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### 3. What can you get?

UNDP will provide financial assistance in the **value of maximum 4400 EUR** in terms of materials, machinery, tools, livestock and equipment to strengthen their current production capacities. Grants do not cover any administrative costs or salaries.

Selected beneficiaries will have to take part in (1-2 days) training and basic entrepreneurship skills (income generation activities, market assessment, legal framework etc.) in order to enable them to sustain their income activities but also to develop them.

### 4. Who can apply?

#### All applicants must:

- have an idea on how to expand their existing activities in the areas of:
  - 1) Agricultural sector, aiming at increasing and improving of production;
  - 2) Food processing and packaging industry
- Be in working age
- Be from non-majority communities of Serbs, Turks, Bosniaks, Roma, Ashkali, Egyptian and Goran living (residing) in the municipalities of: **Gra**  
**Gjilan/Gnjilane, Vushtrri/Vučitrn, Klinë/Klina and Obiliq/Obilič.**

čanica/Gračani

#### a. **Applicants**

##### The applicant must:

- Be member of a family with 5+ members,
- Small-farm holders (less than 2ha) – **only in the case of applying for agricultural production (2.1);**
- At least half of the economic active members of the family must be registered as unemployed/jobseekers within the municipal employment offices.
- Possess or rent a facility for the production/ farming
- Have skills and experience to successfully complete the proposed activities
- Only one application per family is permitted

#### b. **Applicants Cannot:**

- Have a registered income generation business with more than 2 registered employees,
- None of the applicants may be in working or family relationship with any UNDP, OCA or municipality staff.
- Applicants cannot apply more than once.

### 5. Supported Activities



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The following types of activities relevant for the sectors of agriculture and food processing may be financed but are not limited to:

- The introduction of modern animal husbandry and crop cultivation techniques and practice, including experimentation with new crop cultivars and hybrids;
- Improvement of agricultural production infrastructure aiming at increasing and improving the production and quality of the agricultural products (greenhouses, equipment's etc.);
- To expand an existing farm, increase a number of herd, start up or increase an orchard
- Improvement or business-startup of food processing and packaging industries (support with packaging refrigerating, storage equipment, processing),
- Improvement or business-startup of fruit and vegetables production activities e.g. (production of honey, jams, chutneys, juices etc.),
- improvement or business-startup of milk processing activities
- New small meat farms (i.e. beef, calves, poultry and fish)
- Purchase of materials for refurbishment or adjustment of premises/buildings for the income generation activities;

**Grants may NOT be used for:**

- Production of beverages of alcohol content and spirits (over the amount of 18% of alcohol)
- Purchase of any transportation vehicles
- Buying of real estate (land, buildings etc.)
- production of tobacco products
- Advertisement
- Any other activities not in line with the aims and objectives of the call for proposal and the project

**6. Evaluation**

The evaluation selection panel will be composed from maximum of three members. Selection process will consist of two rounds:

**6.1. Preselection Process** - After evaluating the quality of the projects and formal aspects of the applications, **25 applications** with the highest amount of points will be (pre) selected.

**6.2. Final selection process** - Review of needed documents as well as field visit of the 25 best applicants will be done. The list of best evaluated applications will be public at the respective municipality buildings. The selected proposals with the highest score benefit from the action. Should any eligible beneficiary not be able or refuse to participate in the action, the next applicant with the highest score is selected.

<b>Opening of the Call</b>	22 <sup>nd</sup> March
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<b>Deadline for Applications</b>	10 <sup>th</sup> April
<b>Preselection Process</b>	18 <sup>th</sup> April
<b>Final Selection Process – Final Results</b>	1 <sup>st</sup> May
<b>Training</b>	16-20 <sup>th</sup> May
<b>Implementation</b>	1 <sup>st</sup> May – 30 <sup>th</sup> June

The purchase of the approved material will be provided by UNDP in cooperation and communication with the selected applicants.

## 7. How to apply

Applicants should submit a proposal, where they describe their activity idea. The applicants can apply in English, Albanian or Serbian, using the format that can be downloaded from the UNDP website ([www.undp.org](http://www.undp.org)) or available at your respective Municipal Office for Communities and Returnees.

**We would kindly ask you to submit your applications no later than on: 10<sup>th</sup> April 2016 at: 5:00 pm to:**

- **Online submission with attached document** to [shkelzen.hasani@undp.org](mailto:shkelzen.hasani@undp.org)  
Please, name the Title (Subject) of the e-mail: **RRP2 GRANTS,**  
**Or**
- **Hand delivery.** Printed and signed applications to Municipal Office for Community and Return (MOCR).  
**Or**
- **Mail or hand delivery of** printed applications in A4 format in a sealed envelope with the following information on it:
  - UNDP Project Office, Str. Zagrebi 39, Pristina
  - (Address of the applicant)
  - GRANTS RRP2 – DO NOT OPEN

**Any Application received after the required time and date specified for receipt shall be considered late and non-responsive.**

## 8. Selection Criteria

The applications will be awarded points based on the quality and feasibility of their application, according to the following criteria:

- Feasibility of the proposed activity idea,
- Improvement of Productivity,
- Impact on the family or individual income generation,



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- Impact of the project on Environmental protection and management, what impact will the project have on the environment – have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment.

Additional points will be provided to:

- Family with children
- Applicants with rural residence
- Returnees
- Long term unemployed applicants
- Applicants that never benefited from any previous granting scheme (from the municipalities, ministries or international organizations)
- For creating another job position
- Impact of the project on Gender mainstreaming

### 9. Further Information about the application

In case of an inquiry contact UNDP Office Str.: Zagrebi 39 Tel. No: +038 249 066 ext. 316 or email address; [shkelzen.hasani@undp.org](mailto:shkelzen.hasani@undp.org).

Or Contact the Officer for Communities and Returnees in your respective municipality.

Municipality	Name	E-mail	Phone No.
Gračani	Elvira Cesasi	<a href="mailto:2005982@gmail.com">2005982@gmail.com</a>	049 – 764 957
NovoBrdo/Novobërdë	Jasmina Deniq	<a href="mailto:jasminadenicokpz@gmail.com">jasminadenicokpz@gmail.com</a>	044 – 948 202
Gjilan/Gnjilane	Milivoje Zivkovic	<a href="mailto:kzp.gnjilane@gmail.com">kzp.gnjilane@gmail.com</a>	044 – 917 624
	Elez Kurteshi	<a href="mailto:elez_kurteshi@hotmail.com">elez_kurteshi@hotmail.com</a>	044 – 985 316
Obiliq/Obilič	Slavisa Adjancic	<a href="mailto:slavisa.adjancic@rks-gov.net">slavisa.adjancic@rks-gov.net</a>	049 – 831 230
Klinë/Klina	Milorad Sarkovic	<a href="mailto:milorad.sarkovic@rks-gov.net">milorad.sarkovic@rks-gov.net</a>	044 – 418 167
Vushtrri/Vučitrn	Branislav Vuksanovic	<a href="mailto:branislav_v@live.com">branislav_v@live.com</a>	045 – 202 408

**Only questions on the procedures may be addressed, not on the context of the application.**