



International
Labour
Organization

STRENGTHENING SOCIAL DIALOGUE

Call for Concept Note Proposals
Call N° 1

GRANTS FOR MODERNIZING OF EXISTING AND DEVELOPING NEW SERVICES

Deadline for submission of concept notes:

15 March 2020

This Call for Concept Note Proposals is restricted to registered Trade Unions and Organizations of Employers, beneficiaries of the Strengthening Social Dialogue project



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INTRODUCTION

A number of progress reports by the European Commission indicate a need to further develop social dialogue among the social partners in North Macedonia. To this end, the International Labour Organization assists the country in its endeavours to advance the social dialogue as an essential element of the European Social Model, which promotes competitiveness, sharing of gains and enhancing economic prosperity and social well-being. This assistance is channelled through the project *Strengthening Social Dialogue*, funded by the European Union and implemented by the International Labour Organization.

The overall objective of the *Strengthening Social Dialogue* Project is to improve social dialogue as a means to create more and better jobs. This will be achieved through institutional and legislative improvement along with activities aimed at strengthening the capacities of the tripartite actors to engage effectively in social dialogue. The project consists of three specific components, namely:

Specific objective 1	Enhanced participation of the ESC in shaping the national economic and social reform agenda
Specific objective 2	Enhanced participation of local ESCs in the formulation and implementation of local employment policies
Specific objective 3	Increased effectiveness of Trade Unions and Employers' Organizations

The ILO experience with Employers Organisations in CEE shows that their business model cannot be sustained long term if the revenue stream is based only on membership fees. Offering quality services is fundamental in responding to members' needs, and retaining them, but also in broadening the organization's membership through the recruitment of new companies and members. In addition, by creating space to grasp members' needs, identifying current issues and developing solutions, offering services becomes a way to support policy development and policy implementation and eventually feeds the EOs advocacy work.

Trade Unions are struggling to gain strength and momentum to create more prominent and representative organizations able to represent workers at national, sectoral and enterprise levels better, and there is a need for improvement of the scope and quality of their services toward the members as well as to make their work more visible to the public.

This, in turn, can lead to increased representativeness of the social partners and their influence over social dialogue and policy regulation processes.

In support to the social partners, the ILO seeks Concept Note Proposals from the beneficiary social partners, for modernisation of the existing and development of new services, aimed at improving their relevance, influence, and visibility.

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THE POTENTIAL GRANT BENEFICIARIES ARE INVITED TO SUBMIT A COMPREHENSIVE CONCEPT NOTE ABOUT THEIR PROPOSED SERVICE.

Objectives of the Actions

The objective of the action is to support the social partners, trade unions and organizations of employers at national and branch levels, to develop new or modernise the existing services provided to their membership, to ensure sustainability, retain the current and attract new members, and thus increase their relevance and influence in the social dialogue and policymaking processes.

2. ELIGIBILITY CRITERIA

ELIGIBLE APPLICANTS

1. The grants shall be available only to the employers' and workers' organisations, at national and branch levels, registered in the Republic of North Macedonia, which are beneficiaries of the EU-ILO Project *Strengthening Social Dialogue*;
2. Must be established before the call is published;
3. Must not be subject to bankruptcy and convictions.

Please, submit for following documents in witness of the above:

- Document for registration
- Certificate that the organization is not bankrupt, subject to insolvency or winding-up procedures
- Certificate that a final administrative decision has not established that the organization is in breach of its obligations relating to the payment of taxes or social security contributions
- Document that a final judgment or a final administrative decision has not established that the organization is guilty of grave professional misconduct and has any restrictions to operation
- Certified Financial Report

ELIGIBLE ACTIVITIES

Eligible activities shall be those assessed as directly related to the mandate of the ILO, which are independently implemented by the employers' or workers' organizations.

The projects should be focused and coherent, and show potential for being sustainable. The proposals should be based on the completed service needs assessment and recommendations and may target affiliated branches/associations or individual workers/companies.

Examples of eligible activities include:

- Provision of legal support and aid to workers/ businesses, including legislative amendments, grievance handling and dispute settlement;
- Provision of coaching, mentoring, and training;
- Advocacy and representation on challenging matters;

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- Consultancy on topics of interest;
- Development of new and innovative services for existing and potential members;
- Occupational safety and health, and creation of better workplaces.

This is a non-exhaustive list that serves to illustrate some suitable activities to be implemented under the projects. Similar actions to the ones mentioned above but not listed can also be considered as eligible depending on the relevance for the existing and potential membership.

DURATION AND LOCATION OF THE ACTION

The duration of the projects can be between 9 and 12 months, and the projects must be implemented by 30/04/2021.

The projects must be implemented in the Republic of North Macedonia, at national or local level.

FUNDS AVAILABLE

The number of applications per organization is not limited. Each organization can apply for one or more grants pertaining to one or more services and shall submit a separate concept note for each service to be potentially supported by grants. The grant requests shall **not exceed 15,000 EUR**.

ELIGIBLE COSTS

Eligible costs are actual costs incurred by the Beneficiary, which meet all the following criteria:

- they are incurred during the implementation of the Action;
- they are indicated in the estimated overall budget for the Action;
- they are necessary for the implementation of the Action;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The following costs shall not be considered eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary and financed by another action or work programme;
- currency exchange losses;
- credits to third parties;
- individual sponsorships for participation in workshops, seminars, conferences, congresses;
- individual scholarships for studies or training courses;
- occasional conferences;
- purchase of equipment (unless necessary for successful project implementation. The amount for procurement of equipment shall not exceed 30% of the total budget of the project);

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- funding of projects which are already in progress or are finalised;
- projects for the exclusive benefit of individuals;
- projects supporting political parties;
- primary funding of applicants or their partners;
- duties, taxes and charges, including VAT (the project shall be subject to tax exemption registration with the Secretariat of European Affairs and the Public Revenues Office).

SUBMISSION OF THE CONCEPT NOTE PROPOSALS

This is a restricted Call for Concept Note Proposals, and the applicants shall complete the attached **Concept Note Proposal** form (**Annex i**) in English or Macedonian and submit it electronically by the prescribed deadline to the e-mail address: simjanoska@ilo.org with the subject **Concept Note Proposal – SP services**. All relevant documents are to be scanned or in pdf (read-only) format and attached to the email.

The deadline for the submission of Concept Note Proposal is **15/03/2020**. The date considered as evidenced will be the date of email received by the ILO.

Any Concept Note Proposals submitted after the deadline or being incomplete will be rejected. The Applicants are advised not to wait the last day for the submission.

Clarification questions may be sent by e-mail no later than 25/02/2020 to the e-mail address: simjanoska@ilo.org. The International Labour Organization (ILO) has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 29/02/2020.

To ensure equal treatment of applicants, the ILO cannot give a prior opinion on the eligibility of applicants, an action or specific activities.

TIMELINE

	DATE
Publication of 1 st Call for Concept Note Proposal	13/02/2020
Deadline for requesting any clarifications from the ILO	25/02/2020
Last date on which clarifications are issued by the ILO	29/02/2020
Deadline for submission of Concept Note Proposal	15/03/2020
Notification of award	25/03/2020
Contract signature	05/04/2020

This indicative timetable refers to provisional dates (except the Deadline for submission of Concept Note Proposal) and may be updated by the contracting authority during the procedure. In such cases, the Lead Entity will be timely informed.

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EVALUATION AND SELECTION OF APPLICATIONS

After the deadline for submission of Concept Note Proposal has passed, the ILO will assess all Concept Note Proposals received by the deadline and will notify all applicants of the outcome of the evaluation. The ILO will not consider incomplete submissions or those submitted after the deadline.

Applications will be examined and evaluated by an ILO evaluation panel.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated above, the application will be rejected on this sole basis.

ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The concept notes will be subject to a rigorous and competitive selection process, and quality vetting.

During the administrative check the following will be assessed:

- if the deadline has been met. Otherwise, the application will be automatically rejected.
- if the requested documents are enclosed.
- if the concept note satisfies all the criteria specified in the checklist enclosed. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 100 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note.

The evaluation criteria are divided into headings and subheadings. Each concept note will be ranked 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

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The ILO evaluation committee shall score each proposal against the following criteria:

Evaluation Grid

Section	Maximum Score
1. Relevance of the action	50
1.1. Does the proposal reflect the concept of modernisation of an existing service or development of a new demand-driven service that fits in the mandate of employers/workers organisations?	20
1.2. Is the proposal based on membership needs assessment of the employers/workers organisations?	15
1.3 Does the proposal represent good value for money?	15
2. Design of the action	40
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	10
2.2 Are the proposed services measurable in terms of quality and quantity?	10
2.3. Does the design take into account external factors (risks and assumptions)?	10
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	10
3. Sustainability	10
2.6 Does the proposal have strong prospects of sustainability beyond the project duration?	10
Maximum total score	100

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

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ANNEX I

CONCEPT NOTE PROPOSAL

APPLICATION FORM

The applicant must ensure that the Concept note:

- does not exceed 5 full pages (A4 size) of Calibri (body) size 10 characters with 2 cm margins, single line spacing;
- provides the information requested under the headings below, in the order in which it is requested;
- provides full information; and
- is drafted as clearly as possible to enable it to be evaluated.

Legal Name of the Lead Entity	
Title of the proposal:	
Location(s) of the proposed activities:	
Total duration of proposal (<i>months</i>):	
ILO financing requested (amount)	<i>EUR</i>
ILO financing requested as a percentage of total budget of the proposed activities	%
Objectives of the proposal	<Overall objective(s)> <Specific objective(s)>
Estimated results	
Main activities	

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INFORMATION ABOUT THE PROPOSED INTERVENTION

<p>Description of the relevance of the proposed actions</p> <p><i>Please provide a detailed explanation of the proposed action</i></p>
<p>Describe the final beneficiaries, and state how the service will address these needs</p> <p><i>Please provide a brief description of final beneficiaries. Determine the needs and constraints of the final beneficiaries and demonstrate the relevance of the proposal to their needs, with reference to the service needs assessment</i></p>
<p>Expected result(s)</p> <p><i>Describe the expected result(s) of the proposed action (objective, outcomes, outputs, activities)</i></p>
<p>Timeframe</p> <p><i>Please provide timeframe for the implementation of the action</i></p>
<p>Capacity</p> <p><i>Please elaborate the management and technical capacity of the Organization to deliver proposed actions (organizational structure and proposed team)</i></p>
<p>Risks and assumptions</p> <p><i>Please provide a brief description of any risks, internal or external, and possible mitigation measures</i></p>
<p>Sustainability</p> <p><i>Describe how will the Organization ensure sustainability of the service</i></p>

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FINANCING

Define your own contribution (in cash and/or kind) to the project.

BUDGET

Please draw up a budget and short justification of cost level.

PLACE AND DATE

CONFIRMATION

I confirm that the information given in this form is complete and accurate to the best of my knowledge.

Signature

❖ **Organization:** _____

Name of the representative of the Organization: _____

Position within the organization: _____

Signature: _____

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Annex II

Check list for self-guidance

Title of the Proposal:	
Before sending your concept note check that each of the criteria below have been met in full:	Check
1. The correct application form has been used.	
2. Requested documents, under eligibility criteria, are enclosed.	
3. The Instructions for the concept note have been followed.	
4. The proposal is typed and is written in an eligible language for this call.	
5. The action will be implemented in the country.	
6. The duration of the action is equal to or higher than 9 months.	
7. The duration of the action is equal to or lower than 12 months.	
8. The requested ILO contribution (amount) is equal to or lower than EUR 15,000	