



Contracting authority: European Commission

EU Support to Civil Society and Media Organisations in the Republic of North Macedonia, IPA Civil Society Facility Programme 2022-2023

Annex A.1 – Grant application form - Concept note

Budget lines: BGUE-B2022-15.020101.01-C1-NEAR DELMKD
BGUE-B2023-15.020101.01-C1-NEAR DELMKD

Reference:

EuropeAid/178565/DD/ACT/MK

Deadline for submission¹ of concept notes:

28/08/2023 at 14:00 (Brussels date and time)

(in order to convert to local time click [here](#)²)

Number & title of priority	Priority 1: Green Agenda: Environmental protection, Climate Change and Circular Economy
Title of the action:	<i>ShiNE: Supporting CSOs and media organizations to boost the green agenda and circular Economy in the Southeastern region of North Macedonia.</i>
Name of the lead applicant	Cooperazione Internazionale Sud Sud (CISS)
Nationality of the lead applicant ³	Italian

Dossier No	
-------------------	--

(for official use only)

¹ Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2 of the guidelines). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open from Monday to Friday 08:30 to 18:30 Brussels time (except during European Commission public holidays in Belgium as published in the Official Journal).

² An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

³ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.

NOTICE

If processing your reply to the call for proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed⁴ solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this grant award procedure. Details concerning processing of your personal data are available on the privacy statement at

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General) ⁵

In cases where you are processing personal data in the context of participation to a grant award procedure (e.g. contact details of legal representatives of co-applicants, CVs) and/or of the implementation of a contract you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

The controller of call for tenders is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

⁴ Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 205 of 21.11.2018, p. 39.

⁵ This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annex A13).

Table of contents

1	CONCEPT NOTE	4
1.1.	Summary of the action	4
1.1.1.	Fill in the table below.....	4
1.2.	Description of the action: cover all the 7 points in the instructions: (max 2 pages)....	5
1.3.	Relevance of the action (max 3 pages)	7
1.3.1.	Relevance to the objectives/sectors/themes/specific priorities of the call for proposals	7
1.3.2.	Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)....	7
1.3.3.	Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs.....	9
1.3.4.	Particular added-value elements.....	9
2	DECLARATION BY THE LEAD APPLICANT	10



EUROPEAN UNION

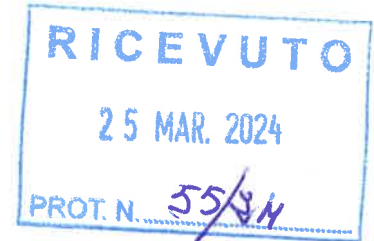
Delegation of the European Union to the Republic of North Macedonia

Head of Operations

Skopje, 20 March 2024

To:

Mr. Sergio Cipolla, President,
ASSOCIAZIONE CULTURALE COOPERAZIONE
INTERNAZIONALE SUD - CISS
 Str. Marconi 2A ,90141 Palermo, Italy
 Tel # + +390916262694; Fax # +39091347048
 e-mail: info@cis song.org; s.cipolla@cis song.org



Programme: Civil Society Facility Programme for North Macedonia 2023

Contract No: IPA III/2024 / 453-361

Contract Title: *“ShiNE: Supporting CSOs and media organizations to boost the green agenda and circular Economy in the South-Eastern region of North Macedonia.”*

Dear Mr. Cipolla,

Please find enclosed the signed originals of the contract. I would be grateful if you could sign and date all three originals using a hand-written signature, retain one for your records and return the other two hand-written signed originals to the following address:

Finance, Contract and Audit Section
 Delegation of European Union to North Macedonia
 Sv. Kiril i Metodij 52B, 1000 Skopje,
 Republic of North Macedonia

Your attention is drawn to the fact that the Contracting Authority will not be obliged to honour the signed contract in the event of any of the following:

- the contract is not returned to the above address by 31/03/2024, duly signed and dated by a signatory authorised to represent you;
- any modifications to the text of the contract or its annexes;

The Legal Entity number which has been attributed to you is: XXXXXXXXXX

Enclosed: 3 original copies of the Grant Contract and its Annexes

GRANT CONTRACT
- EXTERNAL ACTIONS OF THE EUROPEAN UNION -
IPA III/ 2024/ 453 – 361

(the 'contract')

The European Union, represented by the European Commission, (the 'Union' represented by the 'Commission'),

of the one part,

and

**ASSOCIAZIONE CULTURALE COOPERAZIONE
INTERNAZIONALE SUD - CISS**

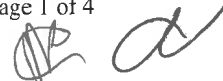
Registered as Association of Citizens
Registration N° CF97143970826
Str. Marconi 2A ,90141 Palermo, Italy

hereinafter the 'coordinator'

(the 'parties')

have agreed as follows:

¹ Model mandate provided in Annex A to the guidelines for applicants.



✓
al

In the latter case, the contracting authority will inform the beneficiary(ies) in writing that he/they will be required to use the electronic system for all communications within a maximum period of 3 months.

Article 5 — Contact addresses

- 5.1 Any communication relating to this contract shall be in writing, state the number and title of the action and be sent to the following addresses:

For the Commission/ the Contracting Authority

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

**Delegation of the European Union to the Republic of North Macedonia
For the attention of the Finance, Contracts and Audit Section**

e-mail: DELEGATION-NORTH-MACEDONIA-OSCAD@eeas.europa.eu

Sv. Kiril i Metodij 52B, 1000 Skopje
Tel: +389 2 3248 500 Fax: +389 2 3248 501

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

Delegation of the European Union to the Republic of North Macedonia

[REDACTED]

E-mail: **[REDACTED]** eu

Sv. Kiril **[REDACTED]**

Tel: **[REDACTED]**

Fax: **[REDACTED]** 501

For the coordinator

**ASSOCIAZIONE CULTURALE COOPERAZIONE
INTERNAZIONALE SUD - CISS**

Str. Marconi 2A ,90141 Palermo, Italy

Tel # + +390916262694; Fax # +39091347048

e-mail: INFO@CISSONG.ORG;

Contact persons: Ms. Margherita Maniscalco, CISS Desk Officer

e-mail: m.maniscalco@cis song.org;

- 5.2 The expenditure verification(s) referred to in Article 15.7 of Annex II will be carried out by:

Auditor Company: **[REDACTED]** or

Address: **[REDACTED]**

Mobile: **[REDACTED]**

Email: **[REDACTED]**

[REDACTED]

Article 6 — Annexes

- 6.1 The following documents are annexed to these special conditions and form an integral part of the contract:

Annex I: Description of the action (including the logical framework of the project, and the concept note)

Annex II: General conditions applicable to European Union-financed grant contracts for external actions

	Associate 3 Represented by: Tatjana Boshkov, PhD as Capacity building Coordinator
Full legal name	Faculty of Tourism and Business Logistics Goce Delcev University, Stip Republic of North Macedonia
EuropeAid ID number¹⁵	MK-2014-CGL-0403007328
Country of registration	Republic of North Macedonia
Legal status¹⁶	Profit-Making <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NGO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Official address	Krste Misirkov 10-A, Stip
Contact person	Tatjana Boshkov
Tel: country code + city code + number	00389 71 335 097
Fax: country code + city code + number	/
E-mail address	tatjana.boskov@ugd.edu.mk
Number of employees	
Experience of similar actions, in relation to role in implementing the proposed action	<p>Goce Delcev University is a state university. The University is made up of different sections, including academic, administrative departments and libraries. Today, it is a University that comprises 12 faculties and three academies. The cooperation will be established, in particular, with the Faculty of Tourism and Business Logistics. The research team of the Faculty has carried out several research in the field of circular economy and, moreover, many of the classes of the faculty are carried out at the campus of Gevgelija, located in the South-Eastern region. The Faculty implemented the following actions:</p> <ul style="list-style-type: none"> • 2022/2023 - "Creating a tourist identity" - Activities related to creating a communication strategy, rural tourism, local economic development.

¹⁵ This number is available to an organisation which registers its data in PADOR. For more information and to [register](#), please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR>.

¹⁶ E.g. non-profit, governmental body or international organisation.

- 2022/2023 - Marking of tourist-recreational paths in the surroundings of Shtip
Activities related to the installation of tourist signage to mark the tourist-recreational path in Shtip.
- 2022/2023 - Come to Kozhuf, Meet the Region with FTBL! Mountaineering-tourist activities, tasting of local cuisine.
- 2022/2023 Touristic-gastronomic exhibition - Activities related to preparation of local specialties, participation of catering facilities, humanitarian actions, presentation of FTBL.
- 2022/2023 "Perspectives for the development of Gevgelija as a tourist destination" presenting digital local landmarks.
- 2022/2023 "Encouraging the development of specific forms for the development of tourism in the Municipality of Gevgelija, with special reference to cultural tourism and tradition in the Municipality of Gevgelija" presentation of cultural heritage.
- 2021-2023- ES-BALK : Développement de l'enseignement du français général et de spécialité dans les Balkans - Activities related to research and data dissemination.
- 2020-2023 - "The circular economy: "the number one priority" for the "European Green Deal" Activities related to Jean Monnet Projects Erasmus+.
- 2011-current „Tur ReTur“ - Training and certification for Tourist Guide, Tourist Companion, Manager of a travel agency

History of cooperation with the applicants	<p>The Faculty has been partner of the project “MODEL EU”, carried out in 2022 in the country by CISS. During the project the researchers of the University introduced the topic of circular economy among youth and students from different areas of the country; moreover, the university selected the students who took part in a non-formal education laboratories aimed at stimulating the critical thinking and the active citizenship of the youth.</p>
Role and involvement in preparing the proposed action	<p>The Faculty contributed to identify the proposed activities. In particular researchers specialized in circular economy designed the training contents which in the framework of <u>Activity 2.1</u> and <u>Activity 2.2</u>. will be addressed to local youth. The Faculty has also contributed to identify some relevant logistic aspects of the action.</p>
Role and involvement in implementing the proposed action	<p>The Faculty of Tourism and Business Logistics will be involved in the project implementation at different levels: firstly, the research team of the Faculty will contribute with their studies and visions to share information on the potentialities for the development of the green economy in the South-Eastern Region. Secondly, the expert in circular economy researching at the Faculty will run training classes on this relevant topic in the framework of the above-mentioned Activities (2.1 and 2.2.). Since the Faculty is committed to generate new green jobs in the region, it will host one of the hubs of the CSO-led start up at the premises of Gevgelija (<u>Activity 2.3</u>). The students of the Faculty will be involved, as trainers, in the environmental education laboratories targeting the primary and secondary students of the region in the context of the <u>Activity 3.1</u>. The Faculty will promote the annual event celebrated in Strumica on the occasion of the World Environment Day (<u>Activity 1.4</u>).</p>

With reference to the **EuropeAid/178565/DD/ACT/MK**
EU Support to Civil Society and Media Organisations in the Republic of North
Macedonia

IPA Civil Society Facility Programme 2022-2023

Budget lines:

BGUE-B2022-15.020101.01-C1-NEAR DELMKD

BGUE-B2023-15.020101.01-C1-NEAR DELMKD

Concluded between CISS Cooperazione Internazionale Sud Sud and the
EU Delegation in Skopje acting as represent of European Commission

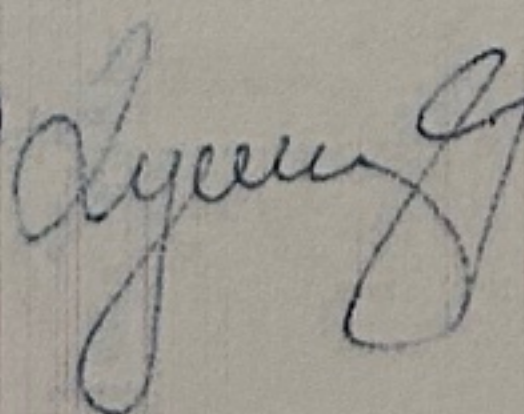
CISS Cooperazione Internazionale Sud Sud as a user of the Grant
engaged Dushica Popova, PhD for project positions in implementing the
project: "**ShiNE: Supporting CSOs and media organizations to boost the
greeN agenda and circular Economy in the Southeastern region of North
Macedonia**"

❖ RECRUITED LOCAL STAFF:

Name	Profession	Function	Country of Nationality	On the board since
Dushica Popova, PhD	Professor at Goce Delcev University – Stip, Macedonia	Capacity building Coordinator Budget line 1.1.2	R.N. Macedonia	01.05.2024- 30.04.2027

University Professor:

Dushica Popova, PhD



Project manager

