

2.1 Requirements for Final Project Proposals

The Final Project Proposal shall provide all key information related to the implementation of the Project. It shall be accompanied by all necessary documents (Project document, Logical Framework and e.g. feasibility study, environmental impact study) to allow a thorough appraisal. The Final Project Proposal (5 – 10 pages; for large infrastructure Projects 10 - 20 pages, plus annexes) shall provide adequately detailed information on inter alia:

Item	Content
<p>Project summary (1 page)</p>	<p>Title of the Project: Demining and Socio-economic Integration</p> <p>Objective: Achieve a safe and secure environment for the local population with increased economic opportunities in terms of land use and individual socio-economic empowerment, better coordination between different institutions responsible for care for mine victims and enhanced capability of actions and resources planning for mine victims.</p> <p>Budget: 3.530.000,00 CHF</p> <p>Duration: Implementation of project activities will last for 48 months. Additional time up to 6 months will be needed to conduct reporting and finalization of payment procedures.</p> <p>The project "Demining and socio-economic integration" within the Swiss-Croatian cooperation programme will be implemented by the Government Office for Demining as the Intermediary Body and the Croatian Mine Action Centre (CROMAC), which is the Executive agency. In that view project will consists of two components that are going to be implemented through several activities. Firstly, project will start with the performing demining of highly contaminated and dangerous area of Kotar Forest that is situated in Sisak-Moslavina county (SMC). The demining of Kotar Forest is a precondition to ensure safety and security of the population of the SMC area. Demining activities will be done according to The Act of Mine Action (O.G. 110/2015). CROMAC will develop demining plans stating all the technical information on the area to be demined and that were collected in the CROMAC database over time. After completion of the demining activities and final quality control, the "Certificate of demined area" will be handed over to end users by the CROMAC and on behalf of the Croatian Government.</p> <p>Secondly, the programme of Socio-economic empowerment of mine victims will be carried out and implemented through the establishment of a comprehensive database and needs assessment of mine victims and direct support of mine victims through different programs that will help increase employability and competitiveness in the labour market. Mine victim data-base will be filled with the information collected through field research. The field research will cover all towns, municipalities and counties that are or were mine-affected in order to include all those mine victims living in areas that were demined in the meanwhile. Socio-economic empowerment of mine victims will be achieved through organization of informal workshops with the aim of increasing professional competences, psychosocial support with the aim of empowerment, trainings with the aim of increasing professional knowledge, economic counselling with possibility of financing self-employment projects and organization of professional vocational training. Depending on the number and concentration of users, the</p>

	workshops and trainings could take place in several cycles and different places. Activities that have a role to support socio-economic empowerment of mine victims will be implemented to the whole area of Republic of Croatia that has been affected by the Homeland War.
Applicant	<p>The <i>Croatian Mine Action Centre</i> (CROMAC) was established on 19th February 1998 as Croatian Government's public institution with the role of operating national body primary tasked with planning and implementation of mine action operations. The landmine problem was recognized as an economic, ecological and safety problem and one of the impediments to normal life and development. The highest state authorities are involved in the efforts to overcome the problem – the Croatian Parliament and the Government, which appoints the CROMAC Managing Board, a body with the task of coordinating the work of CROMAC. CROMAC headquarters is in Sisak with three organizational units and two regional offices, in Osijek and Zadar and has 126 employees.</p> <p>The basic tasks of CROMAC are:</p> <ul style="list-style-type: none"> - identification of suspected hazardous area (SHA), - non-technical and technical survey - marking and fencing of SHA, - preparation of project documentation and realization of public tenders for awarding demining operations, - conduct of Quality Assurance/Quality Control operations and issuance of Demining Certificates, - Mine Risk Education. <p>CROMAC is responsible for the preparation and realization of the Annual Plans and Reports, Three Year Plans and National Mine Action Program.</p> <p>Croatian Mine Action Centre (CROMAC), Address: Ante Kovačića 10, 44 000 Sisak, Tel.: +385 44 554 151, Fax: +385 44 554 142, Contact person: Mr. Dražen Jakopec, Director, E-mail: ravnatelj.HCR@hcr.hr, Web: www.hcr.hr.</p>
General context	<p>This project is aimed to achieve a safe and secure environment for the local population with increased economic opportunities in terms of land use and individual socio-economic empowerment, better coordination between different institutions responsible for care for mine victims and enhanced capability of actions and resources planning for mine victims. Currently, the total mine suspected area in Croatia is (433 km²), and it is estimated that about half is actually mine contaminated. The Sisak-Moslavina County ("the SMC") ranks as second most mine contaminated county in Croatia (77 km²) and of the total mine suspected area 74 % are forests and forest land. About 23,4 km² of total Petrinja township area (380 km²) is mine suspected, posing a danger to the inhabitants and jeopardizing their socio-economic development. More than half of mine suspected area is located in the Kotar forest, which was a former military front line and partially occupied territory during the 1991-1996 Homeland War. The SMC area is one with the highest number of post-war casualties. Since 1996 until December 2016, there were 114 persons involved in mine incidents, with 38 fatalities and 48 heavily injured. In Kotar forest, in the same time period, 16 mine incidents were registered, of which 10 were fatal and 6 were with serious injuries. The SMC area is one with the highest number of post-war casualties. Since 1996 until December 2016, there were 114 persons involved in mine incidents, with 38 fatalities and 38 heavily injured. In Kotar forest, in the same time period, 16 mine incidents were registered, of which 10 were fatal and 6 were with serious injuries. According to</p>

	<p>data gathered in CROMAC's "Database on Mine Incidents" in the period 1996-2016 there are 595 mine casualties from which 203 killed.</p>
<p>Project content</p>	<p>Mine contamination in the Republic of Croatia ("Croatia"), as a legacy of 1991-1996 Homeland War, is a highly specific problem with negative impact on economic and social development. Currently, the total mine suspected area in Croatia is 433 km², and it is estimated that about half is actually mine contaminated. Areas that were prosperous before the 1991-1996 Homeland War became "underdeveloped" in recent past, while previously poor and generally underdeveloped regions have not only failed to develop but are still lagging behind. Twenty years since the first mine injuries and casualties in war and post-war period there is no comprehensive database of mine and UXO victims that would allow for the identification of their particular needs. Data on mine victims have been gathered through years by various institutions but turned to be incomplete and for that purpose GOMA shall in line with the Act on Mine Action establish and maintain "Mine and UXO Victims Database" in cooperation with Croatian Personal Data Protection Agency and Croatian Institute of Public Health. Activities related to mine victims' assistance are directly transposed from the previous relevant national action plans stemming from the key humanitarian and security conventions. Thus, they include recommendations set forth by the Maputo Action Plan and Maputo +15 Declaration (Anti-Personnel Landmine Convention – APLMC); Dubrovnik Action Plan (Convention on Cluster Munitions – CCM); Plan of Action on Victim Assistance (Protocol V on Explosive Remnants of War of the Convention on Certain Conventional Weapons – PV of CCW). The sole understanding of these international instruments is that victim assistance should be integrated into broader national policies, plans and legal frameworks related to the rights of persons with disabilities, health, education, employment, development and poverty reduction.</p> <p>Planned project activities are: demining activities of pre-defined parts of Kotar forest, establishment of mine victims' data base, implementation of educational courses and psychosocial and economic support for mine victims, project management activities (coordination, monitoring, reporting, audit, evaluation and visibility), small scale investments (eligible activities will be formulated in the later will be implemented in line with the requirements of the call for proposal).</p> <p><u>Expected outputs</u> of the project proposal with measurable indicators are: demined area of Kotar forest near the settlements Mošćenički Lug, Klobučak, mines and other UXO other mines destroyed, mine and UXO victims Database established and handed over to the Government Office for Mine Action, mine victims supported through socio-economic activities, established guidelines on the basis of relevant conventions.</p> <p><u>Expected outcomes</u> are: improved public safety and security conditions, strengthened policy actions for mine victims, increased employability and competitiveness in the labour market, set basic foundations to further explore possibilities of cooperation between the key Croatian mine action stakeholders (GOMA, CROMAC) and the Geneva International Centre for Humanitarian Demining (GICHD) especially in the field of socio-economic integration of mine and UXO victims.</p> <p><u>Risks and potentials</u>:</p> <p>On the operational level possible risks are as follows: 1. Insufficient coordination and quality of cooperation related to soft activities - Having in mind that mine victims receive support from many institutions in charge and taking into account</p>

	<p>the existence of numerous activities for implementation of active labor market policy measures, particular attention should be the identification of activities for mine victims which should not overlap with other activities implemented by institutions in charge. For that purpose Coordination Body foreseen by the Act on Mine Action should be put into function. 2. Low interest of mine victims -Long time period from mine incidents, lack of interest from public (state) institutions in the past, administrative procedures (documents) etc. can influence the decision to participate in the research.3. Establishment of "mine victims" data base - This risk is connected with the previous risk "low interest of mine victims" because lack of data or refusal to fill in the questionnaire, will result in insufficient quality of data. 4. Outsourcing - delays in public procurement procedures / Communication and information exchange - This risk is connected to successful "Mine victims data base". All further soft activities will be conducted after completion of needs assessment. 5. Human resources / staff competence - Insufficient number of staff as well as their insufficient level of expertise, knowledge and training can lead to lower work efficiency which increases the possibility of delays in execution of the project</p> <p><u>Sustainability:</u> On the strategic level Croatia is committed to carry out plans for demining activities on remaining parts of Croatia. In that manner sustainability to further implement mine clearance will be ensured from the state budget, ESI funds as well by other donors. Mine clearance of the Kotar forest is sustainable activity as the local self-government units and primarily people living on that territory would not be in danger when entering in Kotar forest. As the Kotar forest would be clear from mines implementation of Forest management plans (FMPs) and the performance of the biological restoration of forests in accordance with the Forest Stewardship Council certificate will maintain thus restoration of desirable productivity, stability and biodiversity of forests will be ensured. Mine victims data base will be used by different institutions that will continue to implement different activities for mine victims in line with Croatian laws and regulations therefore administrative sustainability will be ensured. Furthermore, data base will be updated regularly by institution in charge. Results related with support to mine victims might have somewhat limited impact in terms of sustainability as it depends on their usage by the mine victims.</p>
<p>Relevance</p>	<p>Project is relevant at least in two ways. First, security conditions for people living in the SMC will be ensured through mine clearance in the parts of Kotar forest which in turn would serve as a precondition for economic development of the area. Additionally, Swiss solidarity will be given not solely by financial envelope for demining activities but also through implementation of measures for mine victims. By this way project is embedded into Swiss contribution to reduce economic and social disparities within Croatia.</p>
<p>Contribution to the enhancement of bilateral relations</p>	<p>This project is continuation of Swiss support that has been provided from the very early beginning of Croatian independence and establishment of mine action system in Croatia through various projects - demining, capacity building and mine risk education. This project lays down on the very corner stone of the activities implemented by the GICHD and the International Committee of the Red Cross (ICRC), both Geneva-based institutions, which vast expertise, knowledge acquired and lessons learned continue to inspire Croatian institutions for the pursuit of such comprehensive project not just by implementation of demining but also through support of the mine victims.</p>
<p>Project organisation</p>	<p>The Croatian Mine Action Centre (CROMAC) as the Executing agency, with the Government Office for Mine Action (GOMA) as the Intermediate body, is in</p>

charge of the overall coordination and implementation of the entire project. Project steering and monitoring will be done by the GOMA. Steering committee shall be represented by the members of GOMA, CROMAC, NCU and SDC. Steering Committee shall regularly meet at least once a year to review project progress and to make necessary decisions regarding possible amendments to the project. Additionally, Steering Committee shall approve small project selection criteria as well decision on the selection of small projects. Regular monthly meetings shall be organized by GOMA in cooperation with CROMAC and NCU to review the progress of the project implementation. The Executing Agency and the Intermediate Body have the obligation to facilitate and ensure adequate implementation and monitoring actions and audit processes by engagement of an external audit organization/entity that will perform an Intermediary Financial Audit and the Final Financial Audit at Project Completion. The Executing Agency shall inform through Intermediate body the NCU on draft Audit report and shall take into account additional recommendations and/or requirements that may be suggested by the Audit organization, IB or NCU. The Executing Agency shall implement follow up actions of the audit report. Executing Agency ensures mid-term and final financial Audit by external Audit organization, acting in respect of international accounting standards as set in the Framework Agreement.

Detailed implementation schedule	Contracts	Start of Tendering (forecast notice) in Quarters	Signature of contract in Quarters	Contract Completion in Quarters
	Contract 1: Technical assistance for CROMAC	1Q ¹	1Q	6Q
	Contract 2: Demining	1Q	1Q	4Q
	Contract 3: Data base development/adaptation with corresponding IT system	1Q	1Q	2Q
	Contract 4²: Visibility actions	1Q	1Q	16Q
	Contract 5: Conducting interviews with mine victims and data analysis	2Q	2Q	16Q
	Contract 6: Educational activities and psychosocial support	5Q	6Q	16Q
	Contract 7: Small scale investment in mine affected counties	5Q	6Q	16Q
	Contract 8: External audit	8Q	8Q	16Q
Budget	Activity (eligible costs)	Total (CHF)	Swiss grant (CHF)	National co-financing (CHF)
	1. Technical assistance for CROMAC	10.000,00	7.095,60 (70,96%)	2.904,40 (29,04%)

¹ First quarter from the signature of the PA

² Visibility actions will be conducted according to the project progress (visibility materials, kick off conference, field visit, closing conference etc)

- Expert(s) for the preparation of the tender documentation for activities 4, 5 and 6			
2. Demining	2.814.000,00	2.391.900,00 (85%)	422.100,00 (15%)
- Contracting of demining works in Kotar forest			
3. Data base development/adaptation with corresponding IT system	15.000,00	12.000,00 (80%)	3.000,00 (20%)
- Development of the data base - Procurement of the program for adaptation with corresponding IT systems			
4. Collecting data on mine victims for the data base	245.000,00	208.250,00 (85%)	36.750,00 (15%)
- Contracting company that will do field research and hand over of collected data to CROMAC - Employment of 2 persons for inserting data in data base and for analytic activities of the collected data (preferably mine victims)			
5. Educational activities and psychosocial support	200.000,00	170.000,00 (85%)	30.000,00 (15%)
- Contracting educational institutions for the organisation and implementation of education courses for mine victims (to be clarified upon completion of the assessment). Educational/training institution will have to issue diploma that will be registered into the Employment booklet.			
6. small scale investments in the mine affected counties	211.000,00	179.350,00 (85%)	31.650,00 (15%)
- call for proposal shall be defined based on the needs of mine affected communities (to be clarified upon completion of the assessment))			
7. External audit	15.000,00	12.000,00 (80%)	3.000,00 (20%)
- Contracting audit company			
8. Visibility actions	20.000,00	16.000,00 (80%)	4.000,00 (20%)
- Procurement of the visibility materials (flyers, roll up banners) - Visibility tables and plaques - Graphic design of the visibility materials - Catering for project events (kick off, field visits and closing conference)			
TOTAL:	3.530.000,00	2.996.595,60	533.404,40

	Total Budget of the project is 3.530.000,00 CHF and national co-financing budget is 533.404,40 CHF.
Procurement	Public procurement will be executed in line with Public Procurement Act.
Development impact	This project will contribute to safety of citizens in Mošćenica municipality, their visitors and tourists as well as the users of the demined land and will increase mine awareness of contamination problem in Croatia. It will contribute to socio-economic development, increase education, competitiveness and economic independence of mine victims and their better social and economic inclusion in Croatian Society.
Horizontal issues	This project entirely complies with the aim to ensure equal opportunities with particular emphasis on the support for vulnerable groups. Also, demining activities will ensure the most important precondition related to environmental protection because mine contaminated forest area cannot be part of the active measures related to NATURA 2000. Tailor made approach to this project that comprises for demining as well as socio-economic support should support other different activities aimed at sustainable development.
Annexes	Project document with budget and Logical Framework