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|  | **CALL FOR PROPOSALS**  **Procedure for acceptance of project proposals for grants from the Republic of Bulgaria** |

The Ministry of Foreign Affairs of the Republic of Bulgaria through the Embassy of the Republic of Bulgaria in Belgrade, the Republic of Serbia announces a procedure for the acceptance and selection of proposals for projectsto be implemented with a grant through the Official Development Assistance of the Republic of Bulgaria, with an initial implementation period in 2021.

**Priority Areas for Project Implementation on the territory of the Republic of Serbia:**

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| - Guaranteeing the rights of national minorities by effectively implementing human rights standards and strengthening the human rights culture of local administrations and national councils of national minorities;  - Support for freedom of expression and the freedom of media through the promotion of quality, independent and social journalism;  - Strengthening the administrative capacity for democratic reforms and strengthening the rule of law, promoting good governance;  - Promoting young people's civic engagement and empowering them in managing public policies;  - Support for small and medium-sized businesses and entrepreneurship, with particular attention to creating new opportunities for young people;  - Ensuring a quality and healthy environment and sustainable management of natural resources. |

**1. Objectives and Scope of the Projects:**

- Assisting in the processes of democratic reforms, protection of human and minority rights, strengthening the rule of law, civil society, market economy, etc., including in the context of support for European integration;

- Encouraging and supporting the building of Serbia's administrative capacity to achieve democratic reform processes and respect for human and minority rights, especially with regard to institutions that do not currently have sufficient experience and staff capacity for relevant functions and activities;

- Support for freedom of expression and the media through the promotion of quality, independent and social journalism.

**2.  Target Groups:**

- non-governmental organizations;  
- local self-government organizations;  
- educational institutions;

- young people in the Republic of Serbia;

- minority groups.

**3. Outputs/Results:**

- affirmation of Bulgaria's reputation and international prestige must be included;

- improving socio-economic development and good governance;

- deepening the interaction between institutions at central, regional and local level, etc .;

- visible progress in safeguarding the rights of national minorities through the effective implementation of human rights standards and strengthening the human rights culture of local administrations and national councils of national minorities;

- support for freedom of expression and the media through the promotion of quality, independent and civic journalism;

- strengthening the administrative capacity for democratic reform and strengthening the rule of law, promoting good governance;

- increasing young people's civic engagement and empowerment in public policy management;

- support for small and medium-sized businesses and entrepreneurship, with particular attention to creating new opportunities for young people;

- better quality and healthier environment and sustainable management of natural resources.

**4. Eligible Project Budget:**

4.1. Minimal amount of the project is 5 000 BGN /about 2 500 euro/.

4.2. Recommended maximum amount of the project is:

* for projects with main purpose to deliver goods and /or services - up to 70 000 BGN /about 35 000 euro/;
* for projects with main purpose to carry out repairs and /or construction activities – from 70 000 BGN up to 270 000 BGN /about 135 000 euro/.

4.3. Co-financing of project activities provided by the applicant will be considered an advantage in the evaluation, selection and approval of the projects.

**5. Implementation Deadlines and Duration of the Projects:**

5.1. Project proposals must contain an indicative start date for the implementation of the project after March 1, 2021 and no later than November 30, 2021.

5.2. Projects must be completed no later than December 31, 2023.

**6. Eligible Candidates:**

* Primary and secondary budget spenders - legal entities of the Republic of Serbia;
* International and local non-governmental organizations;
* Municipalities and their associations;
* Educational, health and social institutions;
* International humanitarian organisations;
* Other organizations and associations that have no political goals and involvement.

No natural or legal person can apply for whom there are circumstances under Art. 23, para. 3-8 of Decree No. 234 of the Council of Ministers of 01.08.2011 on the policy of the Republic of Bulgaria on participation in international development cooperation**.**

**7. Eligible Activities and Project Costs:**

**7.1. The costs of project implementation must meet all of the conditions below:**

- be lawful and comply with the principles of responsibility, economy, efficiency, effectiveness and transparency;

- be executed only against the necessary supporting documents - invoices or other documents of equivalent probative value, testifying the expenditures incurred;

- be within the budget limits of the project;

- not be funded by another project, program or any other financial scheme, related to or originating from the national budget, the EU budget or any other donor.

**7.2.** **Compulsory Activities to be provided in the Project:**

- provision of an audit report issued by an independent financial auditor;

- activities to ensure publicity and visibility of the financial assistance provided, in accordance with the Publicity and Visibility Guidelines of the Bulgarian Development Aid, worth 3 to 5% of the total project value, but not exceeding 5 000 BGN /about 2 500 euro/;

- Guidelines for the publicity and visibility of Bulgarian development aid should be applied in the implementation of all projects financed with the Bulgarian Development Assistance (see Annex 2).

**7.3. Examples of Activities Eligible for Funding:**

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| - Development of new/modernization of existing training modules;  - Organizing and conducting training for employees from the administration of the partner country;  - Conducting trainings on specific topics in Bulgarian institutions for the exchange of good practices and raising the skills of the employees of the administration of the partner country;  - Organizing and conducting seminars, forums, conferences;  - Development of research and strategies;  - Activities to raise awareness of citizens' rights;  - Activities to promote multicultural dialogue and to restraint racism, xenophobia, hate speech, discrimination and intolerance in society;  - Actions to improve dialogue between non-governmental organizations and local, regional and national authorities.  - Activities related to improving the quality of the infrastructure in the respective area and increasing the potential of the sites through the supply of equipment and materials, construction works, restoration, renewal, rehabilitation, measures for preservation and improvement of adjacent buildings and infrastructure, public buildings and other complementary sites , for example:  • Supply of equipment and materials intended for state or municipal property - schools, hospitals, kindergartens, old people's homes, etc.  • Construction works for improvement of state or municipal property objects - schools, hospitals, kindergartens, old people's homes, etc. |

**8. Required Documents for Application:**

An Application Form is available on the following website in Bulgarian and English: <https://www.mfa.bg/bg/ministerstvo/dokumenti/satrudnichestvo-za-razvitie-humanitarna-pomosht> - file “Application Form 2021”.

All parts of the application form should be duly completed in Bulgarian and / or English. In case of any deficiencies that hinder the evaluation of the project proposal, the Embassy of the Republic of Bulgaria in Belgrade may require additional information within a short period of time. Failure to provide such information within the deadline shall be considered a ground for rejection of the proposal.

**9. Method and Deadlines for Projects Applications:**

Project proposals will be emailed to Bulgarian-ODA-Belgrade@mfa.bg

The e-mail must contain the project / 1 / in word-format / not scanned / and / 2 / in pdf-format - scanned with signature and stamp.

The projects should be in Bulgarian or English.

**The projects are accepted until July 10, 2020 inclusive.**

**10. Additional Information:**

Applicants shall be informed of the results of the procedure for evaluation, selection and approval of the project proposals within 14 working days of the completion of the individual stages of the procedure. The Embassy of the Republic of Bulgaria in Belgrade has no obligation to inform applicants about the grounds for approval or rejection of the submitted project proposals.

**Annex 1**

**Decree No 234 of the Council of Ministers of 01.08.2011 on the policy of the Republic of Bulgaria regarding its participation in international development cooperation (excerpts)**

**Article 23**(**3**) **A legal person seeking to apply for the provision of development aid must not**:

* be declared bankrupt;
* be in liquidation proceedings or in a similar procedure under the national laws and regulations;
* be in open insolvency proceedings or must not have entered into an out-of-court settlement with its creditors within the meaning of Article 740 of the Commerce Act, and if the applicant is a non-resident – it must not be in a similar procedure under the national laws and regulations, including if its activities are under the court's control or it has ceased its activities;
* be disqualified from practicing a particular profession or activity under the law of the State in which the offense was committed;
* have any monetary debts owed to the State or a municipality within the meaning of Article 162, paragraph 2 of the Tax and Social Insurance Procedure Code established by an act of a competent authority which has entered into force, unless rescheduling or deferral of the debts has been allowed, or monetary debts relating to the payment of social insurance contributions or taxes under the legal provisions of the State in which it is established;
* have any outstanding private debts owed to the State listed in Article 3, paragraph 7 of the National Revenue Agency Act.

**(4) A legal person seeking to apply for the provision of development aid must not have a member of the management body that**:

* has been convicted by a final sentence for indictable offense;
* has not fulfilled his/her/its obligations relating to the payment of social insurance contributions or taxes in accordance with the applicable law;
* has provided deliberately false documents when providing information requested as a condition for financing development aid activities or has not provided such information;
* has been disqualified from practicing a particular profession or activity under the law of the State in which the offense was committed;
* is a legal person for which any of the circumstances under paragraph 3 exist;
* has any outstanding private debts owed to the State listed in Article 3, paragraph 7 of the National Revenue Agency Act.

**(6) Where the members of the management bodies are legal persons, the requirements of paragraph 5 shall apply to their representatives in the relevant management bodies.**

**(7) Persons seeking to apply for the provision of development aid must not**:

* have a member of a management or supervisory body, as well as such person ad interim, including a procurator or a commercial agent who has “close links”, within the meaning of § 1, item 1 of the Supplementary Provision of the Conflict of Interest Prevention and Ascertainment Act, with the agency administering the relevant project or with senior employees in his/her organisation;
* have entered into a contract with a person under Article 21 or 22 of the Conflict of Interest Prevention and Ascertainment Act.

**Annex 2**

**PUBLICITY AND VISIBILITY GUIDELINES FOR THE BULGARIAN DEVELOPMENT AID**

* **The information materials** used in the implementation of the communication plan for development projects funded by **the Bulgarian Development Aid** shall contain ***the following visual elements***:
* The logo of the Bulgarian Development Aid; the flag of the partner country or the logo of the beneficiary implementing the project; text in the official language of the partner country rendering the meaning of the following Bulgarian/English wording: ***Проект /име на проекта/ се финансира със средства по Българската помощ за развитие /The project / Project Title / is funded by the Bulgarian Development Aid’*** (or, in case the project title has already been stated in the material concerned, the following wording may be used: **‘*Този проект е финансиран със средства по Българската помощ за развитие /* This project is funded by the Bulgarian Development Aid’**); in case the information materials target an audience speaking a language other than the official language of the partner country, this text may be written in English or, if needed, in the language of the target audience, provided that it shares the same language which is different from the official language of the partner country.
* In case the project is co-funded and/or simultaneously implemented by another donor and/or international organisation, the requisite elements listed in Item 1.1. shall be accordingly adapted to the publicity rules of the co-funding organisation but may not be omitted.
* In case of publications, research papers, handbooks, information websites and other materials presenting sociological research, statistics, analyses, etc. which represent an assessment and/or could potentially influence the audience in a way other than informing it by presenting facts, the following disclaimer shall be included:

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| *Настоящата публикация (или друг вид материал) е изготвена с финансовата подкрепа на Българската помощ за развитие. Отговорност за съдържанието носят единствено изпълнителите на проекта /име на организацията изпълнител/. При никакви обстоятелства материалите (в съответната публикация /материал) не могат да се разглеждат като отразяващи позицията на Република България и Българската помощ за развитие.* | *This publication (or other type of material) has been produced with the financial assistance of the Bulgarian Development Aid. The contents of this publication are the sole responsibility of / name of the author/contractor/implementing partner/international organisation/ and can in no way be taken to reflect the views of the Republic of Bulgaria and the Bulgarian Development Aid.’* |

* **Printed information materials**
* ***Brochures, flyers, leaflets, posters, newsletters, diplomas and training certificates, attendance lists, folders, writing pads, notebooks, flipcharts, etc.*** shall include the logo of the Bulgarian Development Aid and the text detailed above, adapted to the specifics of the target audience;
* ***Banners, billboards, etc.*** shall contain all the compulsory visual elements, including the logo of the Bulgarian Development Aid. The beneficiary's logo and name may also be added. The beneficiary shall be allowed to also put up banners, billboards, etc. (for instance on the premises of institutions implementing projects funded by the Bulgarian Development Aid or using the outcomes thereof). They shall be put up in the rooms where project events take place, such as workshops, conferences, training, meetings, etc.;
* ***Small-size promotional and advertising materials (pens, USB sticks, keychains, badges, lighters, etc.)***: given their small printable area, these shall contain the following compulsory visual elements: the words ‘Bulgarian Development Aid’ and the logo in a language matching the target audience;
* ***Information boards***: information boards shall contain all compulsory visual elements, and the text shall be written in the official language of the partner country and in English. If technically possible and provided that space is available, information boards shall preferably contain the logo of the Bulgarian Development Aid, along with, if possible, the logo or national flag of the project beneficiary.
* **Public events:** Hosts of awareness and training events (such as workshops, conferences, working meetings, info days, etc.) related to the implementation of development projects funded by the Bulgarian Development Aid shall explicitly communicate that the project concerned is funded by the Bulgarian Development Aid by using the above information and publicity elements. They may do so by putting up banners featuring the logo of the Bulgarian Development Aid in the rooms where the event concerned takes place.

All documents, publications, advertising and information materials related to the event shall meet the visualisation requirements of these Guidelines (including press releases, certificates of participation, advertisement and information strips, multimedia presentations, posters, etc.).

* **Articles and interviews:** Any public appearances, articles and interviews with representatives of the beneficiary that are related to the project must state the role of the Bulgarian Development Aid.
* **Paid publications and broadcasts** (advertisement strips and spots, captions, reports, videos, PR materials, etc.) shall feature the words: ***‘Проект /име на проекта/ се финансира със средства по Българската помощ за развитие / The project / Project Title/ is funded by the Bulgarian Development Aid’*** and the logo of the Bulgarian Development Aid as compulsory visual elements, adapted to the specifics of the target audience.
* **Internet**

The information disseminated online, including banners, images and other visuals published on websites, social media and other online platforms used by the organisations implementing projects under the Bulgarian Development Aid shall include the words ***‘Проект /име на проекта/ се финансира със средства по Българската помощ за развитие / The project / Project Title / is funded by the Bulgarian Development Aid’,*** adapted to the specifics of the communication channel and the audience, and shall, if possible, also feature the logo of the Bulgarian Development Aid (the flag of the Republic of Bulgaria) and the flag of the partner country.

* **Information stickers**

Where technical and/or office equipment is procured as required for the implementation of the project or as an outcome of the project, the beneficiary shall attach information stickers at appropriate places on the surface of the equipment. Each sticker shall feature (the flag of the Republic of Bulgaria) the logo of the Bulgarian Development Aid, the flag of the partner country or the beneficiary's logo, as well as the words: ***‘Проект /име на проекта/ се финансира със средства по Българската помощ за развитие / The project / Project Title / is funded by the Bulgarian Development Aid’***