# ANNEX 3

# FULL APPLICATION FORM

# SUB-GRANTS TO TOURISM SECTOR ORGANIZATIONS AND TRAINING/EDUCATIONAL SERVICE PROVIDERS FOR ENHANCED TOURISM SERVICE-DELIVERY AND LOCAL ECONOMIC IMPACT (LINKAGES AND INNOVATION GRANTS)

|  |  |
| --- | --- |
|  | |
| Sub-Project title |  |
| Applicant |  |
|  | |

Skopje, 2018

FULL PROPOSAL APPLICATION LETTER

**Sub-Grants for enhanced tourism service-delivery and local economic impact (innovation and linkages grants)**

*Date:*

**To: Project Implementation Unit-LRCP Project**

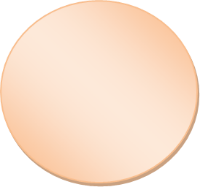
Having examined the Invitation Letter for Full Proposals and Instructions for submission of the Sub-Grant proposal under LRCP, we would like to submit with this letter our proposal to LRCP:

|  |  |  |
| --- | --- | --- |
| **Sub-project basic information:** | | |
|  | | |
| 1. | Proposed Sub-Grant amount (in mkd[[1]](#footnote-1)): |  |
| 2. | Proposed co-financing amount (in mkd): |  |
| 3. | Percentage of our contribution from requested sub-grant: |  |
| 4. | Total Sub-Project proposal amount (1+2): |  |
|  | | |
| Table 1. Sub-project basic info: | | |

Should our proposal be selected, we are committed to implementing the proposal in adherence to the proposed contents and in compliance with the provisions set forth under the Sub-Grant Agreement. We also agree to submit all required documentation prior to the signature of sub-grant agreement. In case we don’t submit all the necessary documentation as required, our Sub-Grant proposal will be disqualified from financing. We are aware and we have informed our partners, that if our institution is applying with several sub-projects (*as lead or as partner*), LRCP can only finance our institution once per a call, regardless whether we are applying as a partner or as a lead applicant.

We, the undersigned, certify that to the best of our knowledge and belief, all information contained in the proposal is true and correct. Any information, if found to be incorrect, wrong or misleading, may lead to our disqualification from the application and selection in accordance with LRCP project's regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Legal representative Signature

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# SECTION 1: THE APPLICANT PROFILE

|  |  |  |  |
| --- | --- | --- | --- |
| **Basic information about the applicant** *(Please provide information as in official documents, issued by the relevant institutions)* | | | |
|  | | Sub-project number LRCP only | |
| 1. | **Full Legal Name of Applicant**  (As per registration certificate) |  | |
| 2. | Full Name of Applicant (the entity) |  | |
| 3. | Name of legal representative: |  | |
| 4. | Address: |  | |
| 5. | Contact details | Tel. | |
| Mob. | |
| e-mail | |
| 6. | Web page: |  | |
| 7. | Date of issuance of business registration/establishment decision |  | |
| 8. | Legal status of the entity (public entity, shareholder's company) |  | |
| 9. | Registration Number |  | |
| 10. | TAX ID Number |  | |
| 11. | Primary sectors of the entity’s operation |  | |
| 12. | Number of employees: |  | |
| 13. | Annual Turnover: |  | |
| 14. | Applicant Sub-Project Coordinator: | Name and position | |
| 15. | Contact details: | Tel |
| Mob. |
| e-mail |
| Table 2. Basic information about the applicant | | | |

**To be filled, only in case of partnership:**

|  |  |  |
| --- | --- | --- |
| Basic information about the partner 1 | | |
|  | | |
| 1. | Legal Name of the entity |  |
| 2. | Legal status of the entity |  |
| 3. | Name of legal representative (Director, manager) |  |
| 4. | Address |  |
| 5. | Web page of the institution |  |
| 6. | Contact details | Tel. |
| Mob. |
| e-mail |
| 7. | Registration Number |  |
| 8. | TAX ID Number |  |
| 9. | Field of work |  |
| 10. | Date of issuance of business registration/establishment decision |  |
| 11. | Role in the sub-project | Describe the role of your partner organization in this sub-project. (*Partnership Agreement to be provided as Annex*) |
| 12. | Annual Turnover |  |
|  | Partnership Agreement is provided as annex[[2]](#footnote-2) |  |
|  | | |
| Table 3. Basic information about the partner | | |

**To be filled, only in case of partnership:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Basic information about the partner 2 | | | | | |
|  | | | | | |
| 1. | Legal Name of the entity |  | | | |
| 2. | Legal status of the entity |  | | | |
| 3. | Name of legal representative |  | | | |
| 4. | Address |  | | | |
| 5. | Web page of the institution |  | | | |
| 6. | Contact details | Tel. | Fax. | Mob. | e-mail |
| 7. | Registration Number |  | | | |
| 8. | TAX ID Number |  | | | |
| 9. | Field of work |  | | | |
| 10. | Date of issuance of business registration/establishment decision |  | | | |
| 12. | Role in the sub-project | Describe the role of your partner organization in this sub-project. (*Partnership Agreement to be provided as Annex*) | | | |
| 13. | Annual Turnover |  | | | |
|  | | | | | |
| Table 4. Basic information about the partner | | | | | |

**Please add table, if needed**

# SECTION 2: SUB-PROJECT PROFILE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basic information about the sub-project** | | | | |
|  | | | | |
| 1. | | Sub-Project title |  | |
| 2. | | Applicant/Lead Partner (in case of partnership) |  | |
| 3. | | Duration of the sub-project | Duration in months | |
| 4. | | Location where the sub-project will be implemented | Destination/municipality/micro location | |
| 5. | Sub-project Objective | |  | |
| 6. | Sub-Project will be realized in partnership | | Yes | No |
| 7. | Total Budget (in MKD) without VAT | |  |  |
|  | | | | |
| Table 5. Basic information about the subproject | | | | |

**Please select the type of gap that the proposed sub-project is addressing:**

1. **non-destination-specific gaps (**identified and described in the Tourism Development Plans specifically Volume II, chapter 2). They are also referred to as cross-destination gaps, occur across multiple destinations and at the national level, and include:

Gap 1 Limited Service Culture

Gap 2 Lack of guiding capacity and skills

Gap 3 Inconsistent waste collection and waste management culture

Gap 4 Limited online marketing and communication

Gap 5 Lack of signage and roadside information

Gap 6 Limited roadside visitor infrastructure

**or**

**B) destination- specific gaps** (identified and described in the Tourism Development Plans for each of the ten destinations) are identified for each destination in the following categories:

Gap 1 Accommodation and Hospitality

Gap 2 Activities and Experiences

Gap 3 Attractions

Gap 4 Capacity Building

Gap 5 Marketing, branding and access to information

Gap 6 Accesibility and infrastructure

**Destinations**

1. **non-destination specific gaps -** ten destinations have been identified as the areas with strong potential for tourism development in the country.[[3]](#footnote-3) Sub-Projects addressing non-destination specific gaps may address multiple destinations or may be national. In case you’re applying for A) non-destination specific gaps, in table 6, please mark the destinations[[4]](#footnote-4) where the sub-project will be implemented. If it is national, please indicate that.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Destination/s where the sub-project will be implemented | | | | | | | | | | |
|  |  | | | | | | | | | |
| National | Destination 1 | Destination 2 | Destination 3 | Destination 4 | Destination 5 | Destination 6 | Destination 7 | Destination 8 | Destination 9 | Destination 10 |
|  | Ohrid, Sturga, Prespa and surroundings | Skopje, Kumanovo and surroundings | Pelagonija & surroundings | Tikves &surroundings | Malesevo &surroundings | Reka regions & surroundings | Gevgelija, Dojran & surroundings | Polog region & surroundings | Strumica & surroundings | Stip, Radovis & surroundings |
|  |  |  |  |  |  |  |  |  |  |  |
| Mark with Х | | | | | | | | | | |
|  | Table 6. Destinations where the sub-project will be implemented | | | | | | | | | |

1. **destination specific gaps -** ten destinations have been identified as the areas with strong potential for tourism development in the country. In table 7, please, mark the destination where the sub-project will be implemented:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Location where the sub-project will be implemented | | | | | | | | | |
|  | | | | | | | | | |
| Destination 1 | Destination 2 | Destination 3 | Destination 4 | Destination 5 | Destination 6 | Destination 7 | Destination 8 | Destination 9 | Destination 10 |
| Ohrid, Sturga, Prespa and surroundings | Skopje, Kumanovo and surroundings | Pelagonija & surroundings | Tikves &surroundings | Malesevo &surroundings | Reka regions & surroundings | Gevgelija, Dojran & surroundings | Polog region & surroundings | Strumica & surroundings | Stip, Radovis & surroundings |
|  |  |  |  |  |  |  |  |  |  |
| Mark with Х | | | | | | | | | |
| Table 7. Destinations where the sub-project will be implemented | | | | | | | | | |

## SUB-PROJECT'S MANAGEMENT

In this section, please briefly describe the relevant experience that your entity brings in relation to the successful implementation of the proposed sub-project.

|  |
| --- |
| **Previous experience in project implementation** |
|  |
| Please, list the most relevant project/s you have implemented, provide short project description in terms of the type of the project, size, scope and scale and list the results of the implemented project/s. Please, provide a reference list.[[5]](#footnote-5)(max 500 words) |
|  |
| Table 8. Previous experience in project implementation |

Please, provide information on the selected Sub-Project Coordinator and the relevant experience he/she has in relation to the successful implementation of the proposed sub-project.

|  |
| --- |
| **Sub-Project Coordinator's Capacity** |
|  |
| Name, position and CV (to be provided as an attachment both in English and Macedonian) of the proposed Sub-Project Coordination[[6]](#footnote-6); in case of partnership of the selected Lead Coordinator. Please list 3-5 most relevant project he/she has implemented, along with brief description, scale, results and a reference list. If additional staff will be engaged for the purposes of sub-project, please state position and required qualifications. (max 500 words) |
|  |
| Table 9. Sub-Project Coordinator's Capacity |

|  |
| --- |
| **Applicant's financial soundness** |
|  |
| Please, state the financial soundness of your organization and provide:   * Financial statements for the last 2 years or for the last 1 (one) year in case it is an organization that has been in existence one year as of the date on which the application is submitted. * Financial statements for the last 2 (two) years for training and educational service providers   In case where non-profit organizations have annual turnover less than 2500 Euros, they will have to submit decision that they are exempt from providing financial statements; |
|  |
| Table 10: Applicant's financial soundness |

|  |
| --- |
| **Partnership** |
|  |
| In case, the sub-project proposal is submitted in partnership, please explain the partner/s role in sub-project implementation, how they will add value to the proposal (financial assistance, technical expertise, business linkages etc). (max. 300 words) |
|  |
| Table 11: Applicant's financial soundness |

## RELEVANCE

In this section please provide detail description of the proposed sub-project. You should clearly explain the purpose of the proposed sub-project and explicitly specify and explain all envisioned activities and how they are aligned to the objective of the call. The specified description of activities must correspond with the provided technical documentation and be aligned with the Environmental Assessment reports (ESIA, ESMP and ESPM checklist).

|  |
| --- |
| **Development Plans** |
|  |
| 1. Describe the main problems/issues the sub-project will address; (Description of the current situation)  2. The overall goal of the proposed sub-project;  3. Describe the gap/s (either non-destination specific or destination specific from Tourism Development Plans) the sub-project is addressing;  4. Clearly specify the sub-project activities and explain how they will meet the specific gap/s in development plan;  a. For non-specific gaps, please explain whether the Sub-project has multi destination impact.  b. For specific gaps, please explain how the sub-project will contribute towards attracting the priority market segments  5. Describe whether you will directly or indirectly improve the experience of any of the priority market segments described in the specific development plan and how? Who are the likely users of the facility/service/site?  6. List the expected results.  *Maximum 1500 words* |
|  |
| Table 12: Development Plans |

|  |
| --- |
| **Technical Soundness- Please, make sure that the provided technical documentation is aligned with the Environmental Assessment reports (*ESIA, ESMP and ESPM checklist*).** |
|  |
| The overall quality of the project should be presented, its impact and target group with an estimate of the anticipated direct and indirect beneficiaries. The plan of activities should be clearly defined with assigned resources to fulfill each of the listed activity, expected results and timeline. You should show a logical flow of activities, indicating that all the things that must happen have been carefully thought through from the current to the end of project.  *Maximum 1200 words* |
|  |
| Table 13: Technical Soundness |

**PROPOSAL IMPLEMENTATION PLAN**

***The duration of the activities will be max 12 months for this type of grants.***

*Applicants are recommended to base the estimated duration for each activity and total period on the* ***most probable duration*** *and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.*

***The activities stated in the implementation plan should correspond to the activities described in application****. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action. The implementation plan should be* ***sufficiently detailed*** *to give an overview of each activity. Please select specific and measurable indicators which help capture the achievement of project results. These indicators will form the basis for monitoring and evaluation.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposal Implementation Plan** | | | | | | | |
| **Task No.** | **Description of activity/tasks** | **Implementing Body** | **Start Date** | **End Date** | **Beneficiary** | **Costs** | **Expected Results** |
| 1 |  |  |  |  |  |  | Ex: increase of sales for 10% |
| 2 |  |  |  |  |  |  | Increase of jobs |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  | (you may merge cells if few tasks lead towards one result) |
|  | | | | | | | |
| Table14. Proposal Implementation Plan | | | | | | | |

## SUB-PROJECT EXPECTED IMPACTS

|  |
| --- |
| **Destination impact** |
|  |
| Please clearly explain what will be the destination impact in tourism from the proposed sub-project. Please, present what are the expected destination outcomes from the implementation of the proposed sub-projects and how they will contribute towards the overall goals of the destination (s) as defined in the development plans. (max 500 words) |
|  |
| Tabela 15. Destination impact |

|  |  |
| --- | --- |
| **Sub-project expected outcomes** | |
|  | |
| Increased tourist spends | Explain if your sub-project and the proposed activities will lead towards increased tourist spent. If yes, please explain how you plan to achieve this. |
| Increased number of tourists | Explain whether your sub-project with the proposed activities from the implementation table will lead towards increased number of tourists. If yes, please explain how and provide an estimated number (both direct and indirect) |
| Business Linkages | Explain in details how do you intend to stimulate business linkages in the destination and provide spillover effect (enhanced business cooperation, transfer of technology, knowledge, skills, improving business-management practices) |
| Innovation | Explain to what extent this proposal is innovative? |
| Job creation | Describe if your sub-project proposal will create new jobs (please list all type of expected new jobs: part time, full time, seasonal) |
|  | |
| Table 16: Sub-project expected outcomes | |

## BUDGET AND FINANCE *(Please note that, in case of Sub-Grant award, the sub-project will be VAT-exempt, therefore all items in the proposed budget should be presented without VAT)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-project budget** | | | |
|  | | | |
|  | Sub-Project title: | Budget | |
|  |  | Amount (in MKD without VAT) | % |
| I | Budget of the sub-project |  | 100% |
|  | | | |
| II | Requested amount from LRCP |  | % |
|  | | | |
| III. | Applicants contribution: | Total | Total % |
| 1. | Own contribution:  Cash: | Total | Total %  % |
| 2. | Partner 1 contribution  Cash: |  | Total %  % |
| 3. | Partner 2 contribution  Cash: |  | Total %  % |
| 4. | Other (ex. other donors etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | % |
|  | | | |
| Table 17: Budget of the sub-project | | | |

**Detailed Budget Proposal**

The below presented budget template and its components is presented in excel and it is intended to serve as a sample to assist you in writing the detailed budget proposal. Please, add any additional cost items that are necessary for sub-project implementation and please provide justification each cost element. It is of your best interest to provide realistic and cost-effective budget with unit prices that are based on the realistic market prices. Once you have filled in all the data in the sheets, please insert the tables below.



**Please fill excel table BUDGET associations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summarized overview of budget lines per project partner** | | | | | |
|  | | | |  |  |
|  | No. | Budget line | Lead-Partner 1 | Partner 2 | Partner 3 |
| 1 | Budget line 1 | Current costs |  |  |  |
| 2 | Budget line 2 | Conferences, events etc. |  |  |  |
| 3. | Budget line 3 | Visibility activities |  |  |  |
| 4. | Budget line 4 | Consulting services |  |  |  |
| 5. | Budget line 5 | Civil works |  |  |  |
| 6. | Budget line 6 | Goods/Non-consulting services |  |  |  |
| 7. | Total | |  |  |  |
| 8. | % from total | |  |  |  |
| Total sub-project proposal budget | | |  |  |  |
|  | | | | | |
| Table 18: Summarized budget lines | | | | | |

|  |
| --- |
| **Co-financing** |
|  |
| Type of co-financing (please state the amount)  Cash \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MKD |
|  |
| Table 19: Co - financing |

|  |
| --- |
| **Sub-Project details** |
|  |
| Is the proposed sub project part of another bigger project? Yes No  If yes, please shortly explain the bigger project.  Have you applied for funding from any other institution/donor organization? Yes No  If yes, please provide further details (organization, time of application, requested amount, activities, approval date) |
|  |
| Table 20: Sub-Project details |

## SUSTAINABILITY

|  |
| --- |
| **Sustainability** |
|  |
| Please describe how you intend to maintain the sustainability of the sub-project results after the end of the project. Specifically, explain how you intend to store knowledge gained and how this knowledge will be replicated (if applicable). Depending upon the proposed activity, please define the on-going management, staffing and maintenance of the project after the grant disbursement is completed. Sustainability plan should be clear, concise and realistic. (max. 1000 words) |
|  |
| Table 21. Sustainability |

# SECTION 3: RISK ANALYSIS TABLE

Please describe the potential risks that might occur during project implementation and after its completion. Please also describe the measures you would undertake in order to mitigate the anticipated risks. Please add rows under each risk category as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk analysis** | | | |
|  | | | |
| Risk category | Potential risk *(narrative description)* | Potential negative impact (1*-5, 1 being the lowest and 5 being the highest*) | Mitigation measures (*narrative description*) |
| Technological risks |  |  |  |
| Market risks |  |  |  |
| Legal risks |  |  |  |
| Management risks |  |  |  |
| Partnership risks |  |  |  |
| Environmental risks |  |  |  |
| Other (political, etc.) | Please add rows if necessary |  |  |
|  | | | |
| Table 22: Risk analysis | | | |

# SECTION 4: Procurement plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Procurement plan** | | | | | |
|  | | | | | |
| Ref. No. | Contract Description | Estimated cost (MKD) VAT excluded | Expected date of contract signing | Expected date of contract completion | Competitive or Direct Contracting/Single source |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | | |
| Table 23: Simplified Procurement Plan | | | | | |

The Grant funds earmarked for the implementation of the Local and Regional and Competitiveness Project (LRCP) are NOT provided for payment of cost for Value Added Tax (VAT), all taxes, import duties and excise duties on imported goods.

# SECTION 5: ENVIRONMENTAL MANAGEMENT DOCUMENTATION

### 5.1 Template for Environmental Management Plan

A sub-project's environmental management plan (EMP) consists of the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels. The plan also includes the actions needed to implement these measures.

Management plans are essential elements of EA reports for Category A projects; for many Category B projects the EA may result in a management plan only. To prepare a management plan, the recipient and its EA design team (a) identify the set of responses to potentially adverse impacts; (b) determine requirements for ensuring that those responses are made effectively and in a timely manner; and (c) describe the means for meeting those requirements.

More specifically, the EMP includes the following components:

**Mitigation**

The EMP identifies feasible and cost-effective measures that may reduce potentially significant adverse environmental impacts to acceptable levels. The plan includes compensatory measures if mitigation measures are not feasible, cost-effective, or sufficient. Specifically, the EMP;

(a) Identifies and summarizes all anticipated significant adverse environmental impacts (including those involving indigenous people or involuntary resettlement);

(b) Describes with technical details each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate;

(c) Estimates any potential environmental impacts of these measures; and

(d) Provides linkage with any other mitigation plans (e.g., for involuntary resettlement, indigenous peoples, or cultural property) required for the project.

**Monitoring**

Environmental monitoring during project implementation provides information about key environmental aspects of the project, particularly the environmental impacts of the project and the effectiveness of mitigation measures. Such information enables the recipient and the Bank to evaluate the success of mitigation as part of project supervision and allows corrective action to be taken when needed. Therefore, the EMP identifies monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the EA report and the mitigation measures described in the EMP. Specifically, the monitoring section of the EMP provides(a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

**Implementation Schedule and Cost Estimates**

For all three aspects (mitigation, monitoring, and capacity development), the EMP provides (a) an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and (b) the capital and recurrent cost estimates and sources of funds for implementing the EMP. These figures are also integrated into the total project cost tables.

**Mitigation Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Construction Phase | | | | | |
| Activity | Expected Environmental Impact | Proposed Measure for Mitigation | Responsibility for Implementing Mitigation Measure | Period of Implementing Mitigation Measure | Cost associated with implementation of mitigation measure |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| … |  |  |  |  |  |
| Operation Phase | | | | | |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| … |  |  |  |  |  |
|  | | | | | |
| Table 24 Construction phase - mitigation Plan | | | | | |

**Monitoring Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Construction Phase** | | | | | |
| What  *Parameter is to be monitored?* | Where  *Is the parameter to be monitored?* | How  *Is the parameter to be monitored (what should be measured and how)?* | When  *Is the parameter to be monitored (timing and frequency)?* | By Whom  *Is the parameter to be monitored– (responsibility)?* | How much  *is the cost associated with implementation of monitoring* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| … |  |  |  |  |  |
| Operation Phase | | | | | |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| … |  |  |  |  |  |
|  | | | | | |
| Table 25 Construction phase monitoring Plan | | | | | |

### 5.2 Environmental Management Plan checklist template

The checklist is composed from the textual part and the table format. The textual part should contain (organized as chapters):

1. short introduction to the sub-project
2. overview of impacts
3. elaborated purpose of EMP Checklist, disclosure requirements
4. elaborated application of EMP Checklist,
5. description of monitoring and reporting procedures and distribution of responsibility

The table part of the EMP Checklist contains of three sections that should be developed in the EMF:

Part 1 constitutes a descriptive part that describes the sub-project specifics in terms of physical location, the institutional and legislative aspects, the project description, inclusive of the need for a capacity building program and description of the public consultation process. This section could be up to two pages long. Attachments for additional information can be supplemented if needed (see Part 1 below).

Part 2 includes the environmental and social screening in a simple Yes/No format followed by mitigation measures for any given activity. If any of given actions/problems are marked “yes”, a reference to the corresponding part of the Framework Environmental Management Plan with explicitly formulated environmental management measures and impact mitigation measures appears (see Part 2 below).

Part 3 is a monitoring plan for activities during project construction and implementation. It retains the same format required for standard World Bank EMPs. It is the intention of this checklist that Part 2 and Part 3 be included as bidding documents for contractors which are evaluated in accordance with the proposed prices and along with this that a reasonable control be provided in process of works (see Part 3 below).

|  |  |  |
| --- | --- | --- |
| **Part 1: Institutional & Administrative** | | |
|  | | |
| Country |  | |
| Sub-Project title |  | |
| Scope of sub-project and particular activities |  | |
| Institutional arrangements  (Name and contacts) | Project management**\*** | |
|  |  |
| Implementation arrangements  (Name and contacts) | Supervision\*\* | |
|  |  |  |
| **Site Description** | | |
| Name of site |  | |
| Describe site location[[7]](#footnote-7) (Annex 1: Site information (figures from the site) [ ] Y [ ] N) |  | |
| Who owns the land? |  | |
| Geographic description |  | |
| **Legislation** | | |
| Identify national & local legislation & permits that apply to sub-project activity(s) |  | |
| **Public Consultation** | | |
| Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders |  | |
| **Institutional Capacity Building** | | |
| Will there be any capacity building? | [ ] N or [ ]Y if Yes, Annex 2 includes the capacity building information | |
|  | | |
| Table 26 Institutional & Administrative | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 2: Environmental /Social Screening** | | | |
|  | | | |
| Will the site activity include/involve any of the following? | Activity | Status | Additional references |
| 1. Building rehabilitation | [ ] Yes [] No | See Section B below |
| 1. New construction | [ ] Yes [ ] No | See Section B below |
| 1. Individual wastewater treatment system | [ ] Yes [ ] No | See Section C below |
| 1. Historic building(s) and districts | [ ] Yes [ ] No [ ] Possible | See Section D below |
| 1. Acquisition of land[[8]](#footnote-8) | [ ] Yes [ ] No | See Section E below |
| 1. Hazardous or toxic materials[[9]](#footnote-9) | [ ] Yes [ ] No | See Section F below |
| 1. Impacts on forests and/or protected areas | [ ] Yes [ ] No | See Section G below |
| 1. Handling / management of medical waste | [ ] Yes [ ] No | See Section H below |
| 1. Traffic and Pedestrian Safety | [ ] Yes [ ] No | See Section I below |
|  | | | |
| Table 27 Environmental /Social Screening | | | |

| **Mitigation measures checklist** | | |
| --- | --- | --- |
|  | | |
| **Activity** | **Parameter** | **Mitigation measures checklist** |
| A. General Conditions | Notification and Worker Safety |  |
| B. General Rehabilitation and /or Construction Activities | Air Quality |  |
| Noise |  |
| Water Quality |  |
| Waste management |  |
| C. Individual wastewater treatment system | Water Quality |  |
| D. Historic building(s) | Cultural Heritage |  |
| E. Acquisition of land | Land Acquisition Plan/Framework |  |
| F. Toxic Materials | Asbestos management |  |
| Toxic / hazardous waste management |  |
| G. Affects forests and/or protected areas | Protection |  |
| H. Disposal of medical waste (not applicable) | Infrastructure for medical waste management |  |
| I**.** Traffic and Pedestrian Safety | Direct or indirect hazards to public traffic and pedestrians by construction activities |  |
|  | | |
| Table 28 Mitigation measures checklist | | |

| **Part 3: Monitoring plan** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Phase** | **What**  *(Parameter will be monitored?)* | **Where**  *(Is the parameter to be monitored?)* | **How**  *(Is the parameter to be monitored?)* | **When**  *(Define the frequency / or continuity?)* | **Why**  *(Is the parameter being monitored?)* | **Cost**  *(If not included in project budget)* | **Who**  *(Is responsible for monitoring?)* |
| During activity **preparation** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| During activity  **implementation** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| During activity  **supervision** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | | | | | |
|  | Table 29 Monitoring plan | | | | | | |

# Annexes

EMP Checklist Annex 1: Site information (figures from the site)

EMP Checklist Annex 2 includes the capacity building information

\* *Project management includes a) investor and b) the contractor; i.e. the persons responsible for ordering and implementing the works encompassed by the EMP Checklist*

*\*\*The Contractor Supervision is done on two levels as well: a) state or county inspectorate with their regular mandate to supervise all construction works and b) supervising engineer, in charge for the particular site. Supervising engineer can be a licensed person (for larger works) or a person authorized by the investor to carry out the supervision, i.e. someone who is checking that the construction / rehabilitation is being done according to the design and is reporting to the investor. This is usually also the person who also supervises the implementation of EMP Checklist and provides compliance reports.*

|  |  |
| --- | --- |
| Legal Applicant Representative: |  |
|  |  |
| Signature: |  |
| Date: |  |

**CO-FINANCING STATEMENT**[[10]](#footnote-10)

|  |  |
| --- | --- |
|  | |
|  | |
| Sub-Project title |  |
| Applicant |  |
|  | |
|  | |

In the case of approval of the above mentioned sub-project, applying for sub-grant from the LRCP we hereby declare that (*name of entity*) has examined and agreed on his tasks and activities described in the Full Application form, undertakes to comply with the principles of good partnership practice and to provide (*amount in MKD without VAT*) as own contribution and/or other sources to the sub project budget.We furthermore confirm that any sub project activity costs related to the above mentioned sub-project will not be funded by any other Donor program.

**Applicant Representative:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Head of Entity Signature

*(Date)*

**Appendix 2**: Financial statements for the last 2 years or one year

**Appendix 3:** CV of the Sub-Project Coordinator/Lead Coordinator

CVs of the key personnel engaged in the sub-project (maximum 5) that will demonstrate that the team has the needed expertise for successful implementation (management, procurement etc.)

**Appendix 4**: Applicant related documentation that can be provided as signed and stamped photocopies, but not older than 6 months:

* Confirmation issued by Central Registry of the Republic of Macedonia that there are no liquidation nor bankruptcy cases against the Applicant;
* Certificate of paid taxes, benefits and other public duties issued by a competent body in the Republic of Macedonia;
* Confirmation from the Register of penalties for committed criminal offenses of legal entities proving that no secondary penalty-temporary or permanent ban on performing particular activity has been pronounced;
* Confirmation from the Register of penalties for committed criminal offenses of legal entities proving that no secondary penalty-ban on participating in open call procedures, awarding public procurement contracts and contracts on public-private partnership has been pronounced;

**Appendix 5**: Partnership Agreement in case of multi entities proposals which regulates the future cooperation of the parties (in accordance with the national legislation);

**Appendix 6**: Sub-project related documentation depending upon the type of the sub-project proposal:

* Extract from detail urban plan (obligatory for full proposal)
* Ownership: Property Certificate/Documents confirming right of use related to the application etc. (obligatory for full proposal)
* Complete Investment-Technical documentation and all necessary reports according to the Law on Construction, if applicable; (to be provided in case the Sub-Grant is awarded, before signing the Sub-Grant agreement, the latest)
* Certificate of object of cultural heritage if it is included in the proposal (if present, obligatory for full proposal);
* Complete Investment-Technical documentation according to the Law on Cultural Heritage Protection, if applicable (to be provided in case the Sub-Grant is awarded, before signing the Sub-Grant agreement, the latest);
* Construction permit, Conservation approval and all other necessary permits according to the Law on Construction, Law on Cultural Heritage Protection and other applicable Laws, if applicable; (to be provided in case the Sub-Grant is awarded, before signing the Sub-Grant agreement, the latest);

|  |  |  |
| --- | --- | --- |
| **Full Sub-Project Proposal Check List** | | |
|  | | |
| Hard Copy | mkd | eng |
| 1. Full proposal Application Letter |  |  |
| 1. Applicant Profile |  |  |
| 1. Sub-Project Profile |  |  |
| 1. Sub-Project’s Management |  |  |
| 1. Relevance |  |  |
| 1. Proposal Implementation Plan |  |  |
| 1. Sub-project Expected Impact |  |  |
| 1. Budget and Finance |  |  |
| 1. Sustainability |  |  |
| 1. Risk Analysis |  |  |
| 1. Sample Procurement Plan |  |  |
| 1. Environmental Due Diligence documentation |  |  |
| Electronic copy | mkd | eng |
| 1. Appendix 1: Co-financing statement |  |  |
| 1. Appendix 2: Financial statements for the last 2 years (or one) |  | |
| 1. Appendix 3: CV of the Sub-Project Coordinator/Lead Coordinator |  |  |
| 1. Appendix 4: applicant's related documentation from Central Register (Confirmation No.1, 2, 6, 7, 8 and 9) |  | |
| 1. Appendix 5: partnership agreement in case of multi entities proposals |  | |
| 1. Appendix 6: Sub-project related documentation depending upon the type of the sub-project proposal: |  | |
| 1. Appendix 6.1 Extract from detail urban plan (obligatory for full proposal) |  | |
| 1. Appendix 6.2 Ownership: Property Certificate/Documents confirming right of use related to the application |  | |
| 1. Appendix 6.3 Complete Investment-Technical documentation and all necessary permits according to the Law on Construction; |  | |
| 1. Appendix 6.4 Certificate of object of cultural heritage if it is included in the proposal |  | |
| 1. Appendix 6.5 Complete Investment-Technical documentation according to the Law on Cultural Heritage Protection |  | |
| 1. Appendix 6.6. Construction permit, Conservation approval and all other necessary permits according to the Law on Construction, Law on Cultural Heritage Protection and other applicable Laws |  | |
|  | | |
| Table 30 Full Sub-Project Proposal Check List | | |

1. All proposed amounts are presented without VAT [↑](#footnote-ref-1)
2. This is a mandatory document. Failure to provide this document will result in administrative rejection of the application. [↑](#footnote-ref-2)
3. Destinations were prioritized by the Working Group that the government formed during the design of the Local and Regional Competitiveness Project, using a methodology supplied by the World Bank. [↑](#footnote-ref-3)
4. All municipalities in Macedonia have the potential to contribute to one or more of the above listed destinations. Please review the definition of destination in the Grant Manual on pg.4. [↑](#footnote-ref-4)
5. The PIU reserves the right to validate the reference list provided by the applicant [↑](#footnote-ref-5)
6. Please provide CV [↑](#footnote-ref-6)
7. Site information [↑](#footnote-ref-7)
8. Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business (kiosks) on land that is being acquired. [↑](#footnote-ref-8)
9. Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc. [↑](#footnote-ref-9)
10. Mandatory document [↑](#footnote-ref-10)