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Contracting Authority:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

EU4BusinessRecovery

For a resilient local economy

CALL FOR EXPRESSION OF INTEREST FOR PARTNERSHIPS IN TOURISM

Guidelines for Grant Applicants

Budget:

EUR 1 000 000
(BAM 1 955 830)

Reference: 20.2245.7-002.00G.C1

Deadline for submission: 20 August 2021

Sarajevo, 23 July 2021

Implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



International
Labour
Organization



I. Background information

The overall objective of the Action is to provide support to Bosnia and Herzegovina in mitigating the economic effects generated by the COVID-19 pandemic. The specific objective of the Action is to support businesses in five economic sectors (metal processing, wood processing, agri-food processing, textiles/apparel/footwear and tourism) to ensure business continuity¹ despite the negative effects of COVID-19, as well as to support the creation of innovative start-ups as a response to the COVID-19 crisis.

The Action is jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development, and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, UNDP, and ILO. The overall duration is 30 months, from 1 January 2021 until 30 June 2023.

The Action is implemented under the project title COVID-19 Investment Response - EU4BusinessRecovery. The Action envisages support provided along four intervention areas that create a coherent approach in reaching the set objectives:

- implementation of occupational safety and health (OSH) measures in supported companies as a condition for business continuity;
- product and business innovation and reorganization/localization of the supply chains to maintain the functioning and increase competitiveness of MSMEs, agri-food and tourism operators;
- start-up development to ensure employment of unemployed persons, women and other vulnerable groups;
- a Help Desk system to provide financial and legal advice to MSMEs on the one hand, and to entrepreneurs and start-ups on the other hand.

The promotion of private companies within the scope of the Action serves the developmental goal of maintaining the competitiveness of local MSMEs in core sectors of the Bosnian economy over the duration of the crisis (collapse in macroeconomic development as a result of COVID-19). Without appropriate support from the local economy, there is a risk of a loss of production capacities, rising unemployment, a collapse in the social and fiscal systems and “brain drain”, especially of young, highly qualified workers, and even poverty migration.

In 2021, EU4BusinessRecovery will launch several Calls for Proposals/Calls for Expression of Interest to support at least 150 businesses in re-launching their business activities and retaining over 1000 jobs, alongside supporting the creation of 100 innovative start-ups. Overall, funds in the amount of EUR 10 million will be allocated to MSMEs in the export-oriented sectors, agri-food and tourism operators and entrepreneurs through an integrated package of support for the recovery and re-launch of their business activities, as well as for

¹ “Business continuity” is the series of management processes and integrated plans that maintain the continuity of the critical processes of an organization, should a disruptive event take place which impacts the ability of the organization to continue to provide its key services. “Innovation” is defined as the implementation of a new or significantly improved product (good or service), or process, a new marketing method, or a new organizational method in business practices, workplace organization or external relations.

at least 100 unemployed persons, women and members of other vulnerable groups, willing to start their own businesses.

1. OBJECTIVE AND PRIORITIES OF THE CALL FOR EXPRESSION OF INTEREST

1.1. OBJECTIVE OF THE CALL FOR EXPRESSION OF INTEREST

Prior to the COVID-19 crisis, Bosnia and Herzegovina's tourism sector had been rapidly growing, contributing approx. 10% to the overall GDP and employing over 43 000 persons. However, the sector has not reached its full potential, as consumption remained low compared to the region, due to a limited offer and the non-existence of destination management, inadequate transport and tourism infrastructure, a poor business environment and inadequately utilised natural and cultural resources for the development of outdoor and cultural tourism activities.

The lockdown caused by the COVID-19 pandemic took a heavy toll on tourism, with the sector recording a steep decline of around 80% and not yet rebounding to pre-crisis levels. Job losses hit a particularly young group of employees, fostering emigration of qualified personnel and thus worsening demographic change, especially in rural areas. If such developments are not mitigated, staff will not be available once the sector can accelerate again, and the potential that tourism carries for the development of the BiH economy will not be tapped. Although a full recovery of the sector is not expected before 2023/24, the current situation can be used as an opportunity to better position BiH as a destination on the international, regional and domestic markets and to switch over to more resilient business models that allow for a sustainable recovery from the crisis.

Thus, the EU4BusinessRecovery project aims to support the tourism sector through an integrated package of support to recover and re-launch business activities. The support package for tourism includes technical and financial assistance for collective actions.

Funding priorities have been defined as follows:

1. destination based tourism development;
2. green certifications.

All funded projects must align their approach with the needs and priorities of the tourism sector, as well as address the issue of public benefit and the specific problems/causes that adversely affect the private tourism sector and provide solutions to the problems the private sector is facing during the COVID-19 crisis.

With over 1000 companies, the sector is highly diversified. Besides commercial businesses, destination management organisations, tourism associations, national parks and NGOs play an important role in the development of the sector, as they connect commercial offers with the local communities that are responsible for economic development within their region. Hence, the call supports partnerships of different actors, with tourism operators as the final beneficiaries of funded projects.

1.2. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

In total, EUR 10 million is available for support within the EU4BusinessRecovery project to ensure business continuity despite the negative effects of COVID-19 in selected sectors. The indicative grant fund amount made available under this Call is **EUR 1 000 000 (BAM 1 955 830)**.

Value of the grant

The maximum award for an individual grant under this Call for Expression of Interest (Call) cannot exceed EUR 150 000 (BAM 293 375).

Each grant requested under this Call must fall between the following minimum and maximum percentages of the total eligible costs (for a given project):

- minimum percentage: 20% of the total eligible costs of the project;
- maximum percentage: 80% of the total eligible costs of the project.

Wherever reference is made in the Call to the percentage of eligible costs, this will apply to the total accepted costs. The balance (i.e. the difference between the total cost of the project and the amount requested from the Contracting Authority – GIZ GmbH) must be financed from sources other than the budget of the German Government, the European Union Budget and that of the European Development Fund.²

In its capacity as the Contracting Authority (CA) for this Call, GIZ GmbH reserves the right not to award all available funds.

2. RULES FOR THIS CALL FOR EXPRESSION OF INTEREST

2.1. ELIGIBILITY CRITERIA

This Call is subject to three eligibility criteria, relating to:

1. the actors (Applicants³):
 - Lead Applicant, i.e. the entity submitting the Expression of Interest Form (2.1.1),
 - Co-applicants.
2. the projects for which a grant may be awarded (2.1.2);
3. the types of costs that may be considered when determining the amount of the grant (2.1.3).

2.1.1. Eligibility of Applicants – Lead Applicants and Co-applicants

To be eligible, all Applicants in the partnership must:

- be a legal person;
- be established in Bosnia and Herzegovina;
- be registered at the latest by 31 December 2018;
- be directly responsible for the preparation and management of the project with the Co-applicant(s), not acting as an intermediary;

² Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

³ The Lead Applicant and its Co-applicant(s) are hereinafter jointly referred to as "Applicants".

- be a specific type of organisation:

Lead Applicant:

- municipality;
- local/regional development body/agency;
- chamber of commerce.

Co-applicants:

- local/regional tourism organisation/association/cluster;
- local/regional development body/agency with verifiable experience in the tourism sector;
- local business support organisation (chamber of commerce, business centre, sectoral and professional association, etc.) with verifiable experience in the tourism sector;
- national parks;
- non-governmental organizations and foundations with verifiable experience in the tourism sector.

The applicants must apply in partnerships, with a minimum of two (2) and up to three (3) entities. In other words, the Lead Applicant must collaborate with at least one (1) Co-applicant, and a maximum of two (2) Co-applicants.

Applicants which have generated taxable income in Germany and are subject to limited tax liability in Germany must contact the Contracting Authority to clarify their eligibility for participation within this Call.⁴

Please note that any potential Applicants (Lead Applicants and Co-applicants) may not participate in this Call or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the Practical Guide to Contract Procedures for EU External Actions (PRAG) and Declaration(s) of the Applicant. The Applicants must provide the Declaration of the Applicant and declare that none of these situations apply.

The Lead Applicant will be considered the leading organisation and, if selected as the contractual party, will assume all legal and financial liability for project completion. To be eligible, Co-applicants must participate in the design and implementation of the project.

Please note that political parties, as well as entity and/or state institutions, are not eligible as Lead Applicants or as Co-applicants. Furthermore, Applicants (Lead Applicants and Co-applicants) must not have proprietary relationships.

2.1.2. Eligible projects

Definition

A project is composed of a set of activities.

⁴ For further information, refer to the following webpage: https://www.gesetze-im-internet.de/estg/_49.html.

Duration

The planned duration of a project cannot exceed 12 months.

Location

Eligible locations refer to destinations suitable for local/regional tourism, i.e. destinations focusing on non-mass tourism, and locations that allow for outdoor tourism activities on the territory of BiH.

Types of projects

The projects should relate to the objectives stated in Section 1.1.

The following types of projects are ineligible:

- projects focusing mainly or only on sponsorships for individuals to participate in workshops, seminars, conferences and congresses;
- projects focusing mainly or only on study scholarships for individuals;
- preparatory studies or the preparation of preliminary designs for activities which are part of the project implementation;
- projects which have negative environmental impacts;
- projects linked to political parties;
- projects initiated prior to contracting.

Funding priorities

Funding priorities under this Call include the following:

1. destination based tourism development;
2. green certifications.

Types of activities

Eligible activities

An indicative list of activities that may be financed under this Call is given below:

Funding priority 1

Advisory package

Assessment of tourism relevant reset and recovery measures.

Destinations

- market system mapping for destinations;
- development of destination management strategy;
- how to organize platforms for cooperation with local stakeholders;
- creation of a visitor and resident satisfaction monitoring system;
- creation of an inventory of destination assets/baseline inventory.

Tourism operators

- product market combination analysis for tourism operators (identification of USPs and potential customer groups, product offerings, marketing mix, competitor analysis);
- recommendations for accessing new markets (mid-term action plans) including branding, sales channels, pricing, etc. and corresponding investment needs.

Implementation package (destinations and tourism operators)

- brand development;
- product development;
- sales channels (online, e-payment systems);
- promotional activities (websites, social media, e-fairs);
- small scale infrastructure works;
- related education and trainings for tourism operators.

Funding priority 2

Advisory package

Destinations

- assistance in application for Green Destinations standard;
- trainings for green destination coordinators;
- development of green tourism action plans;
- tourism impact assessment;
- stakeholder trainings on green and sustainable tourism development.

Tourism operators

- providing support to tourism operators in application for Good Travel Seal standard;
- related trainings on green and sustainable tourism development.

Implementation package

Destinations

Investments in environmentally friendly solutions that improve destination management:

- including mapping, signalization and improvements of hiking and biking trails and other outdoor offers, on the ground and online;
- including small-scale infrastructure/renovation works.

Tourism operators

Investments in environmentally friendly solutions that improve business operations:

- including small-scale equipment such as bikes, e-bikes, solar panels, etc.

Please note that the list of eligible activities is not exhaustive. However, the Applicants must ensure the proposed activities fall within the scope of the indicated funding priorities.

The suggested activities must consist of a combination of advisory services (to identify and design measures for improvement) and implementation activities (investment support to

finance the implementation of those measures), directed to service providers and final beneficiaries.

Experts will be engaged in developing business continuity plans for final beneficiaries addressing the most relevant aspects for the continuation of their businesses and increased resilience towards the COVID-19 crisis such as: limited innovation capacities to adjust product portfolios and/or business processes (marketing, management, administration processes), limited capacities to make business models more resilient to adverse external effects. Following the development of business continuity plans, MSMEs will be ready for the implementation of the recommended measures.

Expressions of Interest must focus on supporting locations with tourism potential with regards to crisis, while supporting a wide range of MSMEs in the respective locations. Partnerships must develop a concept for the development of the tourism offer in a specific destination which addresses the challenges of the sector at that destination during the COVID-19 crisis. The focus of each Expression of Interest must be support to MSME recovery in the selected destinations. Each partnership must provide support to a minimum of 10 tourism operators⁵ within the selected destination.

Please note that all funded projects must address the issue of public benefit, i.e. provide an explanation of how the Expression of Interest is expected to contribute to job retention and recovery of the sector.⁶ Please note that, in the absence of sufficient public benefit of the proposed Expression of Interest, it may not be funded.

Furthermore, please note that contract award will be subject to the condition that adequate COVID-19 related occupational health and safety (OSH) measures are set in place by the supported final beneficiaries. The Contracting Authority will conduct steps to assess the existing COVID-19 related OSH measures⁷ introduced by the final beneficiaries supported within this Call and provide recommendations for improvements. Applicants recommended for funding must undertake to ensure that supported final beneficiaries implement recommended measures during the entire duration of the project.

Whenever possible, attention should be paid to **cross-cutting issues**, specifically those issues that contribute to promotion of gender equality, human rights and democracy and respect for the rule of law. The implementation of the project should be based on the principles of equal treatment to avoid discrimination based on ethnicity, gender, nationality, age, sexual orientation, language, or religion.

Financial support to third parties⁸

Applicants may not propose financial support to third parties.

⁵ Tourism operators: hotels, restaurants, tour operators, etc.

⁶ It is crucial to explain the project's potential to strengthen the sector concerned beyond the support provided to a single MSME/ tourism operator (criteria such as retention of decent jobs, potential to introduce innovative products/services, degree of digitalization, qualification level of jobs/employees, etc. in the sector and the BiH economy).

⁷ COVID-19 related occupational health and safety measures including protocols on general protection measures (hand hygiene, physical distancing, practicing respiratory hygiene, etc.), use of personal protective equipment (PPE).

⁸ These third parties are neither affiliated entity(ies), associates nor contractors.

Visibility

Grant beneficiaries must take all the necessary steps to publicise the fact that the European Union and the German Federal Ministry for Economic Cooperation and Development have financed the EU4BusinessRecovery project and that the project is being implemented by GIZ GmbH, UNDP and ILO, and that their projects are funded as part of the EU4BusinessRecovery project.

As far as possible, projects that are wholly or partially funded by the European Union and the German Federal Ministry for Economic Cooperation and Development must incorporate information and communication activities designed to raise awareness (among specific or general audiences) of the reasons for the project, and must mention that support for the project (in the country or region concerned) is being provided by the EU and the German Federal Ministry for Economic Cooperation and Development. Information on the results and impact of this support must also be provided.

Number of Expressions of Interest and grants per Applicant

- An Applicant (Lead Applicant and Co-applicant) **may not submit** more than 1 (one) Expression of Interest under this Call.
- An Applicant (Lead Applicant and Co-applicant) **may not be** awarded more than 1 (one) grant under this Call.
- A Lead Applicant receiving a grant **may not act** as a Co-applicant in any other Expression of Interest at the same time.
- A Co-applicant **may not be** the Co-applicant in more than 1 (one) Expression of Interest under this Call.

2.1.3. Eligibility of costs

Only “eligible costs” can be covered by a grant and included as costs in the overall budget. The categories of eligible and non-eligible costs are indicated below. All Lead Applicants must ensure that they provide a realistic and cost-effective budget.

Eligible costs are costs incurred by the Applicants (Lead Applicant and Co-applicants) during the implementation of the project with the purpose of implementing the activities eligible under the provisions of this Guidelines for Applicants document. These costs must be:

- necessary for the implementation of the project which is the subject of the grant;
- real, stated in the budget and part of the contract;
- able to be identified, justified and verified and in particular, recorded in the accounting records of the Applicants;
- supported by original documents, which will be verified by the Contracting Authority;
- incurred by the Applicants within the period of project implementation;
- in line with the local laws;
- not listed under “ineligible costs”.

Eligible direct costs

The following direct costs of the Applicants (Lead Applicant and Co-applicants) are eligible:

- The cost of staff assigned to the project (and only to the project), corresponding to actual gross salaries, including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Applicants; the maximum percentage of the cost of staff cannot exceed 20% of the eligible costs.
- Activities identified in the advisory and implementation packages which fall within the scope of the funding priorities.
- Other costs of service awarded by the Beneficiary(ies) for the purposes of the project.
- Costs derived directly from the requirements of the contract (dissemination of information, evaluations that are specific to the project: translation, reproduction, etc.).
- Travel and subsistence costs for staff and other persons taking part in the project, provided they do not exceed those normally borne by the Beneficiary(ies), according to its rules and regulations.
- Small-scale construction works (**up to 20% of the grant amount**). **They must be an integral part of the project and necessary for its implementation. Please note that Applicants whose projects and budgets don't comply with this will be excluded from the selection process.**
- The costs for new equipment and supplies which are specifically procured for the implementation of the project. The ownership of the procured items will be transferred at the end of the project. **The maximum amount that may be spent on the procurement of the equipment is 50% of the grant amount, and only when it can be proven that they are an integral part of and needed for the implementation of the project. Please note that Applicants whose projects and budgets don't comply with this will be excluded from the selection process.**
- Costs of consumables goods.

Please note that the Applicants must seek prior approval from the Contracting Authority before engaging service providers within the advisory package. The Applicants must include the minimum requirements which are provided by the Contracting Authority in the Terms of Reference (ToR),⁹ created for the engagement of the respective service provider. The minimum requirements provided by the Contracting Authority must be an integral part of the procurement of each of the services which the Applicants tend to undertake.

Eligible indirect costs

The indirect costs are calculated at 7% of the eligible direct costs which are incurred during the project implementation. In case the Applicants (Lead Applicants or Co-applicants) have been awarded another operating grant which is financed by the EU or the German

⁹ ToR is a written document presenting the purpose and scope of the service to be provided, the methods to be used, the standard against which performance is to be assessed or analyses are to be conducted, the resources and time allocated, and the reporting requirements.

Government, they may not claim indirect costs on their incurred costs within the proposed budget for the project.

Ineligible costs

The following costs are considered ineligible:

- debts, interests paid on debts, and debt collector charges;
- provisions for losses or potential future liabilities;
- costs declared by the Applicant(s) and financed by another action or work programme receiving a European Union grant (including through EDF), support from the German Government or any other donor (**in other words, no double funding of the same activities**);
- procurement of land and/or buildings;
- credit to third parties;
- taxes, including value added taxes;
- customs and import duties, or any other charges;
- financial penalties and litigation fees;
- exchange rate losses;
- second-hand equipment;
- costs of guarantees and similar charges;
- in-kind contributions;
- costs of actions which fall within the scope of general activities of competent public institutions or public administration services, including the local government.

Also, please note that the grants may not be used for the sole purpose of generating and contributing to profit for the Lead Applicant or the Co-applicants as a direct result of the operations and activities that are financed under the grant during the implementation period.

2.2. HOW TO APPLY AND PROCEDURES TO FOLLOW

In order to submit an Expression of Interest for this Call, Lead Applicants (on behalf of the project partners) must register at the EU4BusinessRecovery Application Portal (www.eu4business.ba). The registration must also be done on behalf of the other project partners.

Registration is mandatory, and all Lead Applicants must ensure their profile is up to date.

Please note that up-to-date and active registrations made by Applicants in the EU4Business project are also valid for the EU4BusinessRecovery project.

In case of technical problems with the registration platform, Applicants may not be able to register and to participate in the Call. Therefore, **it is strongly advised to register well in advance**.

A User Guide is available to all Applicants for download via the EU4BusinessRecovery website. All technical questions related to the use of the system should be addressed to the following email: support@enigma.ba.

2.2.1. Expression of Interest

The Expression of Interest must be submitted in accordance with the instructions provided in the online form available at www.eu4business.ba. **Applicants must apply in English.**

Applicants must strictly follow the format of the Expression of Interest Form and fill in the paragraphs in order. Please note that only the Expression of Interest Form, which must be completed online, will be evaluated. It is, therefore, of utmost importance that the Form contain **ALL relevant information** concerning the project.

Please complete the Expression of Interest Form correctly and accurately to ensure proper assessment of the data. Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment. Major inconsistencies in the application documents may result in the rejection of the Expression of Interest.

Expression of Interest submitted after the deadline may be rejected. Paper and/or printed versions of the Expression of Interest will not be accepted.

2.2.1.1. Submission of Expression of Interest

The Expression of Interest Form, the declaration of the Lead Applicant, and the Lead Applicant's and Co-applicant's financial reports¹⁰ for FY 2018, 2019 and 2020¹¹, must be completed and uploaded to the EU4BusinessRecovery Application Portal (www.eu4business.ba) before the published deadline expires.

The Lead Applicants will receive an automatic confirmation via email upon successful submission of the Expression of Interest.

Please note that the system will not allow partially completed Expressions of Interest to be submitted and uploaded.

2.2.1.2. Deadline for Submission of Expression of Interest

The Call remains open for 28 days after the date of publication. The deadline for submission of the Expression of Interest is 20 August 2021 at 16.00 h.

Please note that timely submission of the Expression of Interest is strongly recommended, because external factors can lead to difficulties when submitting the documents related to the Expression of Interest. The Contracting Authority, GIZ GmbH, cannot be held responsible for any of the delays during the submission of the documents.

2.2.1.3. Further information regarding Expressions of Interest

An information session on this Call will be held in accordance with the schedule listed in section 2.5.2 *Indicative timetable*.

¹⁰ Budgets/Budget Implementation Reports, i.e. Balance Sheets and Income Statements

¹¹ Verified by the RS Agency for Intermediary, IT and Financial Services (AFIP) or the FBiH Financial Intelligence Agency (FIA) or adopted by the relevant Authority

Questions relating to this Call can be sent to the following email address: eu4business@giz.de, no later than 10 August 2021. The email subject line must include a reference to the Call. Replies will be given no later than 13 August 2021.

The Contracting Authority doesn't have the obligation to provide clarifications to questions received after the above-mentioned date of 10 August 2021.

To ensure equal treatment of all applicants, the Contracting Authority cannot issue a prior opinion regarding the eligibility of an application, the proposed project, or any specific activities.

All questions and answers, and other important notifications which are addressed during the evaluation procedure to Applicants, will be published on the EU4BusinessRecovery project website (www.eu4business.ba). It is therefore highly recommended to consult the above-mentioned website on a regular basis to stay informed about the questions and answers that may be published.

Technical questions relating to registration on the EU4BusinessRecovery Application Portal or online submission via the EU4BusinessRecovery Application Portal must be sent to the following email address: support@enigma.ba.

2.3. EVALUATION AND SELECTION OF EXPRESSION OF INTEREST

The submitted Expressions of Interest will be reviewed and evaluated by the Contracting Authority, assisted by external assessors working in pairs (2 assessors for 1 Expression of Interest). Each pair works independently.

The assessments will be based on the Evaluation Grid and the instructions published in the Guidelines for Applicants. Each assessor will provide the results of their individual assessments to the Grant Committee and the final score, which is the basis for the project ranking, is the arithmetical average of the scores given by the respective assessors.

In the event that individual scores of one assessment pair deviate 20% or more between the respective assessors, an additional assessor will be included in the assessment process. This person will follow the same assessment procedure.

In case the assessment of the Expression of Interest indicates that the proposed project does not meet the eligibility criteria stated in Section 2.1 of this document, the Expression of Interest will be rejected on that sole basis.

If it becomes clear, at any stage of the evaluation process, that one or more of the eligibility criteria has not been met, the Expression of Interest will be declared ineligible and withdrawn from the assessment process.

The Applicants must comply with all the criteria specified in the Guidelines for Applicants. If any of the requested information is incorrect or incomplete, the Expression of Interest may be rejected on that sole basis and not be evaluated further.

Expressions of Interest submitted online will be subject to further quality evaluation, including an assessment of the proposed budget and Applicants' capacities, using evaluation criteria in the Evaluation Grid shown below.

Scoring

The Evaluation Grid is divided into sections and subsections. Each subsection will be awarded a score between 1 and 5, as follows: 1 = very poor, 2 = poor, 3 = adequate, 4 = good, 5 = very good.

All the Expressions of Interest will be evaluated based on the following criteria:

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	15
1.1 Do the Applicants ¹² have sufficient in-house experience of project management?	5
1.2 Do the Applicants have sufficient in-house technical expertise and in-house management capacity?	5
1.4 Does the Lead Applicant have stable and sufficient sources of finance?	5
2. Relevance	30
2.1 How relevant is the project to the objectives and funding priorities of the Call? Are the expected results of the project aligned with the priorities of the Call (Section 1.2)?	5
2.2 To what extent does the project support locations that have a touristic potential in the crisis and are in need of support?	5x2**
2.3 To what extent does the project support a wide range of MSMEs in these locations?	5x2**
2.3 Have the needs of the final beneficiaries (tourism operators) and constraints been clearly defined and does the project address them appropriately? Meaning, to what extent does the project allow for tourism operators to: <ul style="list-style-type: none"> – recover or re-launch their business activities/continue their business operations with existing solvency; – retain decent jobs; – introduce practices and standards ensuring more resilient business operations; – introduce improved innovative digital tools in operations and marketing/sales; – register new customers/clients; – achieve market-ready product innovations. 	5

¹² Lead Applicant and Co-applicants

3. Design	10
3.1 How coherent is the design of the project? Does the project indicate the expected results to be achieved? Are the activities proposed appropriate, practical, and consistent with the envisaged results?	5
3.2 To what extent does the project integrate relevant cross-cutting elements such as environmental issues, promotion of gender equality and equal opportunities, needs of youth?	5
4. Implementation approach	5
4.1 Is the Activity plan for implementing the project clear and feasible? Is the timeline realistic? Is the Co-applicants' level of involvement and participation in the project satisfactory?	5
5. Sustainability	10
5.1 Are the expected results of the proposed project sustainable?	5x2**
6. Budget and cost-effectiveness	10
6.1 Is the ratio between the estimated costs and the results satisfactory?	5x2**
Maximum total score	80

****:** this score is multiplied by 2 due to its importance

Please note that only Expressions of Interest with a score of at least 40 will be eligible for provisional selection.

If the total score for Section 1 (financial and operational capacity) is less than 8 points, the Expression of Interest will be rejected. If the score for at least one of the subsections under Section 1 is 1, the Expression of Interest will be rejected.

Furthermore, please note that, should the evaluation determine that the Expression of Interest does not generate public benefit, the Application will be rejected on that sole basis.

Provisional selection

Following the evaluation, a table will be drawn up to list the Expressions of Interest and rank them according to their scores. The highest-scoring Expressions of Interest will be provisionally selected until the available budget for this Call is reached. In addition, a reserve list will be drawn up in line with the same criteria. This list will be used if more funds become available during the validity period of the reserve list. The validity period of the reserve list is 12 months.

Verification of eligibility and Capacity verification

Eligibility verification will be performed based on uploaded supporting documents, as requested by the Contracting Authority (see Section 2.4). The respective verification will be performed only for Expressions of Interest that have been provisionally selected according to their scores and which can be financed under the available budget for this Call.

- The Declaration of the Lead Applicant will be cross-checked against the supporting documents provided by the Lead Applicant. Any missing supporting documents or any incoherence between the Declaration of the Lead Applicant and supporting documents may lead to a rejection of the Expression of Interest on that sole basis.
- Eligibility of Applicants (Lead Applicant and Co-applicants) will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected Expression of Interest will be replaced by the next best-placed Expression of Interest on the reserve list that can be financed from the budget available for this Call.

Note:

- In the event that a certain number of Expressions of Interest receive the same score and the available funds of the EU4BusinessRecovery project are not sufficient to finance them all, priority will be given to Expressions of Interest with a higher impact on the objectives of the Call;
- If that additional criterion is insufficient, Expressions of Interest with a higher ratio between total project value and own contribution will prevail;
- If the above criteria is insufficient, Expressions of Interest which generate more significant public benefit will prevail.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED EXPRESSIONS OF INTEREST

Applicants whose Expressions of Interest have been provisionally selected will be informed in writing by the Contracting Authority and asked to provide supporting documentation via the EU4BusinessRecovery Application Portal to allow the Grant Committee (GC) to verify their eligibility.

Please note that any documents requested by the Contracting Authority must be original documents or certified photocopies issued no later than 3 months counting from the deadline for submission of the Expression of Interest or they will be removed from the list of projects recommended for contract award.

The list of supporting documentation to be submitted by the Lead Applicant following the notification by the Contracting Authority is as follows:

- 1) original registration document for the Lead Applicant and Co-applicants and (any) amendments;
- 2) articles of Association and incorporation documents for the Lead Applicant and Co-applicants;
- 3) certification confirming that the Lead Applicant and Co-applicants do not have overdue/unsettled tax liabilities and/or debts for salary benefits and contribution;
- 4) certification confirming that the Lead Applicant and Co-applicants do not have any unsettled indirect tax liabilities, issued by the competent unit of the Indirect Taxation Authority of BiH (VAT taxpayers only);

- 5) original or certified copy of the document acknowledging the number of employees, as issued by the relevant Tax Office, for the Lead Applicant and Co-applicants;
- 6) certification confirming that the Lead Applicant and Co-applicants have not been convicted, by a final judgment, of criminal offences (organised crime, corruption, fraud, or money laundering) in accordance with applicable regulations in Bosnia and Herzegovina;
- 7) certification confirming that the Lead Applicant and Co-applicants are not bankrupt or subject to bankruptcy proceedings, in accordance with applicable regulations in Bosnia and Herzegovina.

The documents do not have to be translated to English.

Requested supporting documents (uploaded to the EU4BusinessRecovery Application Portal) must be uploaded as originals or as verified photocopies or scanned copies (i.e., showing legible stamps, signatures, and dates) of their respective originals. Lead Applicants and Co-applicants must pay attention to the time required to obtain official documents from the relevant authorities.

If the supporting documents are not provided prior to the set deadline, the Expression of Interest may be rejected. After verification of the supporting documents, the Grant Committee will make a recommendation for capacity verification. Recommended potential grant beneficiaries will be contacted to verify their capacities and the content of the Expression of Interest. After verification, the final list of projects recommended for contract award will be compiled and submitted for further approvals prior to contracting.

Please note that the shortlisting of an Expression of Interest does not constitute a binding commitment, either implicit or explicit, on the part of the Contracting Authority to provide financial support. Shortlisted Expressions of Interest may be requested to modify their project concepts prior to initializing the contracting procedure.

In addition, all proposals which are selected under this Call are subject to final review and approval by the Contracting Department of the Contracting Authority. In the event that the Contracting Department rejects the proposal and supporting documents, the grant agreement will not be awarded.

In any case, the Lead Applicant will be notified of the final decision.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the Decision

Lead Applicants will be notified, in writing, of the Contracting Authority's decision concerning their Expression of Interest and, if rejected, the reason(s) for the rejection. This notice will be sent by email.

Applicants who believe that they were harmed by an error or irregularity in the award process may lodge a complaint with the EU4BusinessRecovery project no later than two weeks following the receipt of the notification.

2.5.2. Indicative Timetable

An indicative timetable of activities planned within this Call is presented below:

ACTIVITY	DATE	TIME
1. Publication of Call	23 July 2021	8.00
2. Digital info session	27 July 2021 3 August 2021	12.00 12.00
3. Deadline for requests for clarifications from the Contracting Authority	10 August 2021	16.00
4. Last date by which clarifications are issued by the Contracting Authority	13 August 2021	16.00
5. Deadline for submission of Expression of Interest	20 August 2021	16.00
6. Evaluation of Expression of Interest and Eligibility check	August-September 2021	-
7. Capacity verification	September-November 2021	-
8. Notification of award	November 2021	-
9. Contract signing	December 2021	-

All times are in the time zone of the country of the Contracting Authority (CET+1).

This indicative timetable refers to provisional dates and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EU4BusinessRecovery website.

2.6. CONDITIONS FOR IMPLEMENTATION FOLLOWING THE CONTRACTING AUTHORITY’S DECISION TO AWARD A GRANT

Following a positive grant award decision, beneficiaries will be offered a contract (Grant Agreement).

Further details on contracts may be found under the Procurement and Financing section of GIZ GmbH’s official website (<https://www.giz.de/en/workingwithgiz/34529.html>).

GIZ reserves the right not to award all available funds, subject to consultation with the Delegation of the European Union to BiH, if there is doubt whether supporting the projects concerned would be in line with the objectives of the Call.