda,
4. Youth skills development and youth economic empowerment.

Each project proposal should have respect for diversity and gender equality principles incorporated into project design.

The funds will be allocated to those CSOs whose projects contribute to at least one or more priorities, observing cross-cutting elements while meeting the criteria and other conditions of the Regional Public Call.

(3) Funds (Grants) Available for Projects

The value of grants allocated within this Regional Public Call must be between the following minimum and maximum amounts:

- minimum amount: 30,000.00 EUR
- maximum amount: 60,000.00 EUR

The total amount available for the Regional public call is 240,000.00 EUR.
UNDP reserve the right not to award all available funds in case the submitted CSO project proposals do not meet the specified criteria.

Interested CSOs are allowed to participate on this call with two project applications (one as the Lead applicant and one as the partner organisation).

In general, the total amount awarded to one CSO could not exceed 60,000.00 EUR for the entire duration of the ReLOaD2 intervention. This includes funding through all ReLOaD2 public calls executed

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1 Definition of youth respects legislation and official definition in each IPA beneficiary.
in cooperation with local governments in each IPA beneficiary. In case where CSOs fail to respect these limitations, their applications will be rejected.

**Note:** Grants allocated within this Regional Public Call for CSOs may finance administrative costs (e.g. office operation costs, utility costs, etc.), transportation and staff costs (e.g. cost of personnel and management of the project excluding experts and other short term staff required for the specific activity) to a maximum of 30% of the size of project proposal (requested amount). The total amount allocated for purchasing the equipment and re-construction work cannot, in cumulative, exceed 30% of the requested amount. The remaining 40% of the funds should be foreseen for other project activities including up to 5% (from the total requested amount) for the visibility costs.

### (4) General Information on the Regional Public Call for CSOs

**The project documents** must be prepared in English and submitted in electronic format. This includes the following:

- Project proposal (Word format - Annex 1),
- Budget breakdown (Excel format - Annex 2),
- Logical framework matrix (Word format – Annex 3),
- Activity and visibility plan (Excel format – Annex 4).

**List of additional documents that must be submitted in electronic format:**

- Valid certificate of registration of an organization (CSO) (for the project lead CSO as well as for other project partners),
- Organization’s statute (for Lead CSO as well as for other project partners, if any),
- Completed Administrative identification form (Annex 5),
- Completed Financial identification form (Annex 6),
- Completed Eligibility statement (Annex 7),
- Final annual financial report for 2022 (balance sheet and income statement) certified by a responsible agency for financial operations and licensed and authorized accountant,
- Organization’s annual narrative report for 2022 (if available),
- Completed Statement on double funding (Annex 8),
- Completed Partnership statement (Annex 9),
- Letter of support from local government (Annex 10),
- Completed Check list (Annex 11).

**Note:** Scanned documents do not need to be translated in English.

In the case of the approval of a CSO project proposal, the original documents or authorized copies will be requested.

### (5) Who Can Apply?

The Regional Public Call for CSOs is open to all CSOs formally registered as non-profitable entities in accordance with the regulatory frameworks in six WB IPA beneficiaries\(^2\) (where the CSO (applicant) and partners are registered).

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\(^2\) Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia.
Branches/offices of international organizations, associations or foundations, and other international non-profit entities – not established\(^3\) in one of the IPA beneficiaries, are not eligible to the Regional Public Call. CSO applicants will be excluded from participation in this Regional Public Call if:

- Subject of conflict of interest - they were previously involved or obtained confidential information during the preparation of the Regional Public Call,
- Provided false information to UNDP and/or its partners (ReLOaD2 programme and/or any other EU/EC funded initiatives, local governments, respective ministries, etc.),
- If the applicants fail to submit the required information,
- Tried to exert influence over the evaluation commission or the authorized contractual party during the Regional Public Call and/or the evaluation process.

(6) Partnerships and Partner Eligibility

CSO applicants must apply in a consortium with at least one other CSO from an IPA beneficiary different from the one where the applicant is established (minimum two CSOs from two different IPA beneficiaries). The number of partners in the consortium is not limited but needs to reflect the necessity for successful project implementation. **Note: Selection and arrangement of partnerships is sole responsibility of the applicant.**

**Lead Applicant**

**Lead Applicant** will hold contractual obligations on behalf of the consortium regardless of the number of partners CSOs in a consortium. **The Lead Applicant** will be a contractual party and assume all legal and financial liability for the project implementation. **The Lead Applicant** must be clearly indicated in the project proposal (Annex 1) and the partnership statement (Annex 9) must be prepared and signed.

**Lead Applicant** will have an obligation for periodic transfer of the grant funds to partner CSOs in line with project dynamics. However, the Lead Applicant, as a budget holder, ensures eligibility of the costs and operations by all partners in the consortium.

**Partner Organisations**

Project partners (partner organisations) can only be CSOs (one or more). Project partners take part in a project design and implementation and hold responsibility for the successful implementation of the project activities, indicated in the Activity and visibility plan (Annex 4). Costs they incur will fall under the same rules as those incurred by the Lead applicants. Thus, **project partners must meet the same eligibility conditions as the Lead Applicant.**

**Note:** to support the networking of CSOs across the WB region, interested CSOs are able to use existing CSO networks and contacts, but also to seek support in search of partner organisations through ReLOaD2 teams, in respective IPA beneficiaries. Furthermore, usage of the **Western Balkans**

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\(^3\) For the purposes of this Regional public call, the term *established* means the following: “To be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the concerned IPA Beneficiary and that its head office is located in an eligible IPA Beneficiary. In this respect, any legal entity whose statutes have been established in another country/territory cannot be considered as an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded”. 
**Fund – partnership platform** and/or other similar platforms to seek for suitable partners in relation to this Regional Public Call is an option for all interested parties. ReLOaD2 team, in each IPA beneficiary, could assist in sharing available contacts within the existing internal and external CSO networks in the WB region. ReLOaD2 will not mediate nor negotiate any subsequent partnerships or cooperation, but can only provide potential contacts, if available.

Please use the following ReLOaD2 programme contacts, in that regard:

1. **Ms. Lorena Gjergji**, lorena.gjergji@undp.org, UNDP Country Office Albania,
2. **Ms. Mersiha Čurčić**, mersiha.curcic@undp.org, UNDP Country Office Bosnia and Herzegovina,
3. **Ms. Kaltrina Salihu**, kaltrina.salihu@undp.org, UNDP Kosovo Office,
4. **Ms. Tamara Čirgić**, tamara.cirgic@undp.org, UNDP Country Office Montenegro,
5. **Mr. Kosta Mitreski**, kosta.mitreski@undp.org, UNDP Country Office North Macedonia,
6. **Mr. Nenad Petković**, nenad.petkovic@undp.org, UNDP Country Office Serbia.

**Support and involvement of ReLOaD2 Partner Local Governments**

CSO - Lead Applicants and CSOs - project partners must ensure support and involvement of ReLOaD2 partner local governments, for their project proposals, submitted under this Regional Public Call. It is necessary to provide a **written letter of support**\(^4\) from each local government, where the proposed project implementation is intended. The letter of support must indicate the precise role of the local government(s), the support that will be provided, and the exact period of implementation. The letter has to be signed by the mayor (or his/her deputy or other authorised person) of the respective local government(s). It should be written in English, or if not possible, be accompanied by a formal translation.

ReLOaD2 partner local governments are **not** eligible to directly use the funds awarded under this Regional Public Call. However, it is necessary to include them in activities and secure local government participation and support when and/or where relevant.

Involvement of local governments, that are **not** formal partners in the ReLOaD2 programme, is possible, however main implementation of the awarded projects should occur in 62 ReLOaD2 partner local governments.

**Associate Institutions**

Associate institutions (e.g., schools, university/academia and other public institutions, kindergartens, museums, etc.) may be involved in the project. Such institutions, as associates, could have an actual role in the implementation of activities but must not have any financial interest in the project. Letter of intent must be obtained from any associated institution, indicated in project proposal.

\(^{(7)}\) **Duration**

The duration of the awarded projects is from **8 to 12 months**. All project proposals, submitted within this Regional Public Call for CSOs, with a duration longer or shorter than the above, will be automatically disqualified.

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\(^4\) Please use template (Annex 10) that outlines required elements and structure of Letter of Support. Note, this is a template and if and when necessary, the content of the document could be adjusted by the parties involved.
Awarded CSO projects ought to be implemented in the period between October 2023 and October 2024.

(8) Locations

Awarded CSO projects must be implemented on the territory of at least two ReLOaD2 partner local governments from different IPA beneficiaries and for the benefit of its youth and the citizens. Other localities, in the six IPA beneficiaries, could also be included. Note: Geographical coverage that includes more than two localities is encouraged.

(9) Types of Projects

Awarded CSO projects must be prepared in accordance with this Regional Public Call and defined priority areas. Awarded CSO projects must address specific needs of the targeted local communities and target groups identified by the project in line with the priority areas. Awarded CSO projects must hold a regional aspect in their design, in line with any of the following:

- Regional youth cooperation and exchange, intra- and inter-community engagement and youth mobility and youth volunteering services – youth camps, events for youth, joint actions of youth at different localities, support for youth employment, education, training, inclusion in decision-making processes, and similar.

Awarded CSO projects must be designed to ensure that project beneficiaries from all localities interact.

The Following Activities Are Not Acceptable for Financing:

- Individual sponsorships for participation in workshops, seminars, conferences, congresses,
- Individual scholarships for studies or training courses,
- Occasional conferences or temporary events (unless necessary for successful project implementation),
- Purchase of equipment and reconstruction or rehabilitation works (unless necessary for successful project implementation. In any case it cannot exceed the allowed maximum of 30% of the total budget of the project),
- Funding of projects that are already in progress,
- Projects for the exclusive benefit of individuals,
- Projects supporting political parties and/or religious institutions,
- Purchasing airline tickets,
- Allocation grants and awards (financial or in-kind) to a third party.

Proposing these, or very similar types of activities might cause rejection of a project proposal and/or cause a negative influence on scoring during the evaluation. Furthermore, if project proposals selected for funding include some of these types of activities, they will be removed along with the funds foreseen for these activities.

5List of all partner LGs per IPA beneficiary (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia), is indicated under the section “(1) About ReLOaD2” of these guidelines.
Number of Project Proposals and Grants per Applicant

CSO applicants are allowed, if interested, to participate on this Regional Public Call with two (2) project applications (once as a Lead Applicant and once as a partner organisation). If so, all documents required through this call must be submitted within each of the applications. The contract signature will depend upon an additional assessment of financial and operational capacities that will be conducted by the ReLOaD2 programme.

Where and How to Collect and Submit the Application Set

Documents for the Regional Public Call for CSOs can be obtained from 25 July 2023. Application documents (an electronic version of the application set) can be obtained from: [https://procurement-notices.undp.org/view_notice.cfm?notice_id=97918](https://procurement-notices.undp.org/view_notice.cfm?notice_id=97918)

Completed applications, with all requested documentation, must be submitted in electronic copy via email to BARegionalPublicCall@undp.onmicrosoft.com, with the message subject: ReLOaD2 - Regional Public Call for CSOs.

Deadline for Applications:

The deadline for submitting applications is 11 September 2023 at 16:00 hours. Applications received after the deadline will not be taken into consideration.

The message body must contain the name of the Regional Public Call for project proposals, the full name and address of the applicant, the full name of the project. The UNDP ReLOaD2 team will keep records of all received CSO project proposals and will issue pertinent reply messages confirming receipts.

Before submitting a full application CSO applicants are advised to verify that the application package is complete in line with instructions and requirements. It is done by filling in the Checklist (Annex 11).

Further Information

Informative sessions (open days) will be organised in an online format, via Zoom platform, as two-hour long sessions. Informative sessions will be repeated three times, during the Regional Public Call for CSOs, in line with the following schedule:

1. Session 1, 1 August 2023, starting at 12:00 hours (registration link)
2. Session 2, 18 August 2023, starting at 12:00 hours (registration link)
3. Session 3, 31 August 2023, starting at 12:00 hours (registration link)

Informative sessions will be conducted in English. During each session rules and propositions of the Regional Public Call will be presented and participants will be able to post direct questions and get clarifications. Specific project ideas will not be discussed nor analysed.

Interested participants should subscribe, for participation in the informative sessions (open days), through the registration form on the links, next to the desired meeting, listed above or by sending an email to BARegionalPublicCall@undp.onmicrosoft.com, at least three days prior the any session date, with the email subject stating the full title of the Regional Public Call (Registration - ReLOaD2 Regional
Public Call for CSOs) and date of the selected meeting, while email message body should contain details on representative(s) that will participate including: Name, Surname, Email address, City/Town, Country/Territory, and Organisation.

Only registered participants will receive a link for the informative sessions in due time.

In addition, all questions related to Regional Public Call, for submission of Project Proposals, can be submitted by e-mail to BARegionalPublicCall@undp.onmicrosoft.com, with email subject: Question - ReLOaD2 Regional Public Call for CSOs. Queries can be submitted by 5 September 2023, and the answers will be provided in writing within three (3) working days from the date of receiving. For transparency purposes, all answers will be published on the website (https://procurement-notices.undp.org/view_notice.cfm?notice_id=97918) in the format of Frequently Asked Questions (FAQ).

(13) Selection of Project Proposals

The selection of received project proposals under this Regional Public Call has a multi-layered approach. Firstly, selection will be performed by the evaluation commission, that will consist of the representatives of civil society, local governments, other EU-funded projects with whom the Action has already established cooperation, and the ReLOaD2 programme.

Secondly, following the recommendations the list of projects recommended for funding will be discussed by the ReLOaD2 Project Board (European Commission and UNDP). The Project Board will consider all recommendations and make final approval. The Project Board has the right to withdraw any project proposal from the evaluation process.

The selection process is conducted through the following steps:

(1) Determining alignment with administrative criteria:
- Application is completed in accordance with the Checklist,
- Project documentation is submitted in one (1) electronic copy including additional documentation,
- Confirmation that the CSO applicant, partner(s) (and associates, if any), and the activities, meet the conditions set out in sections 2, 3, 4, 5, 6, 7, 8, 9 and 10,
- Project duration and implementation period different from the one indicated in these guidelines,
- Suitability of the implementation location,
- Size of the proposed budget is within the limits set in the Regional Public Call.

Project proposals that meet administrative criteria are eligible for the evaluation. Failing to meet administrative criteria excludes project proposals from further evaluation.

(2) Evaluation:
Evaluation of the submitted project proposals will be carried out in accordance with the criteria set out in the Evaluation Table which is an integral part of this document. There are two types of evaluation criteria: eliminatory criteria and ranking evaluation criteria.

2.1 Eliminatory Criteria (Financial and Operational Capacity of the Applicant (and Partners, if Any) and Relevance of the Proposed Project) aims to assess the financial and operational capacities of
applicants in order to ensure that they do have capacity to implement proposed project proposals and that proposed proposal is relevant in the context of the Regional Public Call. More precisely it is the following two-stage elimination process:

2.1.1 Financial and Operational Capacity of the Applicant

- Stable and sufficient funds for their regular activities during the entire project implementation period,
- Possess professional experience and qualifications necessary for successful implementation of the project.

Project proposals that fail to meet eliminatory criteria 2.1.1 (Financial and operational capacity of the applicant) are excluded from further evaluation while other project proposals will be evaluated against criteria 2.1.2 (Relevance of the proposed project).

2.1.2 Relevance of the Proposed Project

- Project proposal is aligned with public priorities and meets relevance requirements.

Projects that meet criteria 2.1.2 (Relevance of the proposed project) are eligible for further evaluation. Failing to meet criteria 2.1.2 excludes project proposals from further evaluation.

2.2 Ranking Evaluation Criteria - evaluates and ranks project proposals based on the selected priority, area/s, proposed activities, indicated results, required funds, and benefits for the beneficiaries in line with the objective of this Regional Public Call. The criteria refer to the significance of the proposed project, alignment of the project with the objective of the Regional Public Call and the priority areas, project quality, expected results, project sustainability and cost-effectiveness of requested funds. All project proposals that pass 2.1 Eliminatory criteria will be fully evaluated in line with the following scoring system and using the evaluation matrix further below in this document.

Scoring System:

Scoring criteria is divided into sections and subsections. Each subsection must be evaluated with assigned scores between 1 and 5 in the following way: 1 = very bad; 2 = bad; 3 = appropriate; 4 = good; 5 = very good.

Each member of the evaluation commission completes an individual evaluation table, and all members sign the summary evaluation table for each project proposal. Ranking the project proposals is carried out in a manner that the first ranked project proposal is the one with the highest score, followed by the project proposal with the next highest score up until the project proposal with the lowest score.

Only projects with a score of 75 or more will be taken into consideration for funding.

In case of an exceeding number of qualified projects, the ReLOaD2 programme will explore the options for securing additional funds beyond the amount allocated to this call.
<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Score</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Financial and Operational Capacity</strong></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>1.1 Are Lead applicant and partners sufficiently <strong>experienced in project management</strong>?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.2 Do Lead applicant and partners have sufficient <strong>professional capacities</strong>? (specific knowledge in the relevant field)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.3. Do Lead applicant and partners have sufficient <strong>management capacities</strong>? (including staff, equipment and capacities for financial management)?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>2. Relevance</strong></td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>
| 2.1 How relevant is the project compared to the **goal** and one or more priorities** defined in the Regional Public Call?  
  Note: score 5 (very good) can be assigned only if the project is addressing **at least one of the priority areas**. | 5             |             |
| 2.2 Are stakeholders clearly defined and strategically selected (final beneficiaries, **target groups**)? | 5             |             |
| 2.3 Are the **needs of the target group** and final beneficiaries clearly defined and does the project address them in the right way? | 5             |             |
| 2.4 Does the project incorporate **added value**, like innovative approach and good practice models? | 5             |             |
| 2.5 Does the project proposal advocate for **approach** and does it influence vulnerable groups? (Promotion of gender equality and women’s empowerment, protection of environment, international cooperation, etc.). | 5             |             |
| **3. Methodology**                                                     | 20            |             |
| 3.1 Does the **plan of activities** and proposed **activities** logically and practically correspond with goals and expected results? | 5             |             |
| 3.2 How consistent is the overall project design? (especially, does it reflect analysis of identified problems, possible external factors) | 5             |             |
| 3.3 Is the level of **involvement of partners in project implementation** satisfactory? Note: if there are no partners the score will be 1. | 5             |             |
| 3.4 Are **objectively measurable indicators** included in the project? | 5             |             |
| **4. Sustainability**                                                  | 25            |             |
| 4.1 Will the proposed activities have **concrete influence** on target groups? | 5             |             |
| 4.2 Will the project have **multiple effects**? (including possibility for application on the other target groups or implementation at the different location and/or extending the effects of the activities as well as exchange of information on the experience gained through the implementation of the project) | 5             |             |
| 4.3 Are the expected results of suggested activities **institutionally sustainable**? (**will the structures that enable project activities exist after**) | 5             |             |
the completion of the project? Will there be a local ownership over the project results?)

4.4 Are the expected **results sustainable**? (if applicable, indicate the structural impact of implemented activities – improvements of legal frameworks, methods, code of conduct, etc.)

4.5 Is it likely that expected long term results/outcomes will influence local economic conditions and/or quality of life in target areas?

<table>
<thead>
<tr>
<th>5. Budget and Cost Efficiency</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Is the ratio between estimated costs and expected results satisfactory?</td>
<td>5</td>
</tr>
<tr>
<td>5.2 Are the suggested costs <strong>necessary</strong> for project implementation?</td>
<td>5</td>
</tr>
<tr>
<td>5.3 Budget</td>
<td>5</td>
</tr>
<tr>
<td>- is the budget clear and does it include a narrative part? (including explanations for technical equipment)</td>
<td></td>
</tr>
<tr>
<td>- meets the principle that administrative and personnel costs cannot be above 30% of the total budget?</td>
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<tr>
<td>- is the budget gender-sensitive?</td>
<td></td>
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<tr>
<td>- CVs and job descriptions are enclosed where applicable?</td>
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</tbody>
</table>

| Maximum Total Score | 100 |

**Note on Section 1. of the Evaluation Table - Financial and Operational Capacity of the Applicant (in line with elimination criteria 2.1.1)**

In case the total score in Section 1 is lower than 10 points, the project proposal will be excluded from the further evaluation process, as the organization does not have the minimum capacities to ensure quality implementation of the proposed project.

**Note on Section 2. Relevance (in line with elimination criteria 2.1.2)**

In case that the total score in Section 2 is lower than 18 points, the project proposal will be excluded from further consideration as the score implies that, although the applicant meets financial and operational capacities, the project’s concept is not relevant or is not in line with the priorities of the Regional Public Call the project does not address the needs of the local community.

**CONVERGENCE CRITERION - Geographic Distribution Awarded Grants**

UNDP holds the right to apply convergence criterion, if required, to ensure equal distribution of awarded grants across the targeted region. This criterion enables the public call’s equal distribution of assistance across the whole targeted region. The geographic and proportional distribution of awarded funds and balance of the assistance is desired.

**Notification on the Results**

All applicants, which proposals are approved for funding, will be notified in writing about the results within 30 workdays of closing the Regional Public Call. Results will be published on [https://procurement-notices.undp.org/view_notice.cfm?notice_id=97918](https://procurement-notices.undp.org/view_notice.cfm?notice_id=97918).
A decision to reject a project proposal will be made if:
- the applicant CSO, or one or more of its partners, does not meet the criteria of the Regional Public Call;
- documents submitted are incomplete or not in required format;
- the project activities are unacceptable (e.g. proposed activities go beyond the scope of the Regional Public Call, the project's duration exceeds the maximum allowed time period, the requested amount of funds exceeds the maximum amount, or is lower than the minimum, etc);
- the project proposal was not relevant; financial and operational capacities of the applicant are not sufficient, or the projects selected for funding have been superior (received better scores);
- the quality of the project proposal was technically and financially lower in comparison to the projects selected for funding.

**Conditions Related to CSO Project Implementation After Formal Approval**
Awarded CSOs will be offered a contract with UNDP in line with UNDP’s grant awarding rules and procedures.
Before signing the Low-Value Grant Agreement (the contract), if and where necessary, the ReLOaD2 programme is entitled to request modifications of the project proposals in order to align them with the rules and procedures of project implementation. Awarded CSO will also be required to provide an original or certified copy of the key documentation.

**LIST OF ANNEXES**

- **Annex 1** Project Proposal
- **Annex 2** Budget Breakdown
- **Annex 3** Logical Framework Matrix
- **Annex 4** Activity and Visibility Plan
- **Annex 5** Administrative Identification Form
- **Annex 6** Financial Identification Form
- **Annex 7** Eligibility Statement
- **Annex 8** Statement on double funding
- **Annex 9** Partnership statement
- **Annex 10** Letter of Support from Local Governments
- **Annex 11** Check List
- **Annex 12** Sustainable Development Goals - SDG reference list (not to be enclosed to the Project proposal)