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DEUTSCHE ZUSAMMENARBEIT

# **Competitiveness and Innovation: Local Development Strategies EU4Business**

## **Call for Potential Grant Beneficiaries under Agricultural Holdings Support Measure (Primary Production)**

### ***Guidelines for Applicants***

February 2019

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## 1. PUBLIC CALL BACKGROUND

### 1.1. Project background – Competitiveness and Innovation: Local Development Strategies – EU4Business

**Competitiveness and Innovation: Local Development Strategies – EU4Business** project (Project) aims to foster economic growth and job creation through support for competitiveness and innovation in export-oriented sectors (such as wood-processing, metal, textile, plastics or ICT), as well as in agriculture, food production, tourism and rural development in Bosnia and Herzegovina (BiH). The project is a four-year initiative (2018-2022 funded primarily by the European Union (EU) under Instrument for Pre-Accession Assistance (IPA) II and jointly implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), United Nations Development Programme (UNDP) and the International Labour Organization (ILO).

UNDP is responsible for the implementation of project activities in the field of **agriculture, food production and rural development**, with support measures totalling nearly BAM 6 million to support investments for the following groups of beneficiaries:

- 1) Agricultural holdings engaged in primary production,
- 2) Legal entities engaged in food processing and production,
- 3) Local authorities that strengthen rural areas through partnerships with agricultural producers.

**The following Public Call as well as Guidelines for Potential Applicants apply exclusively to agricultural holdings support measure (primary production).**

### 1.2. Data protection

UNDP ensures personal data protection in accordance with the UNDP rules, best practices and technical and financial capacities, while following the principles of legality, fairness and transparency. All data submitted by applicants will be used exclusively for the needs of UNDP and EU4Business project.

### 1.3. Objectives of agricultural holdings support measure

Through the implementation of agricultural holdings support measure, the Project expects the following:

- Modernisation of production and strengthening of production competitiveness by introducing new technologies and innovations in primary production process,
- Boosting productivity of agricultural holdings,
- Increasing product quality, hygiene and food safety,
- Introduction of good practices in the management of natural resources and environmental protection, and
- Opening up new market opportunities.

### 1.4. Expected deliverables of agricultural holdings support measure

Agricultural holdings support measure will be implemented in the course of a single cycle during 2019. The implementation of this support is expected to ensure the following deliverables:

- At least 15 investment projects with elements of innovation and technological development of agricultural holdings successfully implemented;

- Increased productivity of at least 15 agricultural holdings by 10% by the end of the Project (March 2022) compared to the baseline year (2018), as well as reduced production costs in agricultural holdings for fruit, vegetable, meat, dairy, cereals and oilseeds sectors through investments for technological advancement of production processes;
- Increased revenues for at least 15 agricultural holdings by 10% by the end of the Project (March 2022) compared to the baseline year (2018);
- At least 8 new jobs generated.

## 2. PUBLIC CALL RULES

Rules of the Public Call define the eligible applicants, activities and costs as well as the basic criteria and requirements for applications submitted in order to be considered for co-financing.

### 2.1. Eligible applicants (who can file a grant application)

Eligible applicants for grants under the agricultural holdings support measure may be natural persons, crafts/entrepreneurs, cooperatives and companies engaged in agricultural production in the sub-sectors described in Section 2.3. *Eligible agricultural sub-sectors*.

Applicants may submit applications for projects **defined by this Public Call only independently**. Submissions by multiple applicants in one application will not be considered.

Applicants can **submit only one application** under this Public Call.

**Applicants are responsible for the implementation of the project including financial liabilities.**

Applicants must meet all the requirements defined in these Guidelines. The project proposal is to be prepared in accordance with the requirements and elements outlined in the Guidelines and the application package, including the project proposal form, business plan and other annexes as relevant.

The Public Call will give special preference to applicants from categories of young people, women and persons with disabilities.

### 2.2. Non-eligible applicants

The EU4Business Project will not grant support to applicants who:

- submitted false and inaccurate information and supporting documentation;
- are in the process of pre-bankruptcy settlement or liquidation;
- are not registered in BiH;
- have not settled the payments of due taxes and pension and health insurance contributions as legally required (applicants who have concluded an agreement with the tax authorities in BiH for servicing the debt will not be considered);
- did not settle all obligations towards their employees on any ground;
- have been convicted of a criminal offence related to their business conduct under a final judgment;
- were subject to a final judgement for fraud.

Additionally, acceptability of business practices will also be reviewed in consideration of the applicants. The EU4Business project will not grant support to applicants who:

- Violate or engage in the abuse of human rights, including the rights of minorities;

- Use or tolerate forced or imposed labour;
- Use or tolerate the worst forms of child labour;
- Engage in the production, sale or distribution of weapons and/or weapons or their integral components and replicas of weapons sold to children;
- Violate UN sanctions, relevant conventions, treaties and resolutions, or are subject to the UN's lists on acceptability;
- Produce, sell or distribute tobacco or tobacco products;
- Produce, sell or distribute alcohol (excluding wine and beer);
- Engaged in the production, sale and distribution of pornography;
- Engaged in the production, sale or distribution of pharmaceutical products, pesticides/herbicides, asbestos, substances that have a harmful effect on the ozone and contain substances that permanently pollute the environment and have a negative effect on wildlife subject to international prohibition or phasing out of use; in accordance with CITES<sup>1</sup> rules.

### 2.3. Eligible agricultural sub-sectors

All projects that relate exclusively to the following agricultural sub-sectors are eligible for investment support to agricultural holdings (primary agricultural production):

- Fruit growing;
- Vegetable growing (vegetable farming);
- Grapevine farming;
- Meat production;
- Dairy production;
- Growing of cereals and oilseeds.

### 2.4. Acceptable geographical region for projects

Applications for projects to be carried out on the territory of BiH are eligible for this Public Call.

Applications for projects concerning agricultural holdings with their seat registered at over **600 meters above sea level** will be given preference and will be further evaluated according to the score chart given in Section 4. *Evaluation and selection of grant beneficiaries.*

### 2.5. Standard requirements

By implementing investments funded through this Public Call, the selected beneficiaries must take into account the statutory requirements of the Entities and the Brčko District regarding environmental protection, public health, animal health and welfare and plant protection in accordance with applicable laws and bylaws.

Upon completion of the investment, the project team together with the representatives of the partner institutions will monitor the fulfilment of these standards by beneficiaries.

Applicants holding voluntary standards such as GLOBAL GAP or Organic certification will be further evaluated according to the score chart given in Section 4. *Evaluation and selection of grant beneficiaries.*

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<sup>1</sup> <https://www.cities.org/eng>

## 2.6. Award of funds through the Public Call, amount of grants and co-financing share

The total funds for financing investment support in agricultural holdings (primary agricultural production) amount to **BAM 1,750,000**.

Grants per one application may range from **BAM 97,000** to a maximum of **BAM 195,000 (excluding VAT)**.

For each project, the applicant must provide own co-financing in the amount of at least 40% of the total amount of the proposed investment (**40% of the applicant's co-financing and 60% of the support measure co-financing**). For example, if the applicant submits a project worth BAM 200,000, own co-financing must amount to a minimum of BAM 80,000, while funding from the support measure may amount up to BAM 120,000 KM. **Co-financing share must be in cash** and no other type of contribution will be taken into account.

The applicant will provide the data on the financial resources allocated in the application form and the budget together with a letter of intent on the minimum amount of co-financing.

Upon project approval, future beneficiaries will have to **submit a bank guarantee** to the total amount of funding through the support measure. The bank guarantee must be issued for the duration of the planned investment and for an additional 6 months from the date of the signing of the grant agreement, with the required amount of co-financing and VAT included. For example, if the project amount is BAM 200,000, where the co-financing amount through the support measure is BAM 120,000, the bank guarantee amount will be BAM 140,400 with VAT included. If the project implementation is 4 months, the bank guarantee should be issued for the period of 10 months after signing the agreement (4 + 6). The costs of issuing bank guarantees are not considered eligible costs in the context of this Public Call. The EU4Business Project will provide a template bank guarantee to all beneficiaries selected for support.

**The EU4Business Project reserves the right not to allocate all available funds if the quality of project proposals does not meet expectations and the defined criteria.**

In the event that the beneficiary upon project implementation **does not achieve the planned level of the indicators** outlined in the submitted application, the EU4Business Project has the right to **request from the beneficiary to make a refund of the total (or part of) the paid-in funds** in proportion to the unattained share of the indicators.

## 2.7. Evaluation criteria for applications

Submitted applications for funding under the agricultural holdings support measure (primary agricultural production) will be evaluated based on the **general, special and qualitative criteria for eligible potential beneficiaries (applicants)** described below.

### 2.7.1. General eligibility criteria for applicants

Potential beneficiaries must meet all of the following general criteria to submit an application under this Public Call. The general criteria are divided into those applicable to all applicants and those applicable only to natural persons, crafts/entrepreneurs, companies or cooperatives. Potential beneficiaries must meet the criteria applicable to all categories of applicants as well as those concerning their legal status (natural person, craft/entrepreneur, company or cooperative):

#### **General criteria applicable to all applicants:**

- The applicant is solely the holder of the agricultural holding (proof: certificate of registration of agricultural holding provided);

- The applicant is registered in the register of agricultural holdings (FBiH, RS or BD BiH) and updating of the data in the Registry for 2019 was carried out prior to submission of the application under the Public Call (proof: a certificate of registration of agricultural holding provided);
- The applicant has his seat in the territory of BiH (proof: certificate of registration of agricultural holding, residence registration (CIPS), copy of the company registration all provided);
- The planned investment is located in the territory of BiH;
- The planned investment refers **to only one** of the eligible support sectors (in accordance with Chapter 2.3. *Eligible Agricultural Sub-Sectors*), as indicated in the application form;
- The planned investment increases the degree of innovation in the agricultural holding management through the introduction/improvement of technological equipment, as indicated in the application form;
- The applicant is actively<sup>2</sup> engaged in primary agricultural production (proof: certificate of registration of agricultural holding with updated data provided);
- The applicant has provided funds for project co-financing to the minimum required through this Public Call – at least 40% of the total amount for the implementation of the proposed investment (proof: submission of the letter of intent to co-finance the project – Annex 3);
- The facility or the land where the investment is to be carried out is owned by the applicant or the applicant has a concession or contract on use for at least 10 years (proof: certificate of registration of agricultural holding or lease agreement);
- The facility that is the subject of the investment or where the planned equipment will be installed has a valid building permit issued by the relevant authorities in the FBiH, RS and BD BiH (proof: valid building permit provided);
- The proposed project will be completed no later than 12 months from the date of signing the agreement as it can be seen from the application form;
- The proposed investment is economically justified based on the assessment of the business plan (proof: quality business plan filled out and provided – Annex 2).

***General criteria that must additionally be met by applicants who are natural persons:***

- The applicant has initiated a process of registration of craft/company before a court or municipal services. Note: A natural person who wishes to apply to this Public Call must initiate a process of registration of a craft or company during the Public Call and enclose to the application a certificate from the competent service that the registration process of the legal entity has been initiated. If the EU4Business Project approves the project proposal, the decision on registration of a craft or company should be delivered no later than 30 days after the date of the official notification of grant award.

***General criteria that must additionally be met by applicants who fall into the category of crafts/entrepreneurs, companies or cooperatives:***

- Craft/entrepreneur, company or cooperative (including affiliated persons) had an annual income of **less than BAM 5 million** in 2018 (proof: financial statements for 2018 provided).

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<sup>2</sup> In cooperation with the line ministries, the EU4Business Project will inspect the registered production for 2018 and 2019 in the Register of Agricultural Producers.

- The applicant has no outstanding and unpaid tax liabilities (direct and indirect taxes) and other contributions, including those for employees, VAT, profit tax and other due and unpaid liabilities (proof: tax certificates confirming no outstanding liabilities provided);
- The applicant has accrued profit in 2018 (proof: 2018 financial statements provided);
- The applicant is registered in the municipality or court, depending on the organisational format (proof: registration of craft/entrepreneur, company or cooperative).

### **2.7.2. Special eligibility criteria for applicants (per targeted sub-sectors)**

Special eligibility criteria for applicants are divided by sub-sectors where applicants are engaged and are considered eliminatory criteria. The aim of these criteria is to direct applicants to apply for projects whose implementation will significantly improve their business, primarily in terms of increasing productivity, efficiency and competitiveness, and consolidating production, using innovative technological solutions and processes in the production of agricultural products.

Failure to meet these criteria will result in the elimination of the proposed investment project from further evaluation.

**Clarification:** Certain criteria relate to the status of the applicant at the time of submitting the application, while other criteria relate to the status of the applicant at the moment of completion of the planned investment. In case the applicant submits an investment proposal where the criterion is defined as “at the end of the investment”, it implies that the EU4Business Project will consider such investment proposals whose implementation will enable the beneficiary to meet the required criterion. For example, at the time of filing the application, the applicant has 5 dairy cows and submits an application for the investment to expand farm to 15 dairy cows (funded through grants). In parallel the applicant will purchase 10 additional dairy cows (by own means beyond this support measure), which will result in having 15 dairy cows at the end of the investment.

The fulfilment of these criteria will be checked based on the business plan and the updated registration of the agricultural household.

#### ***Growing fruit and grapes:***

The application filed will be taken into account if the applicant has the following registered to his name:

- At least 1 hectare to not more than 15 hectares of berry fruits;
- At least 2 hectares to not more than 100 hectares of fruit plantation;
- At least 1 hectare to not more than 50 hectares of vineyards.

#### ***Vegetable growing***

The application filed will be taken into account if the applicant has the following registered to his name:

- At least 5 hectares to not more than 50 hectares of open field production.

#### ***Growing fruit and vegetables in a protected area***

The application filed will be considered if the applicant has the following registered to his name **at the end of investment:**

- At least 0.5 hectares of protected area registered in the Register.

#### ***Dairy production:***

The application filed will be taken into account if the applicant has the following registered to his name:

- At least 15 dairy cows at the end of the planned investment;
- At least 50 goats at the end of the planned investment;
- At least 50 sheep at the end of the planned investment.



### ***Meat production:***

The application filed will be considered if the applicant has the following registered to his name **at the end of investment:**

- At least 20 bulls;
- At least 50 sheep or rams for meat production;
- At least 10,000 broilers (production cycle capacity);
- At least 200 and more pigs (for meat production).

### ***Growing cereals and oilseeds:***

The application filed will be taken into account if the applicant has the following registered to his name:

- At least 30 hectares to a maximum of 100 hectares of cereals and/or oilseeds.

### **2.7.3. Qualitative eligibility criteria for applicants**

In evaluating the applications, the EU4Business Project will also consider qualitative criteria that are not eliminatory but are used for scoring of submitted applications. Qualitative criteria are as follows:

- The applicant is a woman;
- The applicant is below age of 40 years ;
- The applicant is a person with a disability (proof: disability certificate provided);
- The application concerns an agricultural holding with its seat registered at a site over 600 meters above sea level;
- The applicant has certificates for voluntary standards (Organic Production, Global Gap etc.) (proof: valid certificates issued for relevant standards);
- The degree of innovation in the business through the introduction/improvement of the technological equipment as is evident from the application form;
- Creating no less than one job as a result of the investment;
- Conversion of family farm into craft/entrepreneur or company (proof: certificate that the registration of a company, craft/entrepreneurs, cooperative is in process).

Verification and scoring of applications according to general, special and qualitative criteria are described in detail in Section 4. *Evaluation and selection of grant beneficiaries.*

## **2.8. Use of grants (Support Measures)**

### **2.8.1. Eligible activities**

The budget of the proposed investment projects (including co-financing) prepared by the applicants may include **eligible and non-eligible activities** related to the proposed project and which were not incurred prior to the date of signing the grant agreement through the EU4Business Project, in accordance with the above categorisation. If the applicant also lists non-eligible activities, these must be clearly separated from eligible activities and properly declared. Through this Public Call, it is possible to finance **only eligible activities and related eligible costs**, while non-eligible activities and costs will be used to estimate the business plan and other financial indicators.

Applicants may direct projects to the following investments in order to facilitate and/or contribute and/or achieve the following:

- Investment in tangible assets related to the purchase of new equipment, machinery and mechanisation for the purpose of improving the productivity, efficiency and competitiveness of agricultural holdings;
- Investment in tangible and intangible assets related to a new investment in the extension of an agricultural holding or farm (construction of facilities<sup>3</sup>) in order to increase production capacities, animal welfare protection and food safety in line with good EU practices and standards;
- Diversification of production of agricultural holding through new products/services (new products/services, product/service improvement according to market demand, etc.) for diversification of farm income, adding new value and strengthening rural economy;
- Introduction of food safety standards and product quality as well as environmental standards to ensure production compliance with EU standards, protect consumers and reduce the environmental impact of agricultural production;
- Consultancy services that **are not** related to permanent or periodic activities and do not refer to the usual operating costs (such as routine tax consultancy services, regular legal services or advertising), but are related to the investment and/or product development project under this Public Call, so as to ensure better implementation of project proposals through the use of expert knowledge.

**NOTE:** Goods that are the subject of an investment must originate from countries eligible for the EU, except where the value of goods without VAT is below the threshold of EUR 100,000. Eligible countries are listed in *Annex 6. List of eligible countries of origin for purchased goods.*

### 2.8.2. Eligible investments and costs

The budget of the proposed investment projects (including co-financing) prepared by the applicants may include **eligible and non-eligible investments and costs** related to the proposed project and which were not incurred prior to the date of signing the grant agreement through the EU4Business Project, in accordance with the above categorisation. If the applicant also lists non-eligible activities, these must be clearly separated from eligible investments and costs and properly declared. This Public Call can finance **only eligible investments and costs**, while non-eligible investments and costs will be used to estimate the business plan and other financial indicators.

The applicant will be required to justify the expense of the total funds foreseen for project implementation for own and grant funds as well.

Investments and costs are eligible if:

- i) Necessary for the implementation of the proposed project;
- ii) Realistic and budgeted;
- iii) Justified and measurable; and
- iv) Incurred during the project implementation by the applicant.

This categorisation refers to both the funds of the EU4Business project and the funds provided by the applicant.

Eligible investments relate to the **purchase of equipment, machinery, tools, communications equipment, hardware and software** and other goods as detailed in *Annex 5. A list of eligible investments for agricultural holdings support measure*

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<sup>3</sup> Construction of facilities implies the construction, building, extension, reconstruction, rehabilitation and adaptation of facilities in accordance with relevant laws governing planning and construction.

The following costs for **construction works** are eligible:

- Demolition and dismantling;
- Earthwork;
- Concrete works;
- Reinforcement and concrete works;
- Fitting;
- Carpentry;
- Masonry;
- Insulation;
- Roofing;
- Finished constructions and elements;
- Fire protection tanks and hydrant networks.

The following costs for **finishing works** are considered eligible:

- Tin works;
- Facade works;
- Carpentry;
- Locksmithing;
- Glasswork;
- Gypsum works;
- Floor and wall coverings;
- Stonework;
- Ceramic works;
- Flooring;
- Painting and upholstery.

The following costs for **installations** are considered eligible:

- Electrical installation works;
- Plumbing and sewage works;
- Gas installations;
- Installations of fire protection tanks and hydrant networks.

The following costs for **consultancy services** are considered eligible:

- Introduction of standards and certificates for agricultural holding (food safety and quality, environmental protection, occupational safety and the like);
- Consultancy on production, technological process, farm management or investment in equipment, machines, tools, communication devices, hardware and software;
- Professional supervision of construction and other works in order to ensure quality.

**NOTE: The cost of consultancy services cannot exceed 12% of the total budget of the proposed project.**

### **2.8.3. Non-eligible investments and costs**

Non-eligible investments and costs cannot be funded through this Public Call or through the applicant's own funds and include the following:

- Procurement of equipment, machinery, tools, communication devices, hardware and software and other goods (in part or full) made on the basis of donations and gifts or support within international projects, donations or grants from any level of authority in BiH;
- Procurement of used equipment and agricultural machinery, building materials;
- Repair of existing equipment;

- Purchase of agricultural and construction land and already existing buildings and facilities;
- Purchase, recovery, reconstruction, modernisation of facilities for rent or sale;
- Adaptation of facilities for personal use;
- Procurement of vehicles for personal use;
- International travel;
- Procurement of raw materials and semi-finished products;
- Procurement of category B vehicles;
- Depreciation of long-term assets;
- Taxes including VAT, customs, import duties and other amounts due to the state, as well as forwarding service;
- Banking costs, warranty costs and similar costs;
- Conversion costs, exchange rate differences and fees;
- Wages and salaries for employees or costs of own work;
- Penalties, fines and court costs;
- Maintenance, depreciation or lease costs;
- Rental costs for land, equipment, machinery or premises;
- In-kind payments and compensation not done through a business account;
- Purchase by leasing;
- Costs of works on the plot made prior to preparatory construction work on the construction of facilities (removal of vegetation, levelling of terrain, etc.);
- Other investments and costs not otherwise mentioned as eligible.

**Note: Non-eligible investments and costs will not be taken into account for funding through this Public Call. Non-eligible investments and costs can be stated in the business plan/budget as a specially marked category for the proper financial projections for business operations of the agricultural holding.**

## 2.9. Deadlines for completion of the proposed project

All activities, including construction works, equipment procurement, equipment installation, machine purchase and delivery of works must be completed within 12 months from the date of agreement signing. All planned investments with scheduled completion beyond this deadline will be considered non-eligible and will be rejected.

Investment projects involving construction works that are underway are eligible to apply under this Call, taking into account the above-mentioned deadline for the implementation and the fact that all costs incurred prior to the signing of the agreement will be considered non-eligible.

## 3. SUBMISSION AND EVALUATION OF APPLICATIONS

Applications should be provided in the form prescribed in this Call, including all required attachments and documentation. Applications are submitted in one of the official languages of BiH. Handwritten and incomplete applications will not be considered.

### 3.1. Necessary documentation

General documentation to be provided by all applicants:

1. Properly filled out application form (Annex 1) – *original*;
2. Business Plan in requested format (Annex 2) – *original*;
3. Letter of intent with the planned co-financing amount (Annex 3) – *original*;
4. Checklist of submitted documentation (Annex 4) – *original*;
5. ID card of the holder of the agricultural holding or a responsible person – *standard copy*;

6. Certificate from the register of agricultural holdings not older than 2 months. The agricultural holding must update the data in the Registry for 2019 before submission of the application;
7. Valid permanent or temporary building permits for projects involving construction works - if relevant – *certified copy*;
8. A copy of the standards certificates (Organic, Global GAP), if relevant – *standard copy*;
9. At least one bid for each item of the investment concerned. The bid must contain all the elements indicated in *Annex 8. Bid content*;
10. Lease agreement (if applicable) – *certified copy*;
11. Certificate of disability of the holder of agricultural holding (if applicable) – *original or certified copy*.

Additional general documentation to be supplied by natural persons only:

1. Certificate that the registration of the craft/entrepreneur, company or cooperative is in the process – *original or certified copy*;
2. Registration of residence (CIPS) not older than 2 months – *original*;

Additional general documentation to be provided only by crafts/entrepreneurs, companies or cooperatives:

1. Company registration (first and last registration) – *standard copy*;
2. Financial statements for the last year (2018), signed and certified by an authorised accountant. Reports should include the statement of income, balance sheet and cash flow statement, if available – *certified copy*;
3. Tax certificates confirming that there are no outstanding liabilities (direct and indirect taxes) not older than 2 months from the application submission date – *original or certified copy*.

### 3.2. Application submission

Completed application form, business plan and accompanying documentation must be submitted in one (1) original and one (1) copy, in A4 format, with **pages binded and numbered**. Also, complete project documentation (in zip format) should be submitted electronically on a USB drive. USB drive is to be attached to the original copy of the application.

The envelope should indicate the title of the Call: **“EU4Business Project: Call for Potential Grant Beneficiaries under Agricultural Holdings Support Measure (Primary Production)”**. Further, the envelope must also indicate the full name and address of the applicant and state the following: “Do not open before the official opening”.

Applications must be submitted in a sealed envelope by registered mail, courier or personally (signed and dated certificate will be given to the person who submits the application personally) to the following address:

**United Nations Development Programme (UNDP)**  
**EU4Business Project**  
**UN HOUSE**  
**Zmaja od Bosne bb**  
**71 000 Sarajevo**

Applications submitted by other means (e.g. by fax or e-mail) will not be taken into consideration.

### 3.3. Deadline for applications

The deadline for submission of applications is **27 March 2019 by 17:00 hours**, as confirmed by the date on the delivery note, postmark or a receipt. Applications may be submitted in person. Applications submitted after the expiry of the deadline will not be considered.

### 3.4. Additional information

All additional questions regarding this Call can be sent by e-mail, at least 7 days before the deadline for submission of applications, with a clearly indicated name of the Call in subject line, to the following e-mail address: [registry.ba@undp.org](mailto:registry.ba@undp.org).

Any answers to questions that may be relevant to other applicants will be regularly published on the UNDP website: <http://www.ba.undp.org/> and the Project's website <http://eu4business.ba>.

### 3.5. Informing potential applicants about the Public Call

Immediately after the announcement of the Public Call, the EU4Business Project will organise a series of info sessions to present all aspects of the Public Call and clarify the conditions and criteria. Additionally, during the session, potential applicants will have the opportunity to ask questions about the Public Call.

Time and venues for info sessions will be published on the UNDP website at <http://www.ba.undp.org/> and the Project's website <http://eu4business.ba> as well as through media.

## 4. EVALUATION AND SELECTION OF GRANT BENEFICIARIES

The applications submitted will be reviewed and evaluated by the Commission comprising the appointed UNDP representatives. Representatives of relevant institutions (members of the Sectoral Working Group for Agriculture and Rural Development within the EU4Business Project) will also take part in the overall process of evaluation of submitted applications.

All submitted applications will be evaluated in three steps, in accordance with the below-prescribed criteria, with the first step as eliminatory, the second step being the evaluation of the quality of the submitted proposal and the applicant's capacity for its implementation, while the third step is a field visit to potential beneficiaries for validation purposes for information provided in the application.

#### 4.1. Step 1: Opening of applications received, checking for administrative compliance and fulfilment of general and special criteria

As part of the first step, upon receiving and opening of applications, their compliance is checked against administrative, general and special criteria, as well as economic justification of the investment through the evaluation of the business plan, according to the table below.

If the submitted application does not meet the above-mentioned requirements, that is, **if any question in the table is marked as a "NO" the application will not be considered further.**

TABLE: ADMINISTRATIVE COMPLIANCE AND FULFILMENT OF GENERAL AND SPECIAL CRITERIA

<b>A) Administrative compliance of the application (checks if the application is complete)</b>	YES	NO
<b>For all applicants:</b>		
A filled out application form		
A completed business plan in the requested format (made in a quality manner that clearly illustrates the business situation and the business intent of the applicant)		

Signed letter of intent on the minimum amount of co-financing		
Filled out checklist for submitted documentation		
Copy of the ID card of the holder of the agricultural holding or the responsible person		
Certificate from the Register of Agricultural Holdings with up-to-date information		
Valid permanent or temporary building permits for projects involving construction works (if applicable)		
A copy of the standards certificates - Organic, Global GAP, (if relevant)		
At least one bid for each item of the investment concerned. All bids will be subject to additional verifications and checks against reference prices for the given products/services/works and any manipulation of the bids will result in the exclusion of the application from the selection process.		
Lease agreement, concession agreement, etc. (if relevant)		
Certificate of disability of the holder of agricultural holding (if relevant)		
<b>Additional compliance for natural persons only:</b>		
Certificate that the registration of the company, crafts/entrepreneur was initiated		
Residence registration form (CIPS) not older than 2 months		
<b>Additional compliance for crafts / entrepreneurs, companies and cooperatives only:</b>		
Copy of registration (first and last registration)		
Copy of financial statements for the last year (2018), signed and certified by an authorised accountant. Reports should include the statement of income, balance sheet and cash flow statement, if available		
Tax certificates confirming that there are no outstanding liabilities (direct and indirect taxes) not older than 2 months from the application submission date		
<b>B) Compliance with the general criteria</b>	<b>YES</b>	<b>NO</b>
The applicant is the holder of an agricultural holding (responsible person in the case of a legal person)		
The applicant is registered in the register of agricultural holdings (FBiH, RS or BD BiH)		
The applicant has its seat in the territory of BiH		
The planned investment will be carried out in the territory of BiH		
The planned investment concerns only one of the eligible sub-sectors for support		
The planned investment increases the degree of innovation in the agricultural holding management through the introduction/improvement of technological equipment;		
The applicant is actively engaged in primary agricultural production		
The applicant has provided funds for project co-financing in the minimum amount required under this Public Call (at least 40% of the total amount for the implementation of the proposed investments)		

The facility or the land where the investment is to be carried out is owned by the applicant or the applicant has a concession or contract on use for at least 10 years		
The facility that is the subject of the investment or where the planned equipment will be installed has a necessary building permit issued by the relevant authorities in the FBiH, RS and BD BiH		
The proposed project will be completed no later than 12 months from the date of signing the agreement		
<b>Additional compliance for natural persons only:</b>		
The process of registration of craft/company has been initiated before a court or municipal services		
<b>Additional compliance for crafts/entrepreneurs, companies and cooperatives only:</b>		
The applicant has annual turnover of less than BAM 5 million (2018), including related persons		
The applicant has no outstanding and unpaid liabilities on the basis of taxes and other contributions, including those for employees, VAT, profit tax and other due and unpaid liabilities (direct and indirect taxes)		
The craft/entrepreneur, company or cooperative had generated profit in 2018		
The craft/entrepreneur, company or cooperative is registered in the municipality or court (depending on organisational form)		
<b>C) Compliance with special criteria by target sub-sectors</b>	<b>YES</b>	<b>NO</b>
<b>Growing fruit and grapes:</b> The applicant owns the following in his name: <ul style="list-style-type: none"> <li>• At least 1 hectare to not more than 15 hectares of berry fruits; or</li> <li>• At least 2 hectares to not more than 100 hectares of fruit plantations; or</li> <li>• At least 1 hectare to not more than 50 hectares of vineyards.</li> </ul>		
<b>Vegetable growing:</b> The applicant owns the following in his name: <ul style="list-style-type: none"> <li>• At least 5 hectares to not more than 50 hectares of open field production.</li> </ul>		
<b>Growing fruit and vegetables in a protected area:</b> At the <b>end of the investment</b> , the applicant will own in his name: <ul style="list-style-type: none"> <li>• At least 0.5 hectares of protected area registered in the Register.</li> </ul>		
<b>Dairy production:</b> The applicant owns the following in his name: <ul style="list-style-type: none"> <li>• At least 15 dairy cows at the end of the planned investment; or</li> <li>• At least 50 goats at the end of the planned investment; or</li> <li>• At least 50 sheep at the end of the planned investment.</li> </ul>		
<b>Meat production:</b> At the <b>end of the investment</b> , the applicant will own in his name: <ul style="list-style-type: none"> <li>• At least 20 bulls; or</li> <li>• At least 50 sheep or rams for meat production; or</li> </ul>		



<ul style="list-style-type: none"> <li>At least 10,000 broilers (production cycle capacity); or</li> <li>At least 200 and more pigs (for meat production).</li> </ul>				
<b>Growing cereals and oilseeds:</b> The applicant owns the following in his name: <ul style="list-style-type: none"> <li>At least 30 hectares to a maximum of 100 hectares of cereals and/or oilseeds.</li> </ul>				
<b>D) Business plan evaluation (economic justification of an investment proposal)</b>			<b>YES</b>	<b>NO</b>
<i>Inspection of the business plan determines how realistic is the data and looks into the feasibility of the investment and its economic justification by evaluating the performance indicators. The following performance indicators will be taken into account in the business plan:</i>				
<b>Gross profits</b>	Total revenues – total expenditures	> 0		
<b>Net profit</b>	Gross profit-income tax	> 0		
<b>Cost-effectiveness coefficient</b>	Total revenues / total expenditures	> 1		
<b>Accumulation rate</b>	(Net Profit / Value of Investment) * 100	> average interest rate		
<b>Investment return time (in years)</b>	(Value of Investment / Net Profit)	<5 y		

#### 4.2. Step 2: Application evaluation

Applications that have met the administrative check and meet the general and special criteria are assessed on the basis of the criteria of relevance, efficiency and sustainability, as described below.

TABLE: EVALUATION OF THE APPLICATION BASED ON QUALITATIVE CRITERIA

Qualitative criteria	Maximum score
The applicant is a woman	YES – 20 points NO – 0 points
The applicant is below age of 40 years	YES – 20 points NO – 0 points
The applicant is a person with disability	YES – 10 points NO – 0 points
The seat of the registered agricultural holding is located over 600 meters above sea level	YES – 20 points NO – 0 points
The applicant has certificates for quality standards for primary agricultural production (Organic, Global GAP, etc.)	The applicant has two and more standards: 20 points One standard: 10 points No standards: 0 points
The level of innovation in business through the introduction/improvement of technological equipment: <ul style="list-style-type: none"> <li>The proposed investment will significantly contribute to the integration of innovations and will have a significant impact</li> </ul>	

<p>on strengthening the market position of the beneficiary. This type of investment requires significant investments and entails additional risk in terms of business and sales integration (for example: procurement of highly sophisticated technology for the production of new products, introduction of berry fruit production in protected areas, hydroponic production of vegetables, starting production of varieties not produced in BiH so far, significantly improving business processes in accordance with global trends, business digitisation, Internet of Things, etc.).</p> <ul style="list-style-type: none"> <li>• The proposed investment will, to a limited extent, contribute to increasing innovation in the business of the agricultural holding and also brings a moderate risk in terms of integration into business (for example: investment in technological advancement of the existing product, purchase of new technology, modern equipment, new production techniques, patents, etc.).</li> <li>• The proposed investment will, to a limited extent, contribute to increasing innovation in the business of the agricultural holding and also brings a negligible risk in terms of integration into business (for example: purchase of additional tools or parts for existing machines and equipment, packaging adjustments, etc.).</li> </ul>	<p>31 - 60 points</p> <p>16 - 30 points</p> <p>10 – 15 points</p>
<p>Investment generates new jobs.</p>	<p>3 and more jobs: 40 points Up to 2 jobs: 30 points 0 new jobs: 0 points</p>
<p>Converting a family farm into a craft/entrepreneur or company.</p>	<p>YES – 10 points NO – 0 points</p>
<p><b>Total score</b></p>	<p><b>200</b></p>

After evaluating the proposal in accordance with the above criteria, the ranking list is defined according to the score.

In the case of two or more project proposals having the same number of points, priority will be given to those proposals that have a higher score on the following criteria, taking into account the priority order of the above criteria:

- 1) Applicants are young people, women, persons with disabilities
- 2) The amount of co-financing secured by the applicant exceeds 45% of the total value of the investment project.

### 4.3. Step 3: Field visits

A mixed commission composed of UNDP representatives and institutional partners will conduct field visits to applicants who have successfully passed the verification of the fulfilment of general and special criteria. The aim of the on-the-site control is to check whether the information indicated in the submitted application and the accompanying documentation is in accordance with the actual situation on the ground. After completing the field check, the Commission will decide on the selection of applications to be further evaluated.

**NOTE: ANY CONDITIONS ARTIFICIALLY CREATED TO WIN PREFERENCE FOR THE APPLICATION SUBMITTED IS CONSIDERED A SERIOUS VIOLATION OF THE RULES OF THIS PUBLIC CALL. SUCH APPLICATIONS WILL BE AUTOMATICALLY EXCLUDED FROM FURTHER CONSIDERATION.**

## **5. NOTICE ON RESULTS OF THE CALL**

The Selection Commission will, after evaluating the submitted applications, make a preliminary list of selected projects that will be published on the websites [www.ba.undp.org](http://www.ba.undp.org) and [www.eu4business.ba](http://www.eu4business.ba).

Applicants may file a complaint regarding the preliminary results list, with appropriate proof enclosed within 7 days of the date of publication of the preliminary list. Complaints are filed in a sealed envelope by registered mail or courier to the following address:

**United Nations Development Programme (UNDP)  
EU4Business Project  
UN HOUSE  
Zmaja od Bosne bb  
71 000 Sarajevo**

The Selection Commission will inform the complainant of the decision taken on the complaint in writing and determine the final list of the selected beneficiaries upon expiry of the period for complaints. The final list of selected beneficiaries will also be published on websites [www.ba.undp.org](http://www.ba.undp.org) and [www.eu4business.ba](http://www.eu4business.ba). No complaints can be made against the final list of selected beneficiaries.

The envisaged indicative timeframe for the selection process is as follows:

<b>ACTIVITY</b>	<b>DATE</b>
Announcement of the Call	1 February 2019
Deadline for additional inquiries and clarifications	20 March 2019
Deadline for submission of proposals	27 March 2019
Notice on preliminary results of the Call	10 April 2019
Deadline for complaints	18 April 2019
Notice on final results of the Call	25 April 2019
Signing agreements with selected beneficiaries	As of 5 May 2019

## **6. DECISION ON GRANT AWARD AND AGREEMENT SIGNING**

After the decision on the award of grants based on this Public Call, selected beneficiaries will be provided a grant award agreement for their signature, in accordance with the UNDP rules, outlining the obligations and deadlines for implementation of the project itself. The EU4Business Project will undertake to pay the funds according to the selected applications and agreement, while the beneficiaries will undertake to implement all the plans and commitments stated in the application and assessed during the evaluation. The funds that will be paid to the selected beneficiaries will be conditioned by the implementation of the presented plans and commitments. These plans and commitments will be subject to detailed monitoring and control.

Incomplete implementation and deviations from plans presented through applications may result in the full or partial withdrawal of funds by the EU4Business Project.

Upon project approval, beneficiaries will have to **submit a bank guarantee** to the total amount of funding through the support measure, in case they opt for **advance payment of the grant**. More information on the content and issuance of a bank guarantee available in Section 2.6. *Award of funds through the Public Call, amount of grants and co-financing share.*

Grant beneficiaries must ensure **project sustainability**, that is, during a period of 2 years from the end of the project implementation they must ensure:

- Maintaining the number of employees employed as a result of support through the EU4Business Project;
- Unchanged ownership of tangible and intangible assets acquired as a result of the support in that the beneficiary cannot sell, alienate, assign or otherwise transfer the ownership of the acquired assets to third parties and legal entities;
- Maintenance of equipment and other assets acquired during the project.

Beneficiaries are required to submit reports to the EU4Business Project on an annual basis over the next 2 years to enable monitoring of development impacts in the agricultural sector. UNDP will initiate a refund procedure for any deviations or non-compliance with the provisions of the support measure.

## 7. METHOD OF PAYMENT

Payment of funds to selected beneficiaries can be done in two ways:

1. The beneficiary **finances the entire investment** with own or credit funds, and upon completion of the investment, the EU4Business Project makes the payment of the approved funds (refund of costs).
2. The beneficiary receives an **advance payment of the approved grant** for the implementation of the investment in question. In this case, the instrument of **bank guarantee** will be used to secure the approved funds. Bank guarantee instrument is described in more detail in **Section 6. Decision on grant award and agreement signing.**

## 8. SUPPORT IN THE COURSE OF THE INVESTMENT IMPLEMENTATION

In line with the available project resources, the EU4Business Project will provide technical assistance to selected grant beneficiaries in the implementation of approved investments, including technical and technological solutions, production technology, standards and certificates, equipment and machinery procurement and other.

## 9. REPORTING AND JUSTIFICATION OF COSTS FOR THE INVESTMENT

### **Reporting**

Selected grant beneficiaries are required to report on the progress of the project, including the mid-term and final technical report. Progress reports should contain all the details of the activities and evidence related to the implementation of the project concerned.

### **Justification of costs**

Reimbursement of costs for the relevant investment will be made through the financial report and the relevant documentation, whose dates of issue may only be after the date of signing the Agreement.

In order to justify the costs of the investment concerned in accordance with the plans and deadlines defined in the agreement between the UNDP and the grant beneficiary, the beneficiary will provide the following necessary documentation:

- Court decision on registration of a craft or company (for newly registered crafts or companies that have initiated the registration process in the course of the Public Call), if relevant;
- Bids and statements that clarify the selection of certain goods and justify the procurement in the sense of the best value;
- Receipts for the purchase of goods, equipment, machines, services, etc. (investments) in accordance with the agreement;
- Bills of lading for purchased goods, equipment, machines, services, etc.;
- Single Customs Declaration (JCI) and proof of customs duties (for imported agricultural machines only); A copy of the contract with the supplier of goods, contractor or service provider;
- Proof of payment of the relevant investment, such as bank statements;
- Proof of foreign payments – SWIFT payment order verified by the bank;
- Required permits for animal holding facilities and other facilities for keeping fruit and vegetable;
- Veterinary control number/decision on the fulfilment of the prescribed veterinary and health conditions and entry into the register of approved and registered facilities/decision on entry into the farm register issued by competent ministries (canton, FBiH, RS, BD BiH);
- Guarantees for equipment and machines issued by the manufacturer/supplier of goods;
- Guarantees for executed works issued by the contractor;
- Excerpt from the register of fixed assets (balance sheet), in the case of the purchase of fixed assets;
- Certificate of origin of goods from the EU territory (and other eligible countries), except where the value of goods without VAT is below the threshold of the competitive procedure of EUR 100,000. Eligible countries are listed in *Annex 6. List of Eligible Countries*.
- Certificates on settled liabilities due;
- Certificate on newly employed from the Tax Administration (if applicable),
- Other documents that can be used to control the investment made.

The EU4Business project will provide the selected beneficiaries with appropriate forms and instructions for reporting and cost-justifying.

## **10. INVESTMENT CONTROL AND MONITORING**

The Commission comprising representatives of the EU4Business Project and its institutional partners will conduct detailed monitoring of the implementation of approved investments. By signing the application for this Public Call, the applicant undertakes to provide free and full access to the documentation, business premises and other relevant facilities, plantations, plots and equipment in order to determine the actual level of implementation of the investment. The purpose of such visits is, on the one hand, verification of the investment in accordance with agreed plans, verification of the existence of equipment, machines and facilities that are the subject of the investment, their operability and intended use, etc. On the other hand, the visits are used to collect information and data on the investment execution and impact on the holding

in terms of productivity increase, cost reduction of operations as well as increase in income and profitability of the holding.

During the on-the-site control, the commission will check agricultural land, plantations, livestock farms, business and manufacturing areas, facilities, devices and goods as well as business documentation of grant beneficiaries. In addition, the commission will also review the environmental checklist and other requirements for compliance with national standards in accordance with applicable regulations. The commission may also check the applicant's documentation relating to these rights, check financial records and documents such as accounts, inventories, eligibility documents, payment certificates, guarantee lists, decisions, contracts, certificates, data on the material used and executed works, as well as bank accounts owned by the beneficiary.

Beneficiary monitoring will also take place after completion of the investment during the EU4Business Project (by March 2022). The beneficiary is required to cooperate with project staff and monitoring commissions during field visits, as well as provide the necessary information and documentation on the business operations of the beneficiary and the impact of the investment on the beneficiary's business.

Any misuse of approved project funds will be investigated and, if necessary, sanctioned in cooperation with relevant institutions of BiH, Entities and other levels of government.

## ANNEXES

### **Annex 1. Application form**

This document is available as a separate Word document and can be found in the Annex section.

### **Annex 2. Business Plan form**

This document consists of two documents (Word and Excel) and both can be found in the Annex section.

### **Annex 3. Letter of intent to co-finance the project**

This document is available as a separate Word document and can be found in the Annex section.

### **Annex 4. Checklist of submitted documentation**

This document is available as a separate Word document and can be found in the Annex section.

### **Annex 5. A list of eligible investments for agricultural holdings support measure**

1	<b>FRUIT, VEGETABLES AND GRAPES</b>
1.1	CONSTRUCTION
1.1.1	Construction of a protected area (glass and/or plastic covered structures – polyethylene foil only of at least 200 microns) and other facilities for the production of fruit and vegetables, including ventilation, air conditioning and heating installation/space; fire protection tanks and hydrant network; supporting energy facilities, including the construction of a drainage system and water supply systems (including wells), electricity (including the use of generators) and a sewage system
1.1.2	Construction of a storage facilities (including ULO cooling facilities) of fruits and vegetables, including facilities/space for: sorting, packaging and marking, machinery and equipment placement; including the construction of a drainage system and water supply systems (including wells), electricity (including the use of generators) and a sewage system
1.1.3	Construction of irrigation systems, including micro-tanks, digging of wells, regulation of water catchments using groundwater (water extraction from springs, wells) and surface water (from rivers, lakes and accumulation)
1.1.4	Construction of anti-hail protection systems in orchards: anti-hail net, support for the anti-hail net, net lifting, construction of the facility for computer equipment (control room).
1.2	EQUIPMENT, MECHANISATION
1.2.1	Equipment for the protected area and other facilities/space for the production of fruit, vegetables, mother plants (fruit and vegetable only) and seedlings/saplings (fruit and vegetable only)
1.2.1.1	Irrigation equipment and devices, including pumps, pipes, sprays/drips, filtration systems, fertiliser systems with water soluble fertilisers (fertilising), pipettes, pipes reeling devices and other similar equipment.
1.2.1.2	Equipment for additional lightening and shading
1.2.1.3	Soil and substrate preparation equipment and devices, including substrate mixing and packing equipment
1.2.1.4	Sowing, planting and mulching equipment and devices, including equipment for the additional treatment of seed and seedling
1.2.1.5	Equipment and devices for hydroponics production systems

1.2.1.6	Plant and plant protection equipment and devices for sterilisation of soil and substrates, including sprayers, air-supported sprayers/atomisers, nebulizers, sprinklers; soil sterilisation machines and other similar equipment
1.2.1.7	Equipment for carbon dioxide enrichment
1.2.1.8	Equipment and devices for the maintenance of special microclimate conditions, ventilation, air conditioning and heating, fire protection; alarm systems including generators, water supply systems, gas, electricity and sewage systems, as well as computer equipment and software for heating control, ventilation, collection, washing, sorting, classification/grading, packaging and marking
1.3	Equipment for harvesting, sorting, packaging and storage
1.3.1	Ventilation systems and forced ventilation equipment
1.3.2	Storage devices and equipment (including ULO cooling facility)
1.3.3	Cooling equipment and devices
1.3.4	Special equipment for picking fruit and vegetables including vegetable windrowers, vegetable loaders, vegetable conveyors for harvesting, fruit harvesters, shakers and mobile platforms for harvesting fruits and vegetables
1.3.5	Cleaning and washing lines and equipment
1.3.6	Sorting and grading lines and equipment
1.3.7	Packaging and marking lines and equipment
1.3.8	Equipment for crushing, pruning, cutting, sheet cutting and cutting grilles
1.3.9	Equipment/mechanisation for pruning of vineyards
1.4	Equipment for anti-hail protection systems in orchards: anti-hail net, support for net and computer equipment
1.5	Irrigation equipment and devices: pumps, hoses, sprays/drips, filtration systems, fertiliser systems with liquid fertilisers (fertilising), pipettes, hose reeling devices and other similar equipment
1.6	Frost protection equipment/mechanisation
1.7	Investments in installations for the production of electricity and heat from renewable energy sources for use on farm: solar energy, biomass, biogas, geothermal energy and other forms of renewable energy

2	<b>DAIRY</b>
2.1	CONSTRUCTION
2.1.1	Construction of facilities for the accommodation of dairy cows, including premises/facilities for: milking, insemination, safe removal of dead animals, keeping calves and heifers, shelter of machinery and equipment, space for animal products, storage of bedding products, installation of ventilation, air conditioning, heating, fire-protection tank and hydrant network, supporting energy facilities, including construction of a drainage system and a water supply system (including wells), electricity (including generators) and a sewerage system
2.1.2	Construction of farm facilities for safe storage of livestock feed with accompanying equipment



2.1.3	Construction of the capacity for collecting, processing, packing, storing and disposal of solid, semisolid and liquid manure, including equipment installation
2.14	Construction of disinfection barriers, drainage systems and water supply systems (wells), heating and electric systems on farms (use of generators)
2.1.5	Construction of wastewater treatment and waste management facilities
2.16	Construction of plants for the production of electricity and heat from renewable sources for use on the farm (solar energy, biomass, biogas, geothermal energy and other forms of renewable energy)
2.2	EQUIPMENT, MACHINERY AND MECHANISATION
2.2.1	Equipment for milking, cooling and storage of milk on farms, including all elements, materials and installations
2.2.2	Machines and equipment for handling and transport of solid, semisolid and liquid manure, including: transporter for manure; mixer devices for semisolid and liquid manure; pumps for tank discharge; separators for semisolid and liquid manure; machines and mechanisation for loading of solid manure; specialised solid manure transport trailers and semisolid and liquid manure transport tanks, including the accompanying equipment for semisolid and liquid manure.
2.2.3	Equipment for processing and packing of manure
2.2.4	Floor grilles
2.2.5	Equipment for stalls, boxes
2.2.6	Curtains to close passageways in barns
2.2.7	Machines and equipment for the preparation, transport and storage of animal feed, as well as for feeding and drinking (trailers for collecting, transport and unloading of hay; mills and blenders/fodder mixers; livestock feeding equipment and dozers; extractors/extruders; conveyors, mix trailers and conveyors for forage; feeders; water bowl; balers; round balers and maize choppers; mowers; hay collectors and impalers)
2.2.8	Calving equipment as well as equipment for accommodation of calves (boxes)
2.2.9	Machinery and equipment for preparing and transporting of beddings
2.2.10	Equipment for animal identification and data storage
2.2.11	Livestock scales, loading/unloading ramps, stall boxes for animal routing and restraint
2.2.12	Hoof treatment equipment
2.2.13	Spray systems during hot weather
2.2.14	Bovine brush
2.2.15	Equipment for safe removal of dead animals
2.2.16	Equipment for physical, chemical and biological wastewater treatment and waste management
2.2.17	Investments in installations for the production of electricity and heat from renewable energy sources for use on the farm: solar energy, biomass, biogas, geothermal energy and other forms of renewable energy sources, including connecting the plant to the distribution network

2.2.18	Equipment for the prevention of disease spread and control
2.2.19	Ventilation, air-conditioning and heating equipment and devices, fire protection, including an alarm system with a generator

3	<b>MEAT (beef, poultry, pig breeding)</b>
3.1	CONSTRUCTION
3.1.1	Construction of facilities for fattening and feeding of cattle and poultry, including facilities/space for: insemination; waiting area; backgrounding/fattening area; rearing; accommodation of the young ones; safe disposal of dead animals; shelter for machinery and equipment; accommodation of animal products and beddings; installation of ventilation, air conditioning and heating equipment; fire protection tanks and hydrant network; supporting energy facilities, including the construction of a drainage system and water supply system (including wells), electricity (including the use of generators) and a sewage system
3.1.2	Construction of animal feed storage facility with accompanying equipment
3.1.3	Construction of facilities for collecting, processing, packing, storing and disposal of solid, semisolid and liquid manure, including equipment installation
3.1.4	Construction of fixed fences around the farm and disinfection barriers, drainage systems and water supply systems (wells), heating and electrical systems at the farm (use of generators)
3.1.5	Construction of wastewater treatment and waste management facilities
3.1.6	Construction of plants for the production of electricity and heat from renewable sources for use on the farm: solar energy, biomass, biogas, geothermal energy and other types of renewable energy sources
3.2	EQUIPMENT, MACHINERY AND MECHANISATION
3.2.1	Machines and equipment for handling and transport of solid, semisolid and liquid manure, including: transporter for manure; mixer devices for semisolid and liquid manure; pumps for tank discharge; separators for semisolid and liquid manure; machines and mechanisation for loading of solid manure; specialised solid manure transport trailers and semisolid and liquid manure transport tanks, including the accompanying equipment for semisolid and liquid manure.
3.2.2	Equipment for processing and packing of manure
3.2.3	Floor grilles
3.2.4	Equipment for stalls and boxes
3.2.5	Equipment for fattening
3.2.6	Curtains to close passageways in barns/stables
3.2.7	Machines and equipment for the preparation, transport and storage of animal feed, as well as for feeding and drinking (trailers for collecting, transport and unloading of hay; mills and blenders/fodder mixers; livestock feeding equipment and dozers; extractors/extruders; conveyors, mix trailers and conveyors for forage; feeders; water bowl; balers; round balers and maize choppers; mowers; hay collectors and impalers)
3.2.8	Machinery and equipment for preparing and transporting of beddings
3.2.9	Equipment for animal identification and data storage

3.2.10	Livestock scales, loading/unloading ramps, stall boxes for animal routing and restraint
3.2.11	Hoof treatment equipment
3.2.12	Spray systems during hot weather
3.2.13	Equipment for cleaning and disinfection of buildings and devices
3.2.14	Equipment for safe removal of dead animals
3.2.15	Bovine brush
3.2.16	Equipment for physical, chemical and biological wastewater treatment and waste management
3.2.17	Investments in installations for the production of electricity and heat from renewable energy sources for use on the farm: solar energy, biomass, biogas, geothermal energy and other forms of renewable energy sources, including connecting the plant to the distribution network
3.2.18	Ventilation, fire protection, air conditioning and heating equipment (including incubators and “artificial clucking hen” for poultry breeding farm), including alarm system with a generator

4	<b>CEREALS, OILSEEDS</b>
4.1	CONSTRUCTION
4.1.1	Construction of facilities for loading, sampling, drying and storage of grain on agricultural holdings, including facilities to manage drying, storing of machines and equipment
4.2	EQUIPMENT AND MECHANISATION
4.2.1	Internal equipment for silos
4.2.2	Equipment for loading, sampling, storing and drying of grain
4.2.3	Extractors/Extruders
4.2.4	Storage and exit conveyors
4.2.5	Equipment for storage conditions and grain quality analysis
4.2.6	Stationary and mobile dryers (with all elements and assembly)

## **Annex 6. List of eligible countries of origin for purchased goods**

Goods that are the subject of an investment must originate from eligible countries for the EU, except where the value of goods without VAT is below the threshold of EUR 100,000.

Eligible countries are as follows:

Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Albania, Bosnia and Herzegovina, Serbia, Turkey, Former Yugoslav republic Macedonia, Island, Liechtenstein, Norway, Algeria, Armenia, Azerbaijani, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Syria, Tunisia, Ukraine, Palestine and Kosovo.

## **Annex 7. Bid content**

The applicant submits the application with at least one bid for each item that is the subject of the investment. The bid should contain at least:

- Name, seat and supplier's identification number;
- Name, seat and identification number of the applicant if the applicant is a company, a farmer's cooperative or an entrepreneur, that is, name, surname, place of residence and personal identification number if the applicant is a natural person;
- Technical and technological characteristics of the goods, works and services that are the subject of the investment, that is, estimated bill of quantities for construction works, where each item in the bid must contain: unit of measure, quantity, unit price and total item price as well as total bid price including a specially stated net price and VAT amount expressed in BAM or EUR for foreign suppliers as well as data on the basic model and additional equipment;
- Bid validity period;
- Number, date and place of bid;
- Supplier's certification;
- Deadline for delivery of goods or works;
- Supplier's statement under full material and criminal liability on the accuracy of the bid.