

## **SUB-GRANTING PROGRAMME**

### **Guidelines for applicants** Budget line 6.1

Deadline for submission of Full Application:  
23 February 2022 16.00h



<b>Name of the Project</b>	Enhance Labour conditions and Occupational Safety and Health as a support to the Countries from the Western Balkan toward accessing European Union
<b>Donor</b>	European Union, DG NEAR
<b>Programme Coordinator</b>	Macedonian Occupational Safety and Health Association
<b>Global objectives</b>	Global objective(s) is strengthening the impact of civil society organizations in the region for effective and responsible participation in the policy processes and occupational safety and health reforms in Western Balkans.
<b>Programme countries</b>	Republic of North Macedonia, Albania, Kosovo*, MontenegroMontenegro, and Serbia.
<b>Target group</b>	Civil society organization (CSOs)
<b>Individual grant amount</b>	Minimum 15,000 Euros; Maximum 30,000 Euros
<b>Indicative timetable</b>	Deadline for submission of Full Application Form: 23.02.2022 Evaluation of Full Application Forms and Contract signature: 15.04.2022 Contract signature and start of awarded projects: 02.05.2022 Awarded project duration: 01.06.2022-01.05.2023 Presentation of project results at project conference: 06 - 09/2023

## BACKGROUND

The project “Enhance Labour conditions and Occupational Safety and Health as a support to the Countries from the Western Balkan toward accessing European Union” rests on three pillars: capacity building, networking, collaboration and reform processes for OSH, policy analyses & subsequent advocacy and information dissemination.

MOSHA prepared this project in consultation with domestic and international organizations which will be directly involved in this action and agreed with the organizations from the BALcanOSH.net, Albanian Occupational Safety and Health Centre, Safety at Work Association of Montenegro, Association “Eco Center” Serbia and Kosovar Occupational Safety and Health Association, for them to act as co-applicants in implementation of the action which is a plan of the action plan of the REGIONAL OCCUPATIONAL SAFETY AND HEALTH STRATEGY OF THE WESTERN BALKAN COUNTRIES 2019-2023.

The Action herein contributes to the global objective of the Call for Proposals: In an overall vision of enhanced regional cooperation, good neighbourly relations, and reconciliation, to strengthen participatory democracies and the EU approximation process in the Western Balkans and Turkey. The project focuses on attaining the specific objectives of the Call for strengthening the civil society organizations capacities and their constructive engagement in the design and decision-making processes by virtue of regional collaboration and structural reform dialogue with the public institutions.

The objectives of the action are closely related to the INITIATIVE TO ENHANCE SUPPORT FOR SOCIO-ECONOMIC DEVELOPMENT identified in the 2018 Western Balkan Strategy.

By the implementation of Action’s working packages, which are complementary and inter-connected, the Project is closely related to the objectives of Lot 7: “Innovative solutions to promote in particular” that is the sectoral theme aimed at “improved labour conditions and occupational health and safety”. European Union informs that every year, occupational accidents cause the death of more than 4,000 people, and more than 3,000,000 workers suffer a serious accident. Statistic data of ILO shows that on every 15 seconds, 153 workers have a work-related accident. Every day, 6,300 people die because of occupational accidents or work-related diseases – more than 2.3 million deaths per year. 317 million accidents occur on the job annually: many of these resulting in extended absences from work. It is concerning information, which is pointing out that Europe is the leading victim of occupational cancer globally, 7.5% of all cancer deaths, or 102,500 deaths based on ILO estimates.

The Regional OSH Strategy of CSOs indicates that the number of injuries and fatalities at the workplace is increasing. This strategic document reveals that the countries from the Western Balkans have same problems and specific priorities such as:

Efficient OSH legal framework and policies, OSH Education, Strengthening of OSH capacities, Promotion and raising of the public awareness pertaining to OSH, Records pertaining to the OSH area and Sectoral and inter-sectoral cooperation at the national and regional level. As far as the Balkan region is concerned, according to unofficial published data and sources from the strategic OSH related documents (including the inspection supervisions) more than 20,000 injuries have occurred at the workplace over the past four years. The working conditions throughout the IPA countries remain at a very unsatisfactory level. The EU Progress Reports on the IPA countries and Chapter 19 point out the following “EU rules in the social field include minimum standards for labour law, equality, health and safety at work and non-discrimination”.

The National Councils for Occupational Safety and Health that consist of CSOs, social partners and state institutions are functioning partially and due to weak internal capacities, they are unable to fulfil their obligation to create, coordinate and monitor the OSH regulations.

The OSH regulations and policies are ad hoc adopted without considering the CSOs and OSH Councils opinion and without carrying out proper analyses of the impact that the proposed policies will have and their compliance with EU regulations. Progress reports and everyday practice indicates that there is an evident lack of CSO involvement in the policy making processes. It is evident that actual cooperation between state and civil society remains weak and it is necessary to create an enabling environment. In line with that, it is also necessary to strengthen the confidence in the social dialogue between employers and employees as well as the capacity of social partners for the policy-making processes. Currently, the effectiveness of their role in the policy-making process is limited.

**Overall objective(s)** is strengthening the impact of civil society organizations in the region for effective and responsible participation in the policy processes and occupational safety and health reforms in Western Balkans.

**Specific objective(s)** is more dynamic civil society through networking, advocacy, long-term strategic organizational planning and fostering the level of involvement and inclusion of CSOs in decision-making process related to safe and healthy labour conditions.

## 1. OBJECTIVES OF THE GRANT PROGRAMME

The **global objective** of this Call for Proposals is to strengthen the impact of the civil society in public policies and decision-making reform processes in terms of their influence on key OSH reforms and working conditions to support the Western Balkans in the EU accession processes.

The **specific objective** of the call is to strengthen the regional networks and enhance their impacts on improving the working conditions and the state of the occupational safety and health in the Western Balkans.

### 1.1 Priorities of the Grant Programme

The priorities of the Grant Program are as follows:

Three key segments will be covered with this grant: networking, enhancing the capacities, advocacy & lobbying and reform-process.

Based on a predetermined methodology for obtaining financial assistance, civil society and grass-roots organizations will be supported to conduct activities in the Republic of North Macedonia, Serbia, Kosovo, Montenegro, and Albania.

#### **Project proposals should include actions that:**

List of different types of activities which may be eligible for sub-grants (list not exhaustive):

- a) Training events
- b) regional networking building activities
- c) Monitoring activities aimed at the EU accession processes and monitoring of the outcomes the reform processes

- d) Raising awareness activities
- e) Strengthening the monitoring and watchdog role of CSOs in the implementation
- f) Promotion of the implementation of adopted laws and regulations
- g) Thematic seminars, workshops, exhibitions.
- j) Promotion of EU OSH related Campaigns.

## 2. ELIGIBILITY CRITERIA

### 2.1 Eligibility of applicants:

**The specific action grants will be intended for civil society and grass-roots organizations fulfilling the following criteria:**

- To have the status of legal entities, non-profitmaking;
- To have been established in one of the following countries - MKD, ALB, XKS\*, MNE, and SRB for at least 2 years before the announcement of the call and
- To be directly responsible for the preparation and management of the action, not acting as an intermediary
- to have experience in project management.
- Written procedure: financial ( procurement and anti-corruption) and Labor Issues ( HR, Risk assessment, Professional codex).
- applicant's experience of similar actions

### 2.2 Eligibility of partner organisations (if any):

- be registered legal person
- be either a media outlet (print media, electronic media (radio or TV) including public broadcasters, on-line media) legal entity in the field:
  - employment and income.
  - labor market or socio-economic policies.
  - safety and health at work.
  - o media outlet (print media, electronic media (radio or TV) including public broadcasters, on-line media).
- be established within one of the IPA countries (MKD, ALB, XKS\*, MNE, and SRB)

The applicant may not submit more than 1 (one) application under this call.

The applicant may not be awarded more than 1 (one) grant under this call for proposal.

On this call, cannot participate political parties, profit organizations and civil society organizations that promote and use violence.

At the call cannot attend, organizations that are beneficiaries of a grant from the European Union as

a coordinator within the Program Civil Society Facility and Media Programme 2018-2019: Support to regional thematic networks of civil society organisations, support to a regional network for women's rights and gender equality and support to small scale projects promoting cooperation between communities and citizens from Serbia and Kosovo\*

## 2.3 Eligibility of activities

### 2.3.1 Location of implementation of activities

Project activities must be implemented at the territory of one of the Programme countries: MKD, ALB, XKS\*, MNE, and SRB – where the applicants (applicant + partner organisation(s)) are based and active.

### 2.3.2 Duration

Duration: The projects that will be entitled financial support are not supposed to have duration of less than 4 months or more than 12 months.

## 2.4 Eligibility of costs

The overall indicative amount made available under this call for proposals is **EUR 300,000**.

The amount awarded must fall between the following minimum and maximum amounts:

- **Minimum amount: EUR 15,000.00**
- **Maximum amount: EUR 30,000.00**

The following types of projects are not eligible for financial support:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses.
- projects concerned only or mainly with individual scholarships for studies or training courses.
- projects supporting individual political parties.
- humanitarian activities.
- actions that fall within the general activities of competent state institutions or state administration services, including local government.
- actions concerned only or mainly with academic research and/or feasibility studies.

## 2.5. Eligible direct costs

Applicants are requested to submit their budget plan related to: salaries and honorary fees for research and production of the stories, fees for pay-databases and registries, travel cost, research and interview related translation expenses or other justifiable direct expenses, office supplies, communication and visibility costs, publications, design, administrative costs (max. 3% of Total Direct Costs of the Project).

Please make sure that the costs are directly connected to project activities.

### 2.5.1. Ineligible costs

The following costs are not eligible:

- a) customs and import duties, or any other charges;
- b) purchases of land or buildings;
- c) fines, financial penalties and expenses of litigation;



- d) contribution in kind;
- e) second hand equipment;
- f) debts and debt service charges (interest);
- g) provisions for losses or potential future liabilities;
- h) costs declared by the beneficiary(ies) and financed by another project or work programme;
- i) currency exchange losses;
- j) please note that VAT/taxes, duties and charges are not eligible.

### **2.6 Number of applications per applicants**

Applicant can't apply with more than one Application to this Programme.

### **2.7 Visibility**

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing ( see the Communication and Visibility Manual for EU).

## **3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

### **STEP 1: Submission of Full Application**

### **STEP 2: Award of grants, Contract signature and start of awarded projects**

Manner of applying: The civil society organizations apply by filling in the respective application form and budget form including the following enclosures: (1) a copy of the Registration document and Legal entity sheet, (2) annual narrative and financial report about the previous year, and (3) biographies of the key members of staff.

The provision of financial support through the sub-granting scheme shall include the following activities: developing a sub-granting call, publishing a call, an informative session, evaluation, and selection of applications, signing a contract, regional training, and realization of projects. Awarded CSOs will closely cooperate with mentors/trainers during the sub- granting program.

### **STEP 1: SUBMISSION OF FULL APPLICATION**

The deadline for the submission of full applications will be ( 23.02.2022 ).

In this phase, the applicant must deliver:

- Annex B form (FULL Application)
- Annex C (Budget)
- Signed forms of Mandate partner(s) and Declaration of the Applicant

Provisional narrative and budget proposals forms are presented by Annex B and Annex C and can be downloaded from the Programme Coordinator's website.

## EVALUATION OF FULL APPLICATION

Full application will be examined and evaluated by the Programme Coordinator with assistance from the independent Evaluation Committee.

The evaluation criteria are divided into headings and subheadings.

1. Financial and operational capacity	<b>20</b>
2. Relevance of the action	<b>20</b>
3. Design of the action	<b>15</b>
4. Implementation approach	<b>15</b>
5. Sustainability of the action	<b>15</b>
6. Budget and cost-effectiveness of the action	<b>15</b>
<b>Total</b>	<b>100</b>

A ranking list will be created, according to won points, with a notification of which project proposals are considered for funding. After the time given for objection, regarding the sub-granting scheme for citizen associations for OSH research stories will follow communication with grant recipients and preliminary negotiations for concluding a contract for project implementation.

## INDICATIVE TIMETABLE OF THE GRANT PROGRAMME

	<b>DATE</b>	<b>TIME*</b>
<b>Deadline for requesting any clarifications from the Programme Coordinator</b>	28 January 2022	16:00 CET
<b>Last date on which clarifications are issued by the Programme Coordinator</b>	04 February 2022	16:00 CET
<b>Deadline for submission of Full Application Form</b>	23. February 2022	16:00 CET
<b>Information to applicants on the evaluation of the Full Application Form (Step 1)</b>	15 April 2022	16:00 CET
<b>Contract signature</b>	02 May 2022	16:00 CET
<b>Presentation of awarded projects at regional conference</b>	in the period between June and September 2022	16:00 CET
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## **LIST OF ANNEXES**

### **7.1 DOCUMENTS TO BE COMPLETED**

Annex B: Full Application Narrative Form – to be submitted in **STEP 1**

Annex C: Full Application Budget Form – to be submitted in **STEP 1**

