



2. Justification of the Budget for the Action	All
Costs	Clarification of the budget items
	Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).
1. Human Resources	
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.1 Project Manager	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.2 Grants/Operations Coordinator	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.3 Project Associate	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.4 Capacity Development Coordinator	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.5 Monitoring and Evaluation Coordinator	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.6 Monitoring Associate	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.7 Monitoring Associate	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.8 Project Assistant	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.9 Grants Assistant (Regional Office 50%)	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.1.10 Monitoring Assistant (Regional Office 50%)	The cost of this post is directly linked to the implementation of the project activities. Project Organigramme containing this post has already been approved in previous phase of the project.
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	
1.3 Per diems for missions/travel	
1.3.1 Abroad (staff assigned to the Action)	For purposes of knowledge sharing, presentation of LOD best practices and positive EU practices, the project representatives will attend international seminars and/or conferences related to local governance and civil society.
1.3.2 Local (staff assigned to the Action)	Regular field visits/mission trips to partner municipalities (BiH wide) and civil society for purposes of implementing project activities (improved collaboration, institutionalizing of mechanism, monitoring, trainings, meetings and conferences, etc.) will be undertaken by LOD staff as per AWP and defined ToR.
Subtotal Human Resources	
2. Travel	
2.1. International travel	
2.1.1 Airplane ticket	For purposes of knowledge sharing, presentation of LOD best practices and positive EU practices, the project representatives will attend international seminars and/or conferences related to local governance and civil society.
2.1.2 Fee for participation on conferences/seminars	Participation fee for the project representatives that will attend international seminars and/or conferences related to local governance and civil society.
2.2. Local transportation	Transportation costs for the LOD staff including local mission/field trips for purposes of implementation of the project activities.

2. Justification of the Budget for the Action	All
Costs	<p align="center">Clarification of the budget items</p> <p><i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i></p>
Subtotal Travel	
3. Equipment and supplies	
3.1. Equipment	The cost of IT equipment required for proper implementation and efficiency of the LOD project.
3.2 Furniture	The cost of equipment required for proper implementation and efficiency of the project.
Subtotal Equipment and supplies	
4. Local office	

2. Justification of the Budget for the Action	All
Costs	Clarification of the budget items
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>
4.1. Vehicle costs	The cost of this item is directly related to implementation of the LOD project staff field trips to partner municipalities and regular monitoring of CSO projects.
4.2. Office rent	The cost of this item is directly related to implementation of the LOD project activities.
4.3. Consumables - office supplies	Estimation for monthly office supplies; item is directly related to the implementation of the project activities.
4.4. Other services	Miscellaneous costs for 24 months.
Subtotal Local office:	
5. Other costs, services	
5.1. Publications, Printing costs	In line with large scope of project activities implemented across BiH and involving significant amount of stakeholders totaling up to 100, the LOD print and publish documents and keep filing system up to date.
5.1.1 Printing LOD methodology	LOD methodology is a tool (set of documents and guidelines for transparent funds disbursement) prepared both in hard copy and e-versions for LSUs, CSOs, BiH ministries, etc.
5.1.2 Printing costs	In line with large scope of project activities implemented across BiH and involving significant amount of stakeholders totaling up to 100, the LOD print and publish documents and keep filing system up to date.
5.2. Evaluation costs	
5.2.1 Evaluation Team Leader	External evaluation of the project includes programmatic evaluation of the project.
5.2.2 Evaluation Team Assistant	External evaluation of the project includes programmatic evaluation of the project.
5.3. Translation, interpreters	
5.3.1 Translator (written translation)	This amount is envisaged for written translation services and it is directly related to implementation of the LOD project activities.
5.3.2 Interpreters (oral translation)	This amount is envisaged for consecutive and or simultaneous interpretation services.
5.4. Costs of conferences/seminars	
5.4.1 Costs of 10 implementation meetings with selected CSOs	The project is organizing first implementation meetings for all CSOs which project proposals are approved for funding.
5.4.2 Final LOD conference	As per Annual Work plan, the project will organize the final conference to summarize project results and present achievements.
5.4.3 Travel expenses for CSO participants	The project is planning to cover travel expenses for CSO participants.
5.4.4 Working material for participants	Provision of working materials for seminar/conference participants
5.4.5 PB meetings, working group meetings, municipal and evaluation committees and CSO participants	As per Annual Work plan, the project will organize The Project Board and Project Advisory Board Meetings regularly.
5.5. Visibility actions	
5.5.1 LOD Newsletter (5 editions)	The bulletin/newsletter will present project activities in the field, promoting good practices, grassroots' initiatives assisting citizens in need, promotion of the European Union, examples of good cooperation between LSUs and CSOs, etc.
5.5.2 Graphic designer	Graphic designer will provide technical assistance and prepare LOD bulletins/newsletter and documents for final print.
5.5.3 Communication actions and promo material	This amount is envisaged for project overall visibility activities to be undertaken in line with Joint Visibility Guidelines for EC-UN Actions in the field (partner LSUs). This includes organization of exhibitions of the CSO projects and their results in BiH as well as greater impact of the LOD project.
5.5.4 Ceremonies in LSUs and plaques	The will project promote all relevant events and project milestones in local communities. Also it will honor partner municipalities with plaques for purposes of greater recognition of the EU as donor and LOD's initiative in general.

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Costs	Clarification of the budget items
	Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).
5.6. Consultants	
5.6.1 Communication Consultant	Communication Consultant will redesign and complete Project Visibility Strategy in line with Joint Visibility Guidelines for EC-UN Actions in the Field. Visibility Strategy will strive to communicate project results with stakeholders and local citizens in order to point out the tools and channels of communication that will stimulate information and best-practice sharing between project partners. Comm. consultant will recommend best ways of communications and actions for increasing visibility of the LOD IV.
5.6.2 Public Administration and Finance Consultant	PAF consultant will provide necessary input for analysis of the existing systems for disbursement of municipal funds to CSOs in 10 Municipalities. He/she will conduct tailored analysis for purposes of adoption and practical implementation of the LOD methodology in partner municipalities.
5.6.3 Impact Analyses of CSO projects	Impact of all CSO activities within LOD project intervention in all four phases.
5.6.4 Improving civil dialog/Agreement (consultation modalities)	The consultant will explore modalities and innovative approaches for more advance dialogue between CSO and LSUs and when necessary enhancement of the Agreement between LSUs and CSOs.
Subtotal/Other costs, services	
6. Other	
6.1. Grants to municipalities for project CSO proposals	In order to develop and maintain partnership between LSUs and CSOs, funds are allocated for at least one Call for CSOs in each partner LSU. Funds are disbursed based on a competitive approach reflecting number of successful CSO projects up to total allocated funds in this line.
6.2. Grants to ACMs	Partnership with the ACMs initiated during LOD III will be extended to widen horizontal integration and promotion of the LOD methodology. The capacities of the ACMs will be enhanced for the purposes of promotion and dissemination of the LOD methodology and to ensure sustainability of the intervention in future.
6.3. Trainings for selected municipalities	The project will build capacity of municipal representatives through trainings based on identified needs.
6.3.1 Cost of venues for training modules (5 two-day training sessions)	The cost of venues for training sessions for municipal representatives.
6.3.2 Working material	Training materials costs for municipal representatives.
6.3.3 PCM Trainer / Team Leader (5 modules X 2 days)	Costs of a trainer for a PCM training for municipal representatives (Team Leader)
6.3.4 PCM Trainer / Assistant (5 modules X 2 days)	Costs of a trainer for a PCM training for municipal representatives (Assistant)
6.4. Trainings for selected CSOs	
6.4.1 Cost of venues for training modules (5 two-day training sessions)	The cost of venues for training sessions for CSO representatives.
6.4.2 Working material	Training materials costs for CSO representatives.
6.4.3 PCM Trainer Team Leader (5 modules X 2 days)	Costs of a trainer for a PCM training for relevant CSO representative(s) (Team Leader).
6.4.4 PCM Trainer Assistant (5 modules X 2 days)	Costs of a trainer for a PCM training for relevant CSO representative(s) (Assistant).
6.5. Study trips for municipalities	
6.5.1 Plain ticket	Study trips for participating municipalities and experiences from other countries will foster exchange of ideas and good practices.

2. Justification of the Budget for the Action	All
Costs	Clarification of the budget items
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action)</i>
6.5.2 Study trip costs	Study trips for participating municipalities and experiences from other countries will foster exchange of ideas and good practices.
6.5.3 Per diems for study trip participants	Study trips for participating municipalities and experiences from other countries will foster exchange of ideas and good practices.
Subtotal Other	
7. Subtotal direct eligible costs of the Action (1-6)	
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)	n/a
9. Total direct eligible costs of the Action (7+8)	
10. Indirect costs (maximum 7% of 9, total direct eligible costs of the Action)	The costs are defined in General conditions art. 14.4 and FAQ No. 28. Furthermore the Financial and Administrative Framework Agreement between the European Community and the United Nations are defining eligible indirect costs and other aspects of cooperation
11. Total eligible costs (9+10)	

Years

Justification of the estimated costs

Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants

Amounts for salaries are calculated as gross amounts including pension, medical insurance, life insurance, etc.

Calculation was based on the UN salary scale for the period of 24 months.

Calculation was based on the UN salary scale for the period of 24 months.

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Calculation was based on the UN salary scale for the period of 24 months.

International per diem for project staff assigned to the Action is calculated on the basis of average and standard UNDP rate.

Per diems for all project staff assigned to the Action is calculated on the basis of average standard UNDP rate.

Estimated amounts planned for airplane tickets for international travel.

Estimated amounts planned for fees.

Amount to cover fuel, taxi and rent a car costs including drivers' fee.

Years
Justification of the estimated costs
<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in Section 2.1.5 of the Guidelines for Grants Applicants</i>
The LOD proposes to buy: four Laptops (EUR 4x1, 500), Three all in one device (printer, scanner and Fax) for monitoring teams (3 x 500) for purposes of mission/field trips.
Purchasing basic office furniture (tables, closets) for 7 staff in Sarajevo is planned to replace the old one that is in bad condition; The lumpsum planned is EUR 2,500.

Years
Justification of the estimated costs
<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options, if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants.</i>
Amount to cover vehicle expenses (car maintenance, rental, insurance, registration, etc) for mission travel in BiH. Between 6-8 LOD staff members from three regional offices undertake regular field trips to partner LSU and CSOs across the country. Note: The number of staff in regional offices increased when compared to previous project phases.
Planned amount includes rent and common services (utilities and IT services) costs for three offices. Costs are calculated on the basis of the average total monthly costs of all three offices. Note: The number of staff in regional offices increased compared to previous project phases as well as the rental rate.
Pro-rated amounts
Other services include communication costs represented by land line costs in three regional offices and mobile phone participation fee for the field staff. It also includes miscellaneous items such as vacancy announcements, postage, etc.
This line will be used for photocopying of document relevant for project implementation as well as for office paper and toners for office printing costs such as reports (regular, monitoring, municipal, etc), and other necessary materials and docs.
This line will be used for printing of LOD methodology in local (B/H/S) and English language. (50x4)
This line will be used for printing reports (regular, monitoring, municipal, etc) and other necessary materials and docs.
Evaluation Team Leader will be engaged to carry this process. The calculation is based on UNDP rates for similar consultancy services.
Evaluation Team Leader will be engaged to carry this process. The calculation is based on UNDP rates for similar consultancy services.
This amount is envisaged for engagement of UNDP roster translators for translation of different kind of written materials (reports, meeting minutes, publications, etc).
This amount is envisaged for engagement of UNDP roster translators for oral translation (seminar, conferences, ceremonies and etc).
The envisaged costs will include premises, rent of ITC equipment, refreshment etc.
Two day conference attending between 80 and 100 participants.
Costs are projected on average travel expenses for participants. Estimated lump sum is based on previous experience. Since the LOD project has cooperated with CSOs from municipalities all over the country.
Folders, notebooks, name tags, pencils, etc.
Estimated Lump sum based on previous experience. The amount covers costs of refreshment and other related costs.
Five Bulletin editions will be published in 500 copies each.
Graphic designer will propose graphic solutions for various products such as newsletter/bulletin design, DTP solutions for certificates, plaques, etc.
Estimated Lump sum based on previous experience. The following material will be used for promotion of the project activities: stickers, notebooks, planners, banners, penguins', flags, exhibition items (Frames, easels) etc.
Organization of the MoU signing ceremony for partner LSUs, promotion event at the beginning of CSO project implementation (MCGA ceremonies) in each municipality. The project will provide 10 plaques (one per each LSU).

Years
Justification of the estimated costs
<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
The calculation is based on UNDP rates for this type of consultancy services.
The calculation is based on UNDP rates for this type of consultancy services.
The calculation is based on UNDP rates for this type of consultancy services.
The calculation is based on UNDP rates for this type of consultancy services.
The amount envisaged in the proposed budget remain on the same level as in LOD III. Applicant's financial contribution of EUR 66,600.00 will completely be committed to subheading 6.1 Grants to municipalities for project CSO proposals.
This amount is planned to advocate and raise awareness about the LOD methodology to all municipalities in BiH as well as to stimulate discussion about vertical integration towards entity ministries.
The amount is envisaged for a series of trainings in PCM and LOD methodology for municipal representatives.
Calculation based on the estimated cost attendee/ day for five two-day training sessions (150 participants). Costs include room and board, refreshment and training premises.
Calculation based on estimated cost of working material per person.
Calculation based on estimated cost per PCM Trainer and UNDP rates for this type of consultancy services. The trainer's fee includes the costs of accommodation, travel and the trainer's fee. The total sum covers preparatory work, training delivery and presentation of the final report.
Calculation based on estimated cost per PCM Trainer and UNDP rates for this type of consultancy services. The trainer's fee includes the costs of accommodation, travel and the trainer's fee. The total sum covers preparatory work, training delivery and presentation of the final report.
Calculation based on the estimated cost per attendee per day for five two-day training sessions (150 total).
Calculation based on estimated cost of working material per person.
Calculation based on estimated cost per PCM Trainer and UNDP rates for this type of consultancy services. The trainer's fee includes the costs of accommodation, travel and the trainer's fee. The total sum covers preparatory work, training delivery and presentation of the final report.
Calculation based on estimated cost per PCM Trainer and UNDP rates for this type of consultancy services. The trainer's fee includes the costs of accommodation, travel and the trainer's fee. The total sum covers preparatory work, training delivery and presentation of the final report.
The costs cover air plane tickets for municipal representatives and PB members (17 participants), and three supporting staff for international study trip.

Years
Justification of the estimated costs
<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
The costs would include program preparation, arrangements with speakers and institutions to be visited, preparation of background materials and all logistical arrangements. Calculation based on estimated costs and previous experience.
The costs cover air plane tickets for municipal representatives and PB members (17 participants), and three supporting staff for international study trip. Participants will receive 20% of accidental per diem.
n/a
FAQ 28 (excerpt) "Indirect costs do not necessarily equate to a specific category of costs (for instance, indirect costs do not mean "administrative costs" and vice versa)." costs cover any other costs related to the Action but which cannot be substantiated as required by article 14.1 of the General Conditions and which cannot therefore be regarded as direct costs. Likewise, costs which could be regarded as administrative can be charged as direct costs if the conditions are met.

3. Expected sources of funding & summary of estimated costs¹

	Amount EUR	Percentage %
Expected Contributions		
EU/EDF contribution sought in this application (A)	2,000,000	
Other contributions (Applicant, other Donors etc)		
<i>Name</i> <i>Conditions</i>		
United Nations Development Programme - UNDP (Applicant)	66,600	
Revenue from the Action	0	
To be inserted if applicable and allowed by the guidelines: In-kind contributions ⁵	0	
Expected TOTAL CONTRIBUTIONS	2,066,600	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (B)	2,066,600	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)		96.78%
In case of non eligibility of taxes and the Beneficiary(ies) or its affiliated entity(ies) cannot reclaim them:		
Estimated TOTAL ACCEPTED COSTS ³ (C)	2,066,600	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)		96.78%

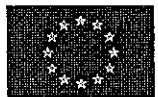
1. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 6 of the full application form)

2. as per heading 11 of the Budget of the Action

3. as per heading 13 of the Budget of the Action

4. do not round, enter percentage with 2 decimals (e.g. 74,38%)

5. as per heading 12 of the Budget of the Action

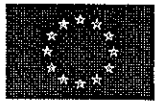


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**LOGICAL FRAMEWORK FOR THE PROJECT
THE REINFORCEMENT OF LOCAL DEMOCRACY PROJECT (LOD III)**

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objective	<p>Overall objective 1: To contribute to democratic stabilization, conciliation, and further development of Bosnia and Herzegovina through support to selected municipalities in establishing improved local governance-civil society relations and facilitating financing mechanisms for improved service delivery.</p>	<p>1.1 Improved quality of civil society initiatives in target municipalities and; Increased proportion of financial resources deployed for CSO initiatives.</p>	<ul style="list-style-type: none"> • Relevant reports of international agencies on status of democratic process and economic developments in BiH (NHDR, Report on the Progress of BiH in SAP, etc). (All). • Comparative analysis of base-line research to end of project research/evaluation in a sample of municipalities (All). • Short survey of participating municipal representatives, CSOs, and target population (All). • Approved NGO project proposals LOD IV documentation (All). 	
Specific objectives	<p>SO1 To facilitate permanent partnerships between CSOs and local self governance units by building awareness of the mutual benefits of cooperation, encouraging sustainable dialogue, and building capacity necessary for interaction.</p> <p>SO2 To generate unified and transparent mechanisms for disbursing municipal funds foreseen for CSO project-based activities in accordance with local service needs and identified priorities.</p> <p>SO3 To encourage CSOs to specialize/professionalise their activities and become more responsive to local needs and less dependent on current donor priorities.</p>	<p>1.1.1 Number of documents of cooperation between municipalities and CSOs (SO1)</p> <p>1.1.2 Municipalities increased the proportion of resources deployed for the project based funding approach CSO (SO1)</p> <p>1.2.1 Number of communications established between CSOs and municipalities through LOD project efforts (meetings, trainings, correspondences) (SO1)</p> <p>2.1 10 municipalities introduced unified and transparent mechanisms for disbursement of funds foreseen for CSOs and their activities based on the project approach. (SO2)</p> <p>2.2 10 municipalities institutionalized transparent mechanisms for monitoring/evaluation of projects activities and results implemented by CSOs. (SO2)</p> <p>2.3 Number projects corresponded to development strategy of the municipality. (SO2)</p> <p>3.1 One problem in each local community was successfully addressed by CSO projects. (SO3)</p>	<ul style="list-style-type: none"> • UNDP semi-annual progress reports (All). • Relevant municipal reports and documents, formal municipal decisions, UNDP reports, and monitoring reports (1.1.1, 1.2.1, 1.2.2, 2.1, 2.1, 2,2) • Minutes of public hearings in selected municipalities (1.2.1, 1.2.2). • Budget breakdown analysis of selected municipalities (1.1.2). • Municipality applications and LOD monitoring reports (1.3.1). • Municipal register of received project proposals, project proposal content/evaluations, and LOD monitoring reports (1.3.2, 2.3, 3.2). • Statements of CSOs on their current and future focus (3.2) 	<ul style="list-style-type: none"> • Sufficient number of municipalities applied for public call for proposal. • Interest of municipalities to engage in partnership with CSOs. • Interest of CSOs to engage in partnerships with municipalities • Municipal counsellors willing to adopt unified and transparent mechanism for disbursement of funds foreseen for CSOs and their activities as well as allocate resources for these activities. • Municipalities have adequate expertise and



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				<p>skills necessary for the development and delivery of project proposals.</p> <ul style="list-style-type: none"> • CSOs have adequate capacity necessary for the development and delivery of project proposals.
<p>Expected results</p>	<p>Results:</p> <p>R₁ Local Self-government Units are aware of how to benefit from partnership with CSOs and vice versa.</p> <p>R₂ Management structure, with all main stakeholders identified is established.</p> <p>R₃ Responsibilities, communication channels, and procedures for project selection are defined for all stakeholders affected by municipal disbursement of funds to CSOs (with details varying to some degree across municipalities, reflecting the diversity of actors).</p> <p>R₄ Local Self-government Units co-finance all selected CSO projects with at least 10%.</p> <p>R₅ 10 Local Self-government Units use transparent mechanisms for the disbursement of funds foreseen for CSO projects.</p> <p>R₆ At least one successful and transparent municipal call for CSO proposals is executed in accordance with LOD mechanisms for funds disbursement.</p> <p>R₇ Mechanism for monitoring and evaluation of project activities and results implemented by CSOs are institutionalized.</p> <p>R₈ Local stakeholders are aware of the necessity to strengthen their capacities with regards to and are trained in PCM, monitoring and evaluation processes,</p>	<p>1.1 100 LSUs informed of LOD project and initiative. (R₁)</p> <p>1.2 3 major CSO networks informed of LOD project and initiative. (R₁)</p> <p>1.3 Entity associations of municipalities and cities (AMC) published info on LOD 4 as support to campaign. (R₁)</p> <p>1.4 at least two events attended or organized for purposes of additional promotion of the Project. (R₁)</p> <p>1.5 5 articles on LOD 4 activities publicised in media. (R₁)</p> <p>1.6 One promotional package accepted by stakeholders and media. (R₁)</p> <p>2.1 PAB re-established and held 5 sessions. (R₂)</p> <p>2.2 PB board re-established and held number of sessions. (R₂)</p> <p>2.3 10 periodical coordination meetings with other projects with complimentary activities to LOD conducted. (R₂)</p> <p>2.4 at least 10 field visits to applicant LSUs with existing agreement(R₂)</p> <p>2.5 10 LSUs selected for partnership in LOD 4. (R₂)</p> <p>2.6 Criteria for LSUs selection adjusted and in use. (R₂)</p> <p>2.7 1 set of documents for public call to LSUs adjusted and approved by PB. (R₂)</p> <p>2.8 1 call for LSUs participation developed and guidelines for selection prepared. (R₂)</p> <p>2.9 One joint MoU signing ceremony organized (R₂)</p> <p>2.10 10 MoUs with UNDP signed. (R₂)</p> <p>3.1 1 Criteria for public calls adjusted and approved by PB (R₃)</p> <p>3.2 1 set of documents for public call to CSOs adjusted and approved by PB. (R₃)</p> <p>3.3 1 public calls for proposals developed and guidelines for CSO project selection prepared. (R₃)</p>	<ul style="list-style-type: none"> • UNDP quarterly progress reports and LOD project records (All). • LOD project outputs (All). • Media clipping, screenshots, media coverage, news paper articles, press conference records (print and electronic) (1.1, 1.2, 1.5, 1.6). • Faxes, emails, letters, promotional material, distribution lists, LOD records (1.1, 1.2, 1.6, 6.1). • Records on events and actions of AMCs (1.3, 1.4). • Municipal register of received project proposals (1.7). • PB and PAB minutes, invitations and session records (2.1, 2.2, 3.3, 3.4, 6.5) • LOD records and coordination meeting minutes (2.3). • LOD report of selected municipalities (2.4, 2.5). • Records on submitted applications and CSAs (4.1, 4.2) • Municipal register of protocols and agreements, municipal publications, and records in selected municipalities (5.2, 5.4, 6.3). • Project evaluation meeting minutes (5.3, 6.5). • Signed MoU and MCGAs (4.2, 6.4) 	<ul style="list-style-type: none"> • High interest of municipalities for partnership with CSOs. • Adoption of unified and transparent mechanism for disbursement of funds foreseen for CSOs and their activities. • Willingness of all stakeholders to actively participate in project activities. • Co-financing of minimum 10% secured by municipalities.



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	<p>budget planning, information sharing, intra municipal coordination and promotion of partnerships.</p>	<p>4.1 10 Cost Sharing Agreements (CSAs) developed and agreed upon with partner LSUs. (R4) 4.2 10 MCGAs signed with partner CSOs. (R4)</p> <p>5.1 LOD methodology was available to all partner LSUs. (R5) 5.2 Mechanisms were published and readily available to CSOs. (R5) 5.3 CSO representative was present at all program evaluation meetings. (R5) 5.4 Municipalities followed up on CSO concerns/inquiries. (R5)</p> <p>6.1 Call for proposals for CSO projects prepared and launched. (R6) 6.2 One project per municipality was funded. (R6) 6.3 Guidelines and application form for project proposals were publicly available to CSOs. (R6) 6.4 50 total CSO project applications received by all participating municipalities. (R6) 6.5 20 CSO projects approved by PB and 20 MCGAs signed between UNDP and CSOs. (R6) 6.6 10 field technical assistances conducted. (R6)</p> <p>7.1 10 municipalities trained in using LOD monitoring and evaluation guidelines. (R7) 7.2 20 joint monitoring visits performed by municipal authorities and UNDP to oversee the implementation of CSO/NGO projects and 20 Monitoring reports prepared. (R7) 7.3 100 of UNDP monitoring visits performed oversee the implementation of CSO projects. (R7) 7.4 10 combined monitoring teams established. (R7) 7.5 10 municipal decisions on monitoring teams adopted. (R7)</p> <p>8.1 50 information sharing meetings conducted. (R8) 8.2 Final report/document on LOD achievements disseminated widely by municipalities and CSOs. (R8) 8.3 Representatives from all partner municipalities attended final workshop. (R8) 8.4 Two representatives from each partner municipality attended two training events. (R8)</p>	<p>6.5).</p> <ul style="list-style-type: none"> • Annual budget expenditure report of selected municipalities (6.2) • Formal letter decisions by municipalities (6.2). • Reports, agreements and memorandums of understanding signed (6.4). • Trainings conducted, documented, and evaluated (7.1, 8.4, 8.5, 8.6, 8.7). • LOD monitoring documentation/records (7.2, 7.3, 7.4, 7.5). 	
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<p>Activities</p>	<p>INCEPTION PHASE</p> <p>A 1.1. Conduct strong campaign and promote LOD IV to all municipalities and CSOs; (R1)</p> <p>A 1.2. Launch invitation for municipalities to participate in LOD IV (Call for Municipalities). (R1)</p> <p>A 2.1. Re-Establish Project Board (PB) with members including MoJ, EUD and UNDP and Project Advisory Board (PAB) with members of ACM of both RS and Federation BiH and elected representative of CSOs in BiH. (R2)</p> <p>A 2.2. Align LOD intervention with additional UNDP (i.e. ILDP and MTS) and/or EU funded (i.e. TACSO) programmes and organizations (OCSE, etc) in order to ensure synergies for greater impact.; (R2)</p> <p>PROJECT PHASE</p> <p>A 2.3 Review and adjust selection procedures for municipalities; criteria for Call for proposals, objectives and priorities including adjustments, if necessary(R2)</p> <p>A 2.4. Facilitation of the selection process and selection of LOD partner municipalities; (R2)</p> <p>A 2.5 Sign MoUs with selected Municipalities(R2),</p> <p>A 3.1. Review municipal public calls for CSO proposals and guidelines - in line with the LOD methodology(R3)</p> <p>A4.1. Mobilize local funds from municipal budgets for services provided by CSOs. (R4)</p> <p>A 5.1. Work on generating transparent mechanisms for CSO funds disbursement. (R5)</p> <p>A 6.1. Assist municipalities to issue Call for proposals open to all Bosnian and Herzegovinian CSOs: (R6)</p>	<p>Means:</p> <ul style="list-style-type: none"> • Vehicles necessary for field visits; • Assured appropriate IT and communication equipment; • Professional and qualified staff • Roles and responsibilities all partners are clearly defined; • Qualified and competent consultants; <p>-----</p> <p>This programme requires direct agreement with UNDP since this organisation has necessary experience in partnerships with local authorities in BiH.</p>	<p>Human resources: 508,800.00 EUR;</p> <p>Intl. Travel: 14,000.00 EUR</p> <p>Equipment and supplies: 10,000 EUR</p> <p>Local /operational costs:125,520.00 EUR</p> <p>Other costs/services: 92,438.88 EUR</p> <p>Other: 1,185,000.00 EUR</p> <p>Administrative costs: 130,841.12</p> <p>TOTAL Budget: 2,066,600.00 EUR</p> <p>Contribution:</p> <p>- Requested from EU: 2.0 mil EUR</p> <p>-----</p> <p>Cost: 2,066,600 EUR</p>	



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	<p>A 6.2. Facilitation of the selection process and selection of CSO projects (R6)</p> <p>A 6.3. Facilitate the process of PB adoption CSO projects who were successful in the call for municipalities. (R6)</p> <p>A 6.4. Signing of MCGAs with CSOs; (R6)</p> <p>A 7.1 Institutionalization of monitoring mechanism in partner municipalities (R7)</p> <p>A 8.1. Codify and disseminate good practices and other demonstration efforts to encourage replication throughout country. (R8)</p> <p>A 8.2. Convene a final lessons learnt workshop with participating municipal representatives and share results in order to facilitate (R8) networking between project beneficiaries.</p> <p>A 8.3 Identify training needs within some pre-existing topical areas. Possible areas include preparing project proposals and identifying resources, and accessing IPA and meeting EU regulations. (R8)</p> <p>A 8.4. Prepare training modules in selected areas and deliver trainings; (R8)</p> <p>A 8.5. Arrange study trips for participating municipalities - foster exchange of ideas and good practices. (R8)</p> <p>A 8.6 Continue promoting LOD IV and CSOs through www.ngo.ba web portal, www.undp.ba and other media; (R8)</p> <p>A 8.7. Wider horizontal integration of LOD methodology throughout BiH with support of ACMs (R8)</p>			
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