



Ministry of
European Integration
REPUBLIC OF SERBIA

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LOCAL DEVELOPMENT
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Open Call for Proposals For Local Infrastructure Projects

Questions and answers 2

Reference: Call for Proposals number **CfP 02-EUPROPLUS-2021**

Questions and answers 2

1. **Q:** Is building a canal for drainage of atmospheric water for a street leading to the Cultural Centre an eligible project for funding?

A: Projects related to the construction of communal infrastructure are acceptable if they are connected to utility service which in this case presumes connection to the sewage system for atmospheric water. They should enable the expansion of the scope of public services and the expansion of the number of users of existing services. You should measure the contribution of this particular project against the evaluation criteria such as number of direct beneficiaries, or contribution to the actual measures of local development strategy or plans and other relevant parameters to determine how this particular proposal will be evaluated.

Note: Only projects with available technical documentation and building permit (or decision on approval for works) will be considered for support under this Call.

2. **Q:** Are the costs incurred by partner organisations (e.g. municipalities and regional development agencies) eligible, and can they be budgeted and funded?

A: Only "Soft Activities" that are part of the budget such as drafting acts and regulations that promote the principles of good governance or provision of other services that could contribute to improvement of services in this particular public institution can be funded. These activities can be carried out by LSGs, through the engagement of service providers such as the Regional Development Agency or Civil Society Organisations or other organisations that could be engaged for improvement of services. These costs may not exceed 5% of the total costs.

3. **Q:** Is it possible to get the application documentation in Serbian?

A: We have translated the Call for proposals and application form, and they can be downloaded from the EUPRO Plus website, just for your information. Those two documents are the most important for understanding the terms and conditions of the Call. However, all documents need to be populated in English.

4. **Q:** Is it enough to have a decision of the Municipal Council for co funding in the project, which will define that the funds will be provided from the budget reserve? We have funds approved for this project by the Ministry of Tourism (38,000,000.00 dinars) and Municipal participation (2,000,000.00 dinars), but these are funds for the first phase. And this is the second phase of the same project, and due to a technical error, they did not allocate funds for this purpose, and the budget has already been sent to the assembly, scheduled for December 24.

A: Yes with the signed Statement of Co-funding which is in Annex F and the copy of the budget line (for reserve). You will need to sign the statement where you will commit to ensuring the minimum of 15% of contribution in 90 days upon signing the grant agreement.

If you decide to fund the second phase of one project, this phase must be functional.

Online info session, 13 December 2021

5. **Q:** Can we apply with the issued location conditions, and later apply for the building permit? It is about building a water pipeline?
A: No. Only applicants with provided building permits (or Decision on approval of works) will be taken into consideration.
6. **Q:** Can we apply for the reconstruction of a part of the main city street? With a valid building permit?
A: No. Street reconstructions will be taken into consideration only in cases where the intervention includes works on sewage, water supply and other utilities. The completed intervention must be functional.
7. **Q:** Is the reconstruction of the bridge as part of the road infrastructure justified as a project proposal?
A: Yes, if this project contributes accessibility to public institutions from the sector listed in the Call. The completed intervention must be functional. Access roads and wing walls to the bridge have to be included.
8. **Q:** Is the statement of the Mayor that the funds will be provided in case of a project approval sufficient for application, or do the funds still have to be planned in the municipal budget?
A: Both. Applicants should provide a statement on co-funding (annex F) together with the extract from the budget highlighting the position from which the co-funding is planned.
9. **Q:** If we apply for investment maintenance or current maintenance of the premises of the Centre for social work, is this application considered as within the sector of investment in social protection, so we have the right to apply for two projects?
A: Yes.
10. **Q:** Which exchange rate is applied when converting dollars or euros, the middle exchange rate of the National Bank?
A: Yes.
11. **Q:** Should the decision for the team and the CVs of the team members be in English?
A: No.
12. **Q:** How is VAT treated?
A: Co-funding from the municipality should include VAT in the budget and it is included in the overall co-funding of the municipality. Donor funds are VAT exempt.

13. **Q:** Is it sufficient to do a revision of the BoQ or the entire project technical documentation needs to be done again?
A: If a full documentation package is provided with the Execution Design as the final product, there is no need for initiating a new design. However, it is highly recommended to review BoQs vs. increased market prices and to apply for grant funds with revised value of infrastructure intervention to secure sufficient funds for the works. If your project is recommended for further funding, the first budget line will be dedicated to detailed quality control or tender documentation and other documentation necessary for execution of works.
14. **Q:** When it comes to budget, the soft measures and the visibility costs are limited to 5 % of the action. Should all available funds for these activities be spent?
A: No. 5 % is the maximum amount for these activities.
15. **Q:** Is video material (filming) included in the visibility costs?
A: Yes.

Info session, Leskovac, 21 December 2021

16. **Q:** If we submit one project proposal it does not have to be in the area of health, does it? and if we submit two proposals then one of them has to be from the health sector, is that correct?
A: Yes, correct.
17. **Q:** If the project lasts for 18 months, should the funds for co-funding be planned in two consecutive budgets or in one? Is a signed Statement of Co-funding sufficient?
A: Signed Statement of Co-funding and the copy of the budget line need to be submitted. The entire contribution has to be transferred to a dedicated account 90 days after signing a grant support agreement.
18. **Q:** Does the co-funding need to be planned for the specific project or can the co-funding be planned for the specific area (co-financing projects with donors etc.)
A: Copy of the budget line needs to indicate from which budget line the project will be co funded (examples: specific project, specific area, budget reserve etc.)
19. **Q:** We have planned funds for the renovation of the kindergarten, for example. Can we use those funds for this project?
A: Yes.
20. **Q:** What is a google account that we need to have in order to apply for funds?
A: The person that applies has to have a Google account. Once you go on site <https://www.euproplus.org.rs/kpoziv/javni-poziv-za-projekte-lokalne-infrastrukture> and click on "prijavite se" or "Apply" you will be asked to continue with some Google account. However, in your application you might give the municipal official email. You just need any Google account to submit the application.

21. **Q:** We plan a soft component in the proposal to include engagement of a licensed organisation to support children with special needs. Can we present this cost as a soft component and later pay staff who will continue to work in the centre? Also, having in mind that 5 % of the project value would not be enough, what other budget lines can we use for this purpose?
A: Soft activities can be financed in the maximum of 5 % of the project value. If that is not enough, the municipality can finance that separately.
22. **Q:** Is it allowed to engage a grant manager?
A: Yes. However, the budget does not foresee costs for human resources.
23. **Q:** We plan to submit a project proposal for the construction of a trafo station with the Health Centre. Should the Health centre be a partner on the project and the Electro company?
A: Yes, since presumably the owner of the trafo station is an electrical company, while the Health centre should ensure their contribution to the activities as being direct beneficiaries.
24. **Q:** Having in mind the expected increase in prices of construction materials and works, are we allowed to calculate 20 % over the prices stated in the BoQ when we prepare budgets?
A: You should include the designer and revise the whole BoQ in line with new market prices for budget preparation purposes. Adding an ad hoc percentage is not likely to eliminate the risks of increased market prices.
25. **Q:** If we submit two projects, do we have to have two different grant management teams?
A: A separate grant management team Decision has to be submitted for each project, but teams could be the same if this does not interfere with membership and can be replicated if applicable.
26. **Q:** What happens with the uploaded documents in case the internet connection is disrupted?
A: The system saves all the changes, so once the internet is restored, the applicant can continue with uploading of the application. The advice is not to wait until the last moment to apply.

Info session, Šabac, 21 December 2021

27. **Q:** If the local strategic document has expired, can it be acceptable for the purpose of applying?
A: All local development strategies are acceptable and considered valid if all objectives are not fulfilled.

28. **Q:** Is the partnership with CSOs (welfare centres etc.) obligatory?
A: No. Partnerships are encouraged but not obligatory.
29. **Q:** Is it compulsory to plan 5% of the budget for visibility?
A: Visibility must be included in the budget. 5% is the maximum amount that can be planned for visibility.
30. **Q:** Does an agreement have to be made before submitting the application if the Sports Facility is owned by the Republic Property Directorate?
A: Republic Property Directorate must sign Partners of the Applicant Form (annex D) and it is strongly recommended that such partnerships follow any kind of agreement that precisely defines the distribution of roles and responsibilities among partners.
31. **Q:** Does the local Assembly need to make a decision on prolonging the local strategic document in case it is outdated?
A: No, if all objectives from the strategy are not depleted, such strategy is considered valid, despite having expired.
32. **Q:** Does the innovation refer only to the construction part of the project or also to the innovative programs?
A: Innovation refers to both soft and the construction part of the project.
33. **Q:** Can we apply for a facility for which works have been performed partially?
A: Yes, in case the finishing works are making the facility fully functional.
34. **Q:** Can a partnership with the Ministry of Health be made, when the Ministry is the owner of the facility?
A: Yes, partnership with the Ministry of Health is obligatory since their consent is mandatory. As owners of the facility, they need to be fully involved.
35. **Q:** Can the project team be paid from the project if all team members are from the LSG?
A: This CfP does not foresee funds for human resources.
36. **Q:** Does the system remember the data previously entered in the application form or does it have to be filled in completely?
A: The system remembers the previously entered data, but it is highly recommended that all documents are prepared and that applying is done in one attempt.
37. **Q:** Does a CV have to be submitted for all members of the project team or only for GM?
A: Yes. It is necessary to submit a CV of all proposed team members.
38. **Q:** Which language is valid for submission of application?

A: Only applications submitted in the English language will be considered valid.

39. **Q:** Is it possible to join a consortium with an organisation if the municipality does not have the capacity for a project team or does GM have to be from the LSG?

A: In case that the LSG does not have internal expertise, the Grant Manager can be outsourced.

40. **Q:** For what kind of activities can be used Activity 1 from the budget form?

A: Funds for activity 1 can be planned if necessary for assessment, revision and possible updates of the technical documentation, especially for designs for which the decisions on works (as per article 145 of the Law on planning and the construction) have been issued using preliminary design only. In such cases technical review could be funded. Also, in case the preliminary design might not have enough details for conducting proper public procurement or subsequent provision of works, such a budget line could be used for ensuring proper level of quality and details of design documentation.

41. **Q:** What is the proof for experience at implementing donor funded projects?

A: Contracts with donors, handover records, donor confirmation letters, donation agreements or approved final reports are equally acceptable.

42. **Q:** How many references/Contracts is necessary for proving experience in project implementation?

A: Four contracts - two for donor funded projects and two for infrastructure projects.

Info session, Niš, 22 December 2021

43. **Q:** Is it necessary for the project to be part of the existing plans and strategies?

A: Yes. The project needs to be identified in the local development strategy. If the project can relate with local development plans, regional spatial plans or strategies, National Strategy for Sustainable Urban development until 2030 or territorial strategies, additional points will be allocated.

44. **Q:** Which activities could be included in the soft measures?

A: Activities leading to the sustainability of the project action, introduction of good governance principles or improvement of public services of particular project that is subject of infrastructure intervention etc.

45. **Q:** Do public lighting projects fit into energy efficiency projects?

A: Yes.

46. **Q:** Is there a limit for the purchase of equipment?

A: The limit is 50 % of the EU contribution for projects in the area of social protection and health and 30 % of the EU contribution for projects in all other areas included in the CFP.

47. **Q:** What needs to be included in the proof of ownership?
A: Proof of ownership for the Location are all relevant sheets for all parcels from the Cadastre Registry with the situational design layout drawn on the Cadastral Topographic Plan (KTP).
48. **Q:** When it comes to securing co-funding, is the financial plan a sufficient proof and are financial plans of individual budget users sufficient proof of co funding?
A: Proof of Co-funding will be secured with the signed Statement of Co-funding document (annex F) and the copy of the relevant budget line of the LSG budget. Financial plans of individual budget users can be submitted also. If the applicant could ensure the contribution from other funding sources, such proof should be submitted along with the application as this Call encourages applications to be funded through multiple funding sources.
49. **Q:** When the facility is in use by the applicant under the contract on use with certain Ministries, is it an eligible project?
A: Yes, but the applicant should sign a partnership statement (Annex D) confirming the commitment of this particular Ministry to support the infrastructure intervention on the facility in their ownership.
50. **Q:** Is the reconstruction of the local village health care unit an eligible project?
A: Yes.
51. **Q:** Is energy efficiency of a local primary school an eligible project?
A: Yes.
52. **Q:** Could one Regional Agency form a partnership with more than one LSG, all separately applying for the Call?
A: Yes. The same RRA can partner with as many LSG as needed.
53. **Q:** Which supporting project activities are allowed?
A: Activities under the soft measures leading to project sustainability (improvement of services and/or good governance) and activities on visibility should be included as supporting activities.
54. **Q:** If a local government applies with two projects, can the manager be the same for both?
A: Yes, but a separate decision needs to be brought for each project.
55. **Q:** Does the same rule apply: one project- one sub account?
A: Yes.
56. **Q:** Will there be more info sessions?
A: Yes. Six live and three online info sessions are foreseen.

57. **Q:** In case there are significant deviations from the bill of quantities, in the conceptual design or in the building permit design, what is the recommendation of the program?

A: The program strongly recommends revision of prices in the BoQ by the Designer in line with the market prices, to avoid risk of insufficient funds for implementation. UNOPS will grant funds based on the applicant's cost assessment and all unforeseen works will be funded by the LSG.

58. **Q:** Who covers possible surplus costs after the tender for construction works? Is it possible to correct and increase the approved Grant amount?

A: After signing the Grant Support Agreement, the approved Grant amount cannot be increased, only Municipal co funding can be increased.

59. **Q:** After the tender for construction works, savings appear. In this situation should the grant amount be reduced?

A: If savings appear, the Grant amount should be reduced proportionally and Municipal co funding should be a minimum 15% of the reduced amount.

60. **Q:** Is the project budget presented in dollars or in EUR?

A: The budget is presented in USD.

61. **Q:** Is the applicant scored better if the project includes an integral approach in realisation of activities?

A: Yes.

Info session, Zlatibor, 22 December 2021

62. **Q:** Do the proposed team members need to have references for their CVs from their area of expertise?

A: Yes.

63. **Q:** When setting up a partnership with OCD, does an OCD need to be registered at the territory of the applying LSG?

A: No. It needs to be certified for conducting activities that are a subject of a project proposal.

64. **Q:** When the implementation of local infrastructure projects is expected to commence?

A: The signing of the Grant Support Agreements is planned after approval of the recommended proposals by the Programme Steering Committee which is tentatively planned for end March 2022.

65. **Q:** Is a decision of the Assembly or municipal council necessary to be made in advance regarding use of potential savings after project implementation?

A: No. It is sufficient to provide a detailed description of how the project foresees use of savings in the application form and what local government acts would ensure sustainable use of savings upon realisation.

66. **Q:** Can more than one partner be engaged in the project?

A: Yes, the partnerships are highly recommended.

67. **Q:** Is it sufficient to mention risks only in the logframe?

A: No. Risk analysis should be developed in detail in the proper section of Annex A - application form.

68. **Q:** If there is more than one LSG involved in a project, to which territory does the project refer to?

A: If the proposal refers to a single facility the project refers to a particular territory of LSG on which this facility is located and other LSGs could potentially benefit from it. In case of linear objects such as water or sewage utility lines that cross the territory of multiple LSGs, the project refers to all LSGs in its territorial coverage.

69. **Q:** Is preparation of the Environmental Impact Study obligatory?

A: No, in case the LSG issues proof that the preparation of the Environmental Impact Study is not necessary.

70. **Q:** Date on the decision of reconstruction works is 2018 but the decision was actually made in 2019. Is it necessary to make corrections of the decision?

A: Corrections should be made if the case did not go through unified procedure.

71. **Q:** The facility has a usage permit but one part, which was constructed later does not have it. Is it possible to apply with such a proposal?

A: If the part of the facility is not legally constructed the project can not be supported by EU funds.

72. **Q:** Can co-funding for the action come from other EU sources?

A: No. Co-funding has to come from sources other than the EU.

Info session, Smederevo, 23 December 2021

73. **Q:** Is the entire technical documentation uploaded while applying within this CfP?

A: Yes.

74. **Q:** Should we update the building permit given the fact that the BoQ will be updated and changed?

A: Building permit should be revised only if it has expired. If the updated BoQ shows that the market prices have increased, the building permit does not need to be revised.

75. **Q:** If we submit a project for the arrangement of the area surrounding the health centre and the access to the health centre, should we submit two building permits?
A: Only one building permit is eligible for one project application, so it would be good that the project for the surrounding of the health centre includes also the access to the health centre as being part of the same landscape.
76. **Q:** In cases where we have projects with health centres, is it sufficient to have an approval from them to construction/reconstruction in the area within their ownership or should we have a partnership arrangement?
A: Partners of the Applicant Form (annex D) should be submitted in these cases.
77. **Q:** Should we include only licensed service providers when we plan soft measures?
A: Yes, in cases project activities include services which are licensed.
78. **Q:** Is the arrangement of a part of the centre square an eligible project proposal?
A: Yes.
79. **Q:** Is extension of a street to include a bicycle track an eligible project proposal?
A: Yes. If applicable, all installations should be included when applying for street reconstruction.
80. **Q:** If the local government does not have experience in implementing the type of project that it is proposing, which other projects can it list in the application?
A: Any infrastructure intervention is an eligible experience.
81. **Q:** Do we submit a CV for all Grant management team members or only for the Manager?
A: Cvs are necessary for all team members.
82. **Q:** Do grant management team members need to be employed within the applying LSG?
A: No, but applications with in-house experience are scored higher.
83. **Q:** Does team membership need to include 3 members or we can include more than 3?
A: More than 3 is allowed.
84. **Q:** When we list previous experience, do we put figures of funds we asked for or the approved amounts?
A: The approved amounts.
85. **Q:** Is the payment of Grant management team members an eligible cost?
A: No.
86. **Q:** Is there a limit when uploading documentation?

A: Yes. The limit is 1 TB.

Info session, Kragujevac, 23 December 2021

87. **Q:** If the works at the facility are partially completed, is it possible to apply for finalisation of works?

A: Yes, if the action is finalising all the works and the facility is fully functional after completion of the action.

88. **Q:** In the case of rural areas, is it possible to apply for construction of the sewage system if a use of a cesspit is used for treatment of waste water from individual households?

A: Yes, in instances where technical documentation foresees individual wastewater treatment plants that treat wastewater at its source.

89. **Q:** Is it compulsory to fill in the Annex D if no partners are planned for the action?

A: No.

Online info session, 24 December 2021

90. **Q:** We have been planning to apply with a project for reconstruction of a school. If we include purchase of equipment, does it have to be for this particular school or can we include purchase of equipment for the Urbanism Institute? Is this eligible if we have a partnership agreement with this PUC?

A: No. The purchase of equipment needs to be linked to the subject of infrastructure projects.

91. **Q:** Is it sufficient to have confirmation and approval from the designer that the market prices have gone up for 30 % or we need to redone the entire BoQ?

A: BoQ needs to be revised by the designer.

92. **Q:** If a LSG plans to reconstruct a school, is partnership with the particular school obligatory and how many points will an application get in this case?

A: Yes. The partnership is obligatory if the building permit is issued to the school. This partnership will receive 1 point during the scoring process.

93. **Q:** If the project is not foreseen in the adopted local budget, is the statement of co-funding sufficient proof?

A: No. Co-funding will be secured with the signed Statement of Co-funding document and the copy of the relevant budget line from which the applicant plans to co-fund the project.

94. **Q:** As far as the budget is concerned, should we attach the decision of the Municipal council?

A: Yes, but it is not obligatory.

95. **Q:** Is the period of implementation of the listed infrastructure projects as proof of previous experience relevant?

A: No.

96. **Q:** Is it necessary to list only projects in the value above 500.000 EUR to prove previous experience of the Grant management team?

A: No. You should list all projects and the evaluation Committee will evaluate the experience based on their value and complexity.

97. **Q:** Teams in smaller LSGs do not have much experience in implementing expensive projects. Is previous experience in projects of a grant team members going to be looked at individually or cumulatively?

A: Cumulative experience will be considered.

98. **Q:** Is road reconstruction, for example: Lucani-Arilje an eligible project proposal?

A: No, this is not an eligible intervention.