# ANNEX 1: STRUCTURE OF THE SUB-PROJECT

# INDICATIVE PROPOSAL[[1]](#footnote-1)

**Sub-project proposal for the**

**Flexible business environment technical assistance**

**of the project**

**EU for Better Business Environment (EU4BE)**

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| 1. ***Description of organization***
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| 1. ***Project objective***
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|  |
| 1. ***Feasibility***
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|  |
| 1. ***Time period***
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|  |
| 1. ***Impact***
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|  |
| 1. ***Indicative Key Performance Indicators (KPIs)***
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| 1. ***Buy-in***
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|  |
| 1. ***Duplication evasion***
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|  |
| 1. ***Indicative budget***
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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact (name, email, phone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ANNEX 2: STRUCTURE OF THE SUB-PROJECT INDI- CATIVE PROPOSAL WITH EXPLANATIONS

**Sub-project proposal for the**

**Flexible business environment technical assistance**

**of the project: “EU for Better Business Environment”**

***The common denominator of eligibility for the technical assistance under this mechanism is that proposals contribute to reaching the desired impact of “Improved business environment through timely advice on design and implementation of emerging business environment reform priorities and related increase in SME competitiveness”.***

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| --- |
| 1. ***Description of organization***
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| * Name, address, contacts, responsible person(s);
* Mission, area of responsibility;
* Date of establishment;
* Number of employees.
 |
| 1. ***Project objective***
 |
| This section should contain a clear and specific statement of what the proposal will accomplish in relation to the overall Project goals. It should consider:* The context analysis in relevance to the identified constraints/background;
* Relevance of the problem statement and identification of the addressed challenges;
* Clarity of the specific results explained in the proposal;
* The methodology of the results/objectives/goals, indicators, baselines and targets;
* An indication should be made regarding the organizations and beneficiaries involved in/ benefiting from the activity, including the targeted number of beneficiaries;
* Expected outcomes.
 |
| 1. ***Feasibility***
 |
| This section should describe the indicative implementation strategies e.g. elaborate how the proposal can be caried out successfully in the foreseen time period and should show its soundness and adequacy. There should be a clear and direct linkage between the proposed activities and the expected results. Activity descriptions should be as specific as necessary, identifying: what will be done; who will do it; how it will be done (methodology); and when it will be done (beginning, duration, completion).As well the section should contain an explanation of the plan for monitoring and evaluating the activities. Key elements to be included are: * + How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the activity plan;
	+ How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received.

An important milestone will be a description how the initiative will strengthen public awareness and support the equality of women and men. It should demonstrate the solid advocacy efforts to advance and promote equal opportunities for business environment development for both women and men as well as women’s empowerment in the businesses, where necessary. |
| 1. ***Time period***
 |
| This section should indicatively define the foreseen period during which the project will be implemented. It can be presented as a table, with proposed activities and results per months/quarters, as in the below presented model: |
| Project Name: |
| Name of Proponent Organization:  |
| Brief description of Project:  |
| Project Start and End Dates: |
| List the activities necessary to produce the results  | Duration of Activity in Quarters or Months |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | 1 | 2 | 3 | 4 |

 |
| 1.1 |
| 1.2 |
| 1. ***Impact***
 |
| This section should demonstrate that the proposed activities can contribute to achieving an important impact in improving the business environment, in line with existing GoS and donor/project reform initiatives. Please define indicative specific results expected and measurable changes which will occur by the end of the planned intervention at the:* Strategic/development/further progress level;
* Beneficiary institution/targets level;
* Project level.
 |
| 1. ***Indicative Key Performance Indicators (KPIs)***
 |
| This section will clearly define indicative KPIs, which serve to measure and assess the reached outputs, outcomes and impact of the project proposal: * Provide a brief Description of Results with corresponding indicators, baselines and targets;
* Repeat for each result;
* Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors and external factors. Describe how such risks are to be mitigated. Include in this section also the key assumptions on which the activity plan is based on.
 |
| 1. ***Buy-in***
 |
| This section will elaborate the proposal’s buy-in from all stakeholders in the business environment, including leadership of the submitting organization and the proposal’s alignment with the submitting organization’s strategy.  |
| 1. ***Duplication evasion***
 |
| This section will elaborate whether the proposal is or is not duplicating or overlapping with the existing business environment reforms and initiatives conducted by the GoS and donors. At the same time, it will explain how the prosed intervention contributes/derives/strengthens or is a follow up step of the existing business environment reforms and initiatives conducted by the GoS and donors. |
| 1. ***Indicative budget***
 |
| The budget line items are general categories intended to assist in thinking through where the resources will be spent. The development of an indicative budget is an important part for successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. Although the detailed budget will be determined upon the decision-making procedure closure, the proponent is asked to project at its best knowledge the costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. The indicative budget will be submitted in Serbian Dinars (RSD). |

1. Final proposals with a detailed implementation plan, time-lines and the implementation budget, will be elaborated with the Bank upon finalisation of the decision-making process. [↑](#footnote-ref-1)