

APPLICATION

for expressing interest in taking part in the
'Empowering Municipal Councils' project

Municipality submitting application	
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Reference Number	Date of submission	Time of submission	Applicant signature
(filled in by UNDP)			

Filling in the application

Before completing this application, please read carefully the Operational Guidelines hereto attached. **Applications that do not contain all necessary information and do not comply with the requirements shall not be taken into consideration for evaluation.**

Please respect the format that is laid out and follow the order of the pages. All questions must be answered in the order in which they are presented in this application. The Letter of Commitment (Annex 1) of the municipality-applicant, in original, must contain the date, handwritten signature of the President of the Council of the Municipality and the Mayor and seal of the municipality and must be in accordance with the presented format. **Please consult the Operational Guidelines when completing the application.**

Important:

Each and every application that fails to provide a positive (YES) answer to **all** eligibility criteria shall be excluded from further evaluation and selection.

Eligibility Criteria

1. Does the applicant have the status of a unit of local self-government?
2. Is the application accompanied by a Letter of Commitment (annex to the application) signed and stamped by the President of the Municipal Council and the Mayor?
3. Does the municipality expressing interest in participating in the project accept to cover the contracted cost for engaging a licensed moderator for the community forums and budget forums?
4. Does the municipality expressing interest in participating in the project accept to install and administer the municipal websites e-dashboard with data on the quarterly and annual budget performance?
5. Does the municipality that expresses interest in participating in the project accept to introduce 'Community Forums' in its Statute as a mechanism for participation / consultation with citizens in the selection of priority community projects? (provided the municipality has not yet introduced the 'Community Forums' in its Statute)
6. Are all parts of the application filled in?
7. Have the original (signed and stamped) and two copies of the application been submitted?
8. Has an electronic version of the application been enclosed?
9. Has one copy of the application in an official language of the municipality-applicant (Macedonian or Albanian) been included?

Other instructions

The application consists of two parts, an administrative and a technical part. Please refer to the Operational Guidelines for further information. If you need further explanations, please contact:

UNDP Office - 'Empowering Municipal Councils' Project
Jordan Hadzi Konstantinov - Dzhinot Str., no. 23, Skopje

Contact person: Ilmiasan Dauti, Project Manager, cell number: 070 534 099.

Where to submit the application?

The application is filled in and submitted in English. One original and two copies of the complete application dossier (with annexes) in English, an electronic version of the Application form on USB, and one copy of the Application in Macedonian language (i.e. in the official languages of the municipality-applicant) must be submitted to the following address:

UNDP Office - 'Empowering Municipal Councils' Project
Jordan Hadzi Konstantinov - Dzhinot Str., no. 23, Skopje

Contact person: Lejla Nebiu Sulejmani, tel. 071 393 628 and Vencislava Lazarevska, tel. 070 477 516.

In order for the applications to pass the evaluation for admittance, they must be delivered by hand, by post, or by courier at the above address, no later than by **14:00 hours on 12 October 2018**.

IMPORTANT:

Please write on the envelope: *"Application form for expressing interest in participating in the project" Strengthening Municipal Councils* by _____ (state the name of the local self-government unit). *Applications sent by fax or by e-mail shall not be admitted. No application shall be admitted after the deadline.*

1. ADMINISTRATIVE PART

A. Presentation of the Municipality

		SUPPORTED BY THE MAYOR OF THE MUNICIPALITY - APPLICANT
Name of Municipality		"I fully support this application for expressing interest in participating in the UNDP "Empowering Municipal Councils" project.
First and last name of the Mayor		
Address of the municipality		
Planning region		
Name of the coordinator (from the municipality-applicant)		
Coordinator Telephone number		Mayor signature and municipal seal
Coordinator E-mail address		

A1. Capacity for managing and implementing projects

Please provide information and a description of a maximum of 5 projects managed by your municipality over the past three years by completing the table below

Project no. 1:

Project title	
Funded by	
Amount in MKD	
Amount in USD	
Project duration	
Main project results	

Project no. 2:

Project title	
Funded by	
Amount in MKD	
Amount in USD	
Project duration	
Main project results	

Project no. 3:

Project title	
Funded by	
Amount in MKD	
Amount in USD	
Project duration	
Main project results	

Project no. 4:

Project title	
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Funded by	
Amount in MKD	
Amount in USD	
Project duration	
Main project results	

Project no. 5:

Project title	
Funded by	
Amount in MKD	
Amount in USD	
Project duration	
Main project results	

A2. Available Financial Resources

Please fill in the table below with information about your annual budget and revenues and expenditures for the last 3 years.

Year	Annual budget	Revenues from the adopted annual statement	Expenditures from the adopted annual statement
2017			
2016			
2015			

A3. Available organizational and human resources

Please provide information on the number of employees in the municipal administration as well as on the existing organizational forms (sectors/ departments) that are in charge of legal matters, financial operation and budget, as well as organizational forms / operators in the fields of social protection and internal audit, as well as the filled positions therein.

Total number of jobs set out with the systematisation act (administrative officers and supporting and technical staff)	
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	Women	Men	Total
Number of employed administrative staff			
Number of employed supporting and technical staff			

List of organisational forms in charge of legal matters

Sector	Departments	Total number of employees per department (men and women)

List of organisational forms in charge of financial operation and budget

Sector	Departments	Total number of employees per department (men and women)

List of organizational forms / operators in charge of social welfare and child protection

Sector	Departments	Total number of employees per department (men and women)

List of organizational forms / operators in charge of internal audit

Sector	Departments	Total number of employees per department (men and women)

B. Presentation of the Municipal Council

SUPPORTED BY THE PRESIDENT OF THE COUNCIL OF THE MUNICIPALITY - APPLICANT		
First and last name of the president of the municipal council		<p>“I fully support this application for expressing interest in participating in the UNDP "Empowering Municipal Councils” project.</p> <p>Signature of the municipal council president and municipal seal</p>
Telephone number and e-mail address		
Total number of councillors per department (men and women)		
Ethnic affiliation of councillors		
Political party affiliation of councillors		

B1. Capacity for managing and implementing projects

Please provide information on the individual bodies of the municipality and on the commissions of the Council in the corresponding tables below.

Names of special bodies of the municipality	Total number of members (women / men)	Institutions / organisations wherefrom the members in the special bodies have been delegated	Date of last session of special bodies

Names of council commissions	Total number of members (women / men)	Political parties wherefrom the members in the commissions have been delegated	Date of last session of council commission

	Number of council members with primary education	Number of council members with secondary education	Number of council members with college / university / postgraduate education
Education status of council members			

	Number of council members in their first mandate	Number of council members in their second mandate	Number of council members in their third (or subsequent) mandate
Experience of council members			

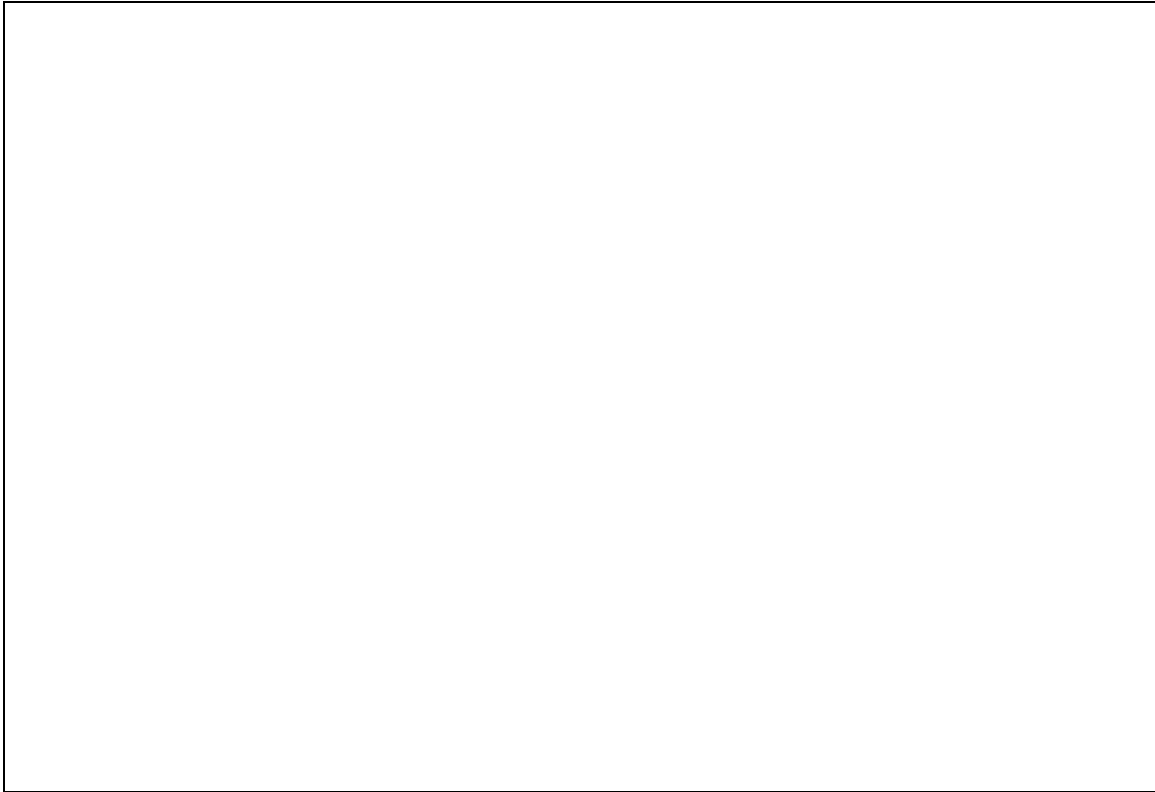
2. TECHNICAL PART

A. Clear budget calendar and qualitative review of the proposed budget - level of engagement of the Financial and Budget Committee (FBC) and the Municipal Council (max. one page)

A1. Has your Municipal Council adopted the Budget Calendar?

A2. Please briefly describe the process of preparing the budget calendar for 2018 in your LSGU:

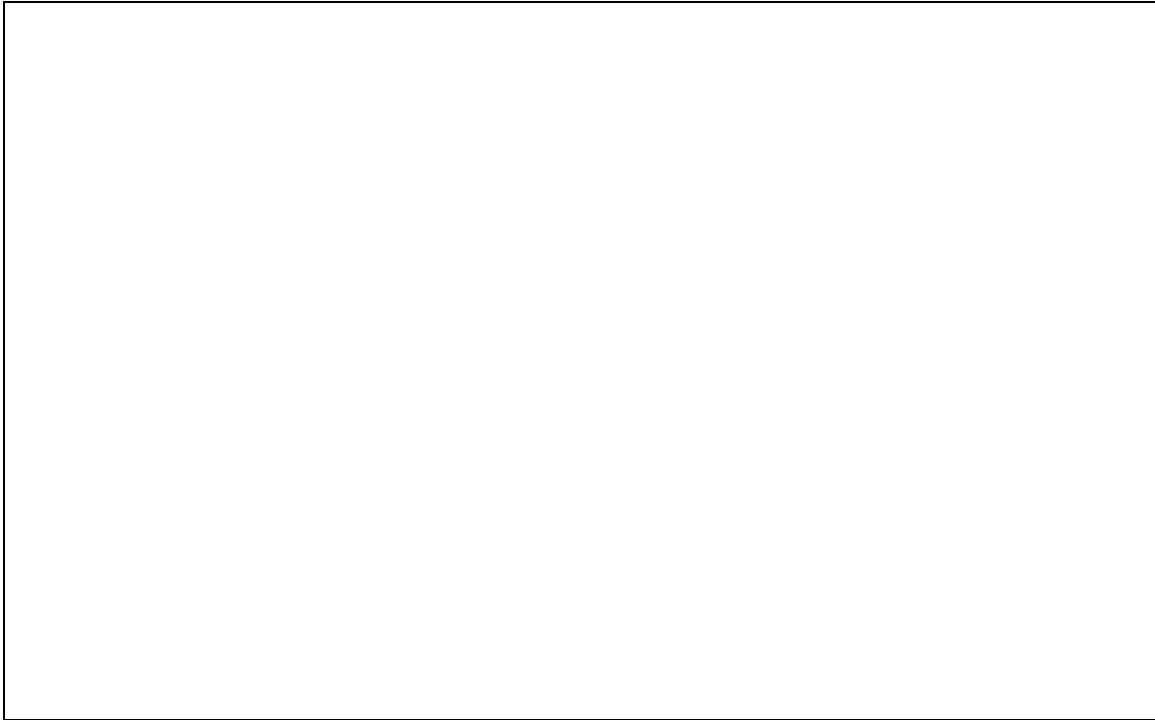
A3. Please briefly describe how and to what extent the Financial and Budget Committee was engaged in the process of preparing the budget calendar for 2018 in your LSGU:

A large, empty rectangular box with a black border, intended for the respondent to provide a detailed answer to question A3.

A4. Please briefly describe how and to what extent was the Municipal Council engaged in the process of preparing the 2018 Budget Calendar in your LSGU:

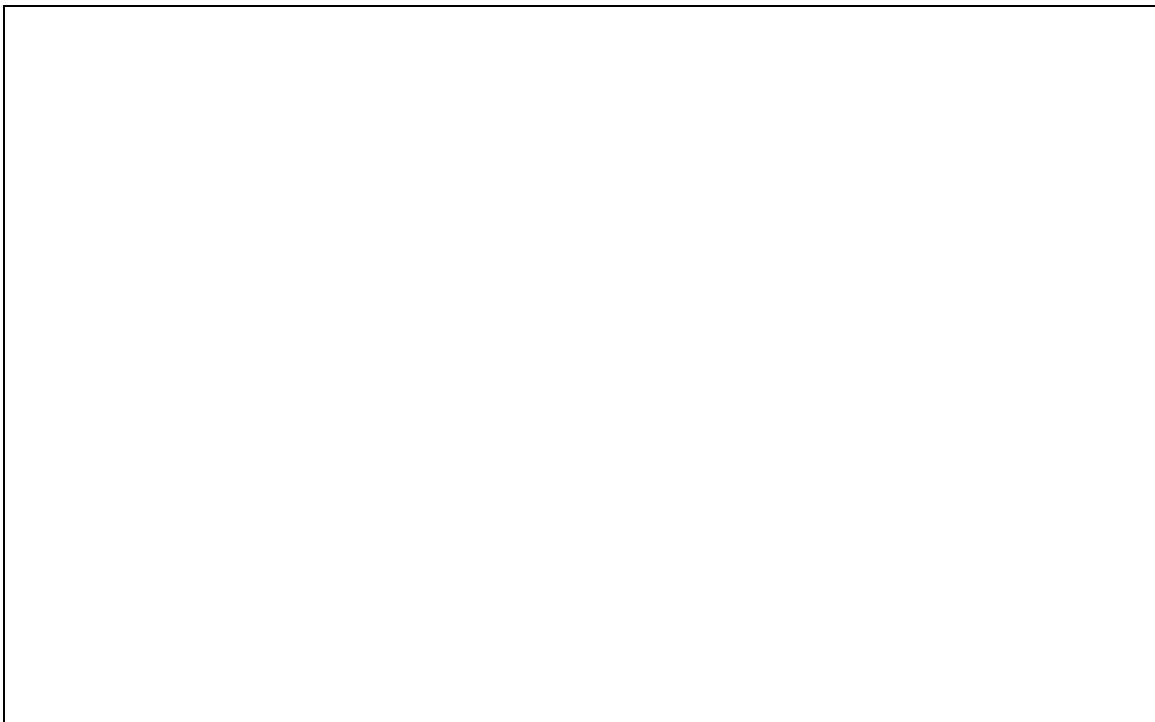
A large, empty rectangular box with a black border, intended for the respondent to provide a detailed answer to question A4.

A.5 Please describe the process of application of the budget calendar during the current's year preparations of the municipal budget for the next year.



B. Efforts and existing mechanisms for citizens' participation (Community Forums and / or other mechanisms)

B1. Please specify the forms through which you ensure the direct participation of citizens in the decision-making process in your municipality?



B2. Please briefly describe the last case in which you ensured citizens' participation in the decision-making process in your municipality for initiatives of interest to the citizens, the business sector, NGOs, the marginalized and vulnerable groups and other stakeholders:

B3. Are community forums held in your municipality?

YES NO

B4. If they are, please indicate the number of forums held in the period January 2015 - June 2018 _____.

C. Internal Audit Personnel and Internal Audit Performance

C1. Please indicate the number of conducted internal audits in your LSGU in the period January 2015 - June 2018 _____.

C2. Please indicate the number of internal audits conducted in public sector entities at the level of your LSGU (the municipality has founding rights) in the period from January 2015 to June 2018 _____.

C3. If there is no internal auditor in your municipality, please describe briefly the manner in which the internal audit in your LSGU is conducted, i.e. explain how you receive advice on how to achieve the objectives of the ULSG:

C4. Please indicate the number of audits conducted on the financial statements for the last three years:

- From internal audit _____;
- From State Audit Office _____;
- From commercial audit _____;

D. Qualitative review of the financial statements and internal audit reports and monitoring improvements

D1. Please explain the process of reviewing the financial statements (the municipality, PE and PI and other public sector entities where the municipality has founding rights) and the internal audit reports by the Municipal Council and the commissions in charge:

D2. Please describe the mechanisms used by the Municipal Council to monitor the improvements proposed in the financial and audit reports:

E. Responding to the recommendations of the Commission for Equal Opportunities and the Commission for Interethnic Relations

E1. Does your municipality have a Commission on Equal Opportunities for Women and Men?

YES NO

E2. Should such Commission exist, please describe the involvement of the Council in reviewing the Commission's recommendations:

E3. Does your municipality have a Commission on Equal Opportunities of Ethnic Communities?

YES NO

E4. Should such Commission exist, please describe the involvement of the Council in reviewing the Commission's recommendations:

F. Readiness to install and administer the e-dashboard on the municipal website with data on quarterly and annual budget performance.

F1. Please describe the manner and the location where your municipality publishes data on its financial operation and budget performance and the frequency of updating such information.

F2. Please list the mechanisms that your municipality is using so as to strengthen the transparency of its overall operation:

G. Other Issues Related to the Operation of the Municipal Council

G1. Please list the types of information and documents related to the work of the Municipal Council in your municipality that are publicly available:

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G2. Please list the ways in which municipal council members communicate with the citizens:

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G3. Is there, in your municipality, a dedicated time slot for meetings between council members and citizens?

YES NO

G4. If there is, please indicate the frequency with which such meetings are organised:

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Annex 1

STATEMENT FOR COMMITMENT

Name of Municipality: _____

On behalf of the municipality, we hereby declare that we have read and accepted the basic requirements for participation in the UNDP "Empowering Municipal Councils" project financed by SDC, and we herewith submit this Application and Statement of Commitment.

Should our municipality be selected to participate in the project, we confirm that we shall respect the goals of the project and that we shall implement it in compliance with the principles of transparency, accountability and accountability.

We agree that the municipality shall cover the cost of engagement of a licensed moderator for moderating community forums and budget forums, as well as of installing and administering an e-dashboard on the municipal website with quarterly and annual budget performance data.

At the same time, we agree to run the entire correspondence and cooperation regarding this project through the project coordinator named in this application.

We undertake to implement all project activities in accordance with the national legislation.

First and last name of President of Municipal Council

First and last name of Mayor

Signature

Signature

Municipality seal

Date and place

Date and place