



Republika e Kosovës

Republika Kosova-Republic of Kosovo

Qeveria - Vlada - Government

Ministria e Administrimit të Pushtetit Lokal

Ministarstvo Administracije Lokalne Samouprave

Ministry of Local

Government Administration

26.02.2019

To: Mayors of Municipalities of the Republic of Kosova

Subject: Call for Applications for Financing Inter-Municipal Cooperation Projects

Honorable Mayors,

Based on the legal mandate for advancement of local government in Kosova, Law no. 06 / 1-133 on Budget Appropriations for the Republic of Kosovo's Budget for the Year 2019, the Ministry of Local Government Administration has launched a fund on financial support for the municipalities of the Republic of Kosovo, for the implementation of inter-municipal cooperation projects of the socio-economic infrastructure that have an impact on directly in improving living conditions for citizens.

The Inter-municipal Cooperation Fund is part of the MLGA budget from the budgetary category - capital investments for 2019 in the amount of € 1,000,000.00, while the requests for financing from the budget of the Ministry of Local Government Administration will be financed in the amount of € 150,000.00 € 300,000.00 and all proposals from partner municipalities, the proposed budget for projects should be in accordance with the Law on Public Financial Management and Accountability.

Inter-municipal Cooperation Fund aims to strengthen partnerships between local government in the implementation of joint municipal projects that impact on local sustainable socio-economic development and capital projects of two or more municipalities, based on the common local interest and the free will of the municipalities to implement joint IMC projects.

In order to provide sufficient time for consultations and preliminary approvals from municipalities, MLGA has set a three months deadline for application from 26.02.2019 to 10.04.2019 for the preparation of draft-proposals by two or more partner municipalities. Find attached, the call for applications for inter-municipal cooperation projects, which will be launched on 26.02.2019 and will be open until 10.04.019.

Attached please find the application guide that provides detailed information on selection criteria, application form and other guidelines for inter-municipal cooperation projects. You can find the same application along with the application forms for the projects also on the website of the Ministry of Local Government Administration on the link <https://mapl.rks-gov.net/shpallje-konkurse/thirrje-per-propozime/> .

In order to provide as many opportunities for municipalities to have all the information on the Inter-Municipal Cooperation Fund, in January 2019, the Ministry of Local Government Administration will organize 5 information sessions in municipalities. Information sessions will include all Kosova municipalities.

Municipal Draft proposals are submitted in physical and electronic copy to the MLGA archive, in the second Government building "The former Rilindja Palace, ground floor.

For any clarification and additional information regarding the application, please contact the Ministry of Local Government Administration.
Sinqerisht,


Rozafa Ukimeraj

General Secretary of MLGA

Copy:

The Cabinet of the Minister of MLGA
DCRD/MLGA
MLGA archive



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**THE MINISTRY OF LOCAL GOVERNMENT ADMINISTRATION CALL FOR
APPLICATION FOR INTER MUNICIPAL COOPERATION PROJECTS**

Application deadline: 26.02.2019 until 10.04.2019

Fund on Inter-municipal Cooperation will provide opportunities for municipalities to develop and promote inter-municipal cooperation with joint projects of two or more municipalities of Kosovo, initiated in full compliance with the Constitution of the Republic of Kosovo, the Law on Local Self Government 03 / L- 040, Law on Municipal Administrative Boundaries 03 / L-041, Law on Inter-Municipal Co-operation Nr. 04/10, Regulation for the promotion of inter-municipal cooperation Nr. 09/2013, the Strategy for Local Self-Government 2016-2026 and the Strategy for Local Economic Development 2019-2023.

INTRODUCTION

Inter-municipal cooperation in the Republic of Kosovo is regulated by the highest legal act in the country, the Constitution of the Republic of Kosovo, the Law on Local Self Government 03 / L-040, the Law on Inter-Municipal Co-operation Nr. 04/10, Regulation for the promotion of inter-municipal cooperation Nr. 09/2013, the Strategy for Local Self-Government 2016-2026 and the Strategy for Local Economic Development 2019-2023.

In this context, in support of the municipalities of Kosova to increase the efficiency of providing services to citizens, MLGA has launched the call for applications for inter-municipal cooperation projects, aimed at promoting inter-municipal cooperation in implementation of the joint projects of two or more municipalities for sustainable socio-economic development.

The Inter-municipal Cooperation Fund is part of the MLGA budget from the budgetary category - capital investments for 2019 in the amount of € 1,000,000.00, while the requests for financing from the budget of the Ministry of Local Government Administration will be financed in the amount of € 150,000.00 € 300,000.00 and all proposals from partner municipalities, the proposed budget for projects should be in accordance with the Law on Public Financial Management and Accountability.

In order for the municipalities to be notified with all the details of the procedures for applying for the Inter-municipal Cooperation Fund, the Ministry of Local Government Administration has prepared the application guide (part of this document) that will provide all necessary information to the municipalities regarding the Inter-Municipal Cooperation Fund.

In order to provide as many opportunities for municipalities, to have all the necessary information for the Inter-Municipal Cooperation Fund, the Ministry of Local Government Administration will organize 5 informative session in municipalities where will be included all Kosovo municipalities.



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26.02. 2019

APPLICATION GUIDE
FUND FOR INTER-MUNICIPAL COOPERATION 2019

1. Objectives of the Fund for Inter-Municipal Cooperation

- 1.2 Financial support for inter-municipal cooperation projects / principles;
- 1.3 Criteria for financing inter-municipal cooperation projects;
- 1.4 General Financing Criteria of Inter-Municipal Cooperation Projects;
- 1.5 Special criteria for selection of inter-municipal cooperation projects;
- 1.6 Procedure for approving initiatives of municipalities for inter-municipal cooperation projects, before applying for projects in MLGA;

2. Coordination of actors in project progress and monitoring

- 2.1 Budget and division of roles of partner municipalities for the Inter-Municipal Cooperation Fund (IMC);
- 2.2 Procurement Procedures of projects for Inter-Municipal Cooperation Fund;
- 2.3 Evaluation of inter-municipal cooperation projects;
- 2.4 Timeline for the evaluation and contracting of successful IMC projects

3. Documents and forms of application for the Inter-municipal Cooperation Fund

- 3.1 Application for projects of inter-municipal cooperation (Annex No. 1);
- 3.2 Partnership Statement by the municipality for Inter-Municipal Cooperation Projects (Annex No. 2);
- 3.3 Confirmation of the municipalities' compliance and willingness to carry out the project (Annex No. 3);
- 3.4 Initiative adopted by the Municipal Assemblies for Inter-Municipal Cooperation (Annex No. 4);
- 3.5 The planned budget for application for inter-municipal cooperation funds (Annex No. 5);

3.6 Timetable for organizing information sessions in Municipalities for the IMC (Annex No. 6).

1. Objectives of the Fund for Inter-Municipal Cooperation

The objectives of the Inter-Municipal Cooperation Fund are oriented towards promoting inter-municipal cooperation of two or more municipalities, to carry out joint projects that have a direct impact on improving living conditions for citizens in the field of municipal public services and economic development local.

The objectives of Inter-Municipal Cooperation Fund presents legal basis of municipal projects harmonized in full compliance with the Law on Local Self-Government 03 / L-040, Law on Municipal Administrative Boundaries 03 / L-041, Law on Inter-Municipal Co-operation, no. 04/10, Regulation for the promotion of inter-municipal cooperation no. 09/2013, the Strategy for Local Self-Government 2016-2026 and the Strategy for Local Economic Development 2019-2023 based on:

- Strengthening the cooperation between the Municipalities of the Republic of Kosovo to undertake initiatives for the realization of projects in the field of local economic development, using and promoting the legal possibilities established by the Law on Inter-Municipal Cooperation No. 04/10 and partnerships between municipalities to carry out joint projects.
- Promoting inter-municipal cooperation between two or more municipalities in realization of joint projects that have direct impact on local socio-economic development, urban and rural planning, environmental protection, promotion and development of tourism, preservation of cultural heritage that have a direct impact in the lives of citizens.

1.2. Financial Support for Inter-Municipal Cooperation Projects / Principles

The financial and administrative support of municipalities in the development and implementation of Inter-municipal cooperation projects is based on funding principles, oriented to areas of particular importance to the citizens of the municipalities, as follows:

1. Legality - Municipalities exercise their competences and responsibilities within the constitutional, legal framework as well as other normative acts of the Republic of Kosovo.
2. Transparency - Municipalities that have entered into inter-municipal cooperation are open to institutions that provide financial support and for citizens, when drafting priority projects and their implementation, to increase the quality of public and administrative services that impact on improving living of the citizens.

3. Sustainability - the development and implementation of joint inter-municipal projects and programs for an indefinite period of time and with the aim of achieving goals that were previously determined by the municipal authorities that are part of the inter-municipal cooperation.
4. Trust, connection and implementation of the municipal international cooperation agreement, with mutual trust between municipalities;
5. Common Interest - Municipalities conclude cooperation agreements in certain administrative and technical fields in order to achieve common interests.

1.3. Criteria for financing inter-municipal cooperation projects

The criteria for financing the inter-municipal cooperation projects are divided into general criteria and special criteria of assessment, based on the free will of two or more municipalities in achieving common goals and interests for the exercise of competencies of municipalities, defined by the Law on Local Self Government, 03 / L-040.

Depending on the projects addressed to the Ministry of Local Government Administration, municipalities should develop a concrete project with concrete activities based on a timeline for their implementation. Part of the proposal should be: the purpose of cooperation, objectives, activities, allocation of responsibilities of partner municipalities within the inter-municipal cooperation and the planned budget for each activity.

Only the municipalities of the Republic of Kosovo have the right to apply for the IMC, based on the following criteria:

1.4 General financing criteria of the inter-municipal cooperation projects

1. The municipality should propose a project, that is in compliance with the objectives of the IMC;
2. The purpose of the draft-proposal should be to fulfill the strategic objectives for local self-government 2016-2026 and the Strategy for Local Economic Development 2019-2023; Municipalities should prepare the conceptual project with a preliminary cost estimate of the project;
3. The draft-proposal must testify the joint municipal interest of two or more municipalities to implement IMC projects;
4. The Draft proposal for the realization of the joint inter-municipal project should be a new project and should not be a continuation of any other project.

1.5 Special criteria for selection of inter-municipal cooperation projects;

All projects of municipalities for inter-municipal cooperation should be based on criteria set by the Law on Inter-Municipal Cooperation no. 09/2013.

1. The draft-proposals should demonstrate initiatives by mayors of partner municipalities, approved by the Municipal Assemblies and legally assessed by the Ministry of Local Government Administration;
2. The draft-proposal must demonstrate the project oriented towards local socio-economic development, urban and rural planning, environmental protection, promotion and development of tourism, preservation of cultural heritage, which are important for the citizens of the Municipalities;
3. The draft-proposal should demonstrate, the division of roles and responsibilities between the municipalities (assigning the leading and partner municipality) as well as merging of the interests of municipalities for the needs of cooperation and improving the economy in provision of the municipal services for the benefit of citizens;
4. The draft-proposal must testify ownership / legal documentation of the partner municipalities concerning the parcel(s) or location where the project will be implemented;
5. The draft-proposal must testify the economic viability of project implementation based on project expectations and longevity;
6. The draft proposal must testify the partnership statement for the co-financing of the proposed projects (in the case of applying of the co-financing projects)
7. The draft-proposal must demonstrate the division of roles and responsibilities between the municipalities and the pooling of municipal resources for the needs of cooperation and the division of roles and responsibilities between the municipalities in designating of the leading and partner municipality.

1.6 Procedure for approving municipal initiatives for inter-municipal cooperation projects before applying for MLGA projects

It is important to re-emphasize that the initial assessment base of municipal projects is based on the consultation process and the prior approval of the initiatives of two or more municipalities to apply for inter-municipal cooperation projects, according to the procedures established by the Law on Inter-municipal Cooperation, no. 04/10.

Upon completion of consultations and conciliation between the partner municipalities for the implementation of IMC projects, before submission of applications to the Ministry of Local Government Administration, each of the partner municipalities shall implement the following obligations:

- The Inter-Municipal Cooperation Initiative is submitted for discussion and approval by the Mayor of the Municipal Assembly of the Municipality on the initiative or the proposal in question, unless the initiative has been submitted by the Mayor of the Municipality.
- The Municipal Assembly reviews the initiative of the Mayor, holds an open session for review and making the decision regarding the initiative, and makes a decision by majority vote of the members of the Municipal Assembly on the need to establish cooperation in accordance with the law in force.
- If the Municipal Assembly approves the initiative for the establishment of inter-municipal cooperation, then the Assembly by decision authorizes the mayor of municipality to initiate consultations with municipalities and other parties for the preparation of proposal-agreement for the establishment of inter-municipal cooperation.
- Inter-municipal Cooperation Initiatives should include: the purpose of cooperation; competencies related to IMC for municipalities involved in cooperation; the cooperation form; the expected benefits; 5. possible financial implications from co-operation; other important issues on the establishment of IMC which should be familiar to the institutions and citizens of the respective municipalities. (Annex No. 2)

2. Coordinating actors in projects monitoring and performance

The process of overseeing inter-municipal cooperation projects, implemented by the IMC fund, will be coordinated by the Ministry of Local Government Administration and the municipalities of the Republic of Kosovo.

Project partner municipalities will establish a working group for implementing inter-municipal cooperation projects, in composition of officials of partner municipalities that have initiated the IMC project.

The working group will organize regular meetings with inclusion of all stakeholders in the inter-municipal cooperation project and shall prepare periodic reports on the progress of projects from the information provided by the monitoring of field projects.

The Ministry of Local Government Administration shall monitor inter-municipal cooperation projects and a responsible officer will be appointed, who will be available to municipalities to provide the necessary information and take care of the project's performance.

Partner municipalities that shall enter into Agreements for the implementation of IMC projects are obliged to report to the Ministry of Local Government Administration on a weekly basis on the progress of the project implementation.

2.1 Budget and allocation of partner municipalities' roles for the IMC fund

The finance management proposal will be the most important part to be discussed at the beginning of IMC initiation and every application from municipalities should have a draft-budget listed in each project activity.

MLGA Fund for inter-municipal cooperation is specifically dedicated to projects of two or more municipalities and that the project budget should be clearly presented. In cases where partner municipalities apply for co-financing projects, the budget proposal should correctly specify the financial obligations of the partner municipalities that have undertaken an initiative to apply for the IM.

2.2 Procurement procedures for inter-municipal cooperation projects

Municipalities will be responsible for procurement procedures of inter-municipal cooperation projects, depending on municipal initiatives, one of the partner municipalities of the project will be appointed as the leader of procurement procedures that will be specified in the agreement of understanding between of partner municipalities that will sign agreements for realization of the IMC project.

2.3 Evaluation of inter-municipal cooperation projects

Municipalities will be responsible for procurement procedures of inter-municipal cooperation projects, depending on municipal initiatives, one of the partner municipalities of the project will be appointed as the leader of procurement procedures that will be specified in the agreement of understanding between of partner municipalities that will sign agreements for realization of the IMC project.

During the process of evaluating municipal proposals, the IMC project assessment committee may request from the municipalities additional information with proposals submitted to MLGA.

Projects that have not completed the preliminary consultation phase, providing evidence of approval of the initiative of mayors of Municipalities by Municipal Assemblies and confirming the assessment of legality by MLGA will not be considered in the further evaluation process.

After the completion of the evaluation of the proposals of the Municipalities by the commissions for selection of projects in MLGA; municipalities that have applied for IMC projects will be informed by the Ministry of Local Government Administration for their selection or non-selection.

After the completion of the evaluation phase of the projects and the announcement of the winning municipalities, for the Municipalities that have successfully passed the projects selection process, Ministry of Local Government Administration will prepare the Memorandum of Understanding.

Annex No. 1. Application for inter-municipal cooperation project of two or more partner municipalities



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Inter-municipal cooperation fund in municipalities of the Republic of Kosova

Partner municipalities' logos

Application form

I. APPLICANT AND HIS/HER PARTNER (S)

Partner municipalities (applying) for the inter-municipal cooperation

Contact details of the municipality (leading):

Mayor:

Name:

Telephone:

Address:

Email address:

Responsible person for this project

Name:

Position:

Directorate:

Telephone:

Address:

Email address:

II. Partner Municipality (es):

Contact details for partner municipality (es):

Mayor:

Name

Telephone:

Address:

Email Address:

Person responsible for this project

Name:

Position:

Directorate:

Telephone:

Address:

Name and surname

Position

Email address:

Description of the project

Project Purpose (at least 100 words)	
Project activities	
Expectations (benefits from the project) (at least 100 words)	
Number of municipalities involved in the project	
The role of municipalities - involvement in project implementation	
Leader municipality	
Partner municipalities	
Cost of the project	

Date, month, year

Appendix no 2. Partnership statement by municipality for inter-municipal cooperation projects



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Partnership declaration between Municipalities

Partner municipalities agree with the content of the draft proposal, which we will apply for the project from the MLGA fund for inter-municipal cooperation. We guarantee that we will take over all the obligations set out in the MLGA request and the guideline for application for inter-municipal cooperation.

Name and surname of the mayor of the leader municipality	
Municipality	
Position	
Description	
Date and place	

Short project description (minimum 100 words)

Appendix no 3. Confirmation of the municipalities' compliance and willingness for realization of the project.



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Partner Municipalities' logo

Confirmation of the municipalities' compliance and willingness for realization of the project

We guarantee the commitment of the municipality and municipal staff to implement the project. We also guarantee that the municipality will fulfill all obligations as instructed by the inter-municipal cooperation form. Find in a copy of the application form:

- 1) Initiatives approved by the Municipal Assemblies for the Inter-Municipal Cooperation Fund
- 2) Assessment of the Legality of the Decision of the Municipal Assembly by the Ministry of Local Government Administration
- 3) The budget planned for application for IMF funds.

Leader Municipality

Mayor

Leader Municipalities

Mayors

Date, month, year

Appendix no.4 Initiative on inter-municipal cooperation



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Pursuant to Article 58, item h) of Law no. 03 / L-040 on Local Self-Government, pursuant to article 6 sub paragraph 2.1 of Law no. 04 / L-010 on Inter-Municipal Cooperation and the Article 5 sub paragraph 1.1 and Regulation no. 09/2013 on the promotion of inter-municipal co-operation, the Mayor of municipality submits a request for approval:

**INITIATIVE FOR INTER-MUNICIPAL COOPERATION WITH THE
MUNICIPALITY/S, IN THE FIELD**

1. Inter-municipal cooperation will be developed with the municipality/s, as follows:
 - 1.1. Municipality of _____,
 - 1.2. Municipality of _____,

2. **The purpose of cooperation-** cooperation will be in the field _____, offering and receiving services in the field of _____.
Cooperation will be applied on the same basis of reciprocity and profit of the sum, in protection of the general public interest.

3. Attached to the initiative, find the proposal - the decision on the adoption of the initiative by the Municipal Assembly.

4. Reasoning -

02. No. _____ Municipality, _____ Mayor of Municipality _____

Appendix no.5 Budget planned for application for inter-municipal cooperation funds



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Budget planned for application for inter-municipal cooperation funds

Total project budget	the sum
Ministry of Local Government Administration	the sum
Leader Municipality	the sum
Partner municipality/s	the sum



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Ministry of Local Government Administration
Government Building "Former Rilindja"
Floor: XI, XII, XIII
Email: info.mapl@rks-gov.net
Tel: +383 (0) 38 200 35 567
+383 (0) 38 200 35 598
+383 (0) 38 200 35 577