 **TENDER FOR DEVELOPING**

 **SOCIAL ENTERPRISES IN SERBIA**

 **Guidelines**

The project **ELBA – Developing social economy in South East Europe** is implemented by the network of 7 national Caritas in South East Europe. It is financed by Caritas France - Secours Catholique, Caritas Spain, Caritas Italiana and CRS for the achievement of the following objectives:

1. To increase the knowledge about Social Economy in South East Europe
2. To develop the Social Enterprises in South East Europe
3. To develop a proper ecosystem for Social Economy, by animating communities in South East Europe
4. To lobby toward the local institutions for the approval of adequate laws on Social Economy

**Definition of “Social enterprise” for the project ELBA**

"Social Enterprise" is any non-governmental entity that aims at pursuing the common good and the social cohesion, through the production of goods or services able to generate a profit. The Social Enterprise use the profit for the benefit of the enterprise itself or of the local community, in order to achieve economic sustainability as well as environmental and social goals. The profit is not distributed as dividends or used for other private purposes. The Social Enterprise aims at responding to community needs and desires through an innovative approach, encouraging the participation, favoring the employment possibilities and the social-work inclusion of vulnerable groups, in line with the values and principles of Catholic Social Teaching.

**Objectives of this Tender**

General objective - This Tender aims at **developing the Social Enterprises in SERBIA** (ELBA objective nr. 2).

Specific objectives - Through the grants provided with this Tender, the Applicant should achieve one or more of the following specific objectives:

* To strengthen the business structure of start-ups or existing Social Enterprises;
* To create new jobs opportunities for vulnerable people;
* To propose vocational trainings and inclusion plan for the social and labor integration of vulnerable people.

**Amount of the grant**

The total amount of the Fund for the Social Enterprises in **SERBIA** is 15.000 EUR.

**Eligibility rules for the applicants - Who can apply**

Eligible Applicants can be **any already existing and registered[[1]](#footnote-1) Social Enterprises** or, for the start-up of new Social Enterprises, the eligible Applicants can be **any legal and non-governmental entity** that is planning to launch and register their proposals as a new Social Enterprises.

The National Caritas is not eligible as Applicant; its role is the one of promoter of Social Economy in the country, guaranteeing equal opportunities to all the eligible actors.

**Eligible costs**

The costs considered eligible for any proposal are:

* Purchase (or rent) of equipment and material for the enterprise;
* Services and consultancies for the enterprise;
* Maintenance of the equipment;
* Marketing and advertising costs;
* General expenses of the enterprises (maximum 20% of the total amount of the grant);
* Purchase of land or buildings (maximum 60% of the total amount of the grant);
* Salaries of management or employees, Internships (maximum 50% to the total amount of the grant);
* Training and education for management and employees (maximum 50% to the total amount of the grant);
* Administrative costs (maximum 5% to the total amount of the grant).

The expenses are eligible if incurred after the beginning of the proposal, that means starting from the day when the money has been transferred in the bank account of the Applicant.

There are no limits related to the sectors of action of the social enterprises (e.g. agriculture, crafts, IT products, tourism, services…).

**Duration of the proposal**

The maximum length allowed for the implementation of the proposal is **12 months**.

Only in exceptional cases, when the Social Enterprise is working on seasonal activities (e.g. agriculture, tourism), the length of the implementation can be longer, if duly justified.

**Amount of the grant**

The maximum amount of the grant allowed for the start-up of a new Social Enterprise is **EUR 15.000,00**.

The maximum amount of the grant allowed for the support of an already existing Social Enterprise is **EUR 5.000,00**.

The Evaluation Committee has the right to decide to grant an Applicant with a lower amount than required, in case some costs are considered not in line with the purposes of the Tender or in case of any other duly justified reason.

**Obligations of the granted Social Enterprises**

The granted Social Enterprises will represent good practices in social economy in South East Europe.

For this reason, once granted, they are obliged:

* to actively participate in the different activities proposed by ELBA project at national and regional levels. The ELBA staff and the National Coordinators will communicate the ways of involvement (such as participation to trainings or study visits, follow-up activities, sharing experiences and know-how, capitalization of the results, and others);
* to actively participate in the process of Mentoring and Monitoring of the Social Enterprise proposed by National Coordinators and ELBA staff, according to principles of mutual trust and transparency. The Social Enterprise agrees to share information about its own development on the base of the Mentoring and Monitoring templates provided by the ELBA staff. It is committed in filling properly the documentation required for the Mentoring and Monitoring (such as the Business Canvas Model, and others). In particular, the Social Enterprise will make available its complete budget and financial records (not just the financial documentation for the grant itself) to ELBA staff upon request.

**How to apply**

The proposals must be submitted filling **the Application Form attached**.

Please take care of the different Application Forms to be used and filled, in case the Applicant is an Existing Social Enterprise (Application Form nr. 1) or a Start-Up (Application form nr. 2)

Proposals must be written **in English language**.

For purchases above 2.000 EUR, pro-forma invoices or contracts should be attached too.

Each Applicant can apply with 1 only proposal to this Tender.

**Deadline for applying**

The proposals must be submitted by January 31st, 2018.

The Application form must be send via email to the email address: project.elba@gmail.com

and in c/c to the email address of the ELBA National coordinator ( Viktor Cvetković , viktorc@caritas-beograd.org.rs)

**Evaluation phase**

The proposals will be evaluated by an **External Evaluation Committee**, composed by staff and experts of the ELBA financing organizations.

The evaluation will be provided according to the criteria and scores of the **Evaluation Grid** (see below).

All the Applicants will be informed by the ELBA management about the results of the evaluation, receiving written feedbacks both in case of positive or negative result, no later than March 15th, 2018.

**Contracting phase and Reporting**

The funds related to the Fund for Social Enterprises will be sent from ELBA staff to the bank account of the National Caritas. After that, a **Memorandum of Understanding (or Contract) will be signed between the awarded Applicant(s) and the National Caritas**, that will transfer the approved grant on the base of the agreed procedures.

The National Caritas defines the procedures of financing and reporting with the awarded Social Enterprise, according to the general guidelines provided by ELBA Steering Group and according to the local laws and procedures.

National Caritas will report to ELBA Steering Group the use of funds no later than 1 month after the end of the implementation of the activities granted through this Tender.

**Contact person**

In case of requests for clarifications, please contact your ELBA National coordinator ( Viktor Cvetković , viktorc@caritas-beograd.org.rs)

**EVALUATION GRID FOR THE TENDER ON SOCIAL ENTERPRISES**

The Evaluation Committee will evaluate your Proposal on the base of the following elements:

|  |  |
| --- | --- |
|  | **Maximum score** |
| **Economic impact of the proposal and of the Social Enterprise*** Market analysis and analysis of the competitive advantages
* Clear identification of the clients
* Clear identification of the level / percentage of self-sustainability of the Social Enterprise
* Adequate marketing of products and services of the Social Enterprise
* The budget of the proposal is realistic and in line with the proposal
* The business plan has been delivered and is realistic
 | 35 points |
| **Social impact of the proposal and of the Social Enterprise*** Social benefits produced by the Social Enterprise
* Number and type of stakeholders involved, Quality of the relationships with them
* Capacity of creating connections and participation in networks
* Integration of vulnerable groups in the structures of the enterprise
 | 30 points |
| **Strategic approach and relevance with the Elba goals*** The objectives of the Proposal are in line with the objectives of the Tender
* The objectives of the Proposal are in line with the objectives of the Elba project
* The Social Enterprise has clear long-term strategies and objectives
* The applicant and the Social Enterprise are contributing in increasing the know-how of the local Church in social economy
 | 30 points |
| **Technical elements** * The proposal is written in English language
* The required documentation has been provided
* The Application form has been properly filled
* The budget breakdown is properly done
 | 5 points |
| **Total maximum score** | **100 points** |

1. "Existing Social Enterprises" are considered the ones that are in line with the principles of the ELBA definition of Social Enterprise, even if for any reason they are not formally registered as "Social enterprise" in their own country. [↑](#footnote-ref-1)