**Call No. 4/ЗАМ/2018**

**for expressing interests for the development of agricultural cooperatives**

**Technical Support – Phase One**

Dear Sirs/Madams,

The EU-funded project “Support to Development of Agricultural Cooperatives” invites you to participate in the Call for expressing interest for the development of an agricultural cooperative.

The general goal of the support is an improved and competitive agricultural sector by strengthening the capacities of the agricultural cooperatives. The specific goal of the support is an increased productivity and increased economic results by supporting the development of agricultural cooperatives.

All agricultural cooperatives registered in the competent register of agricultural cooperatives will be entitled to participate.

The deadline for the submission of the applications is 15.10.2018 by 16:00 hrs.

The instructions and the application forms can be collected in the premises of the Macedonian Enterprise Development Foundation – MEDF or found at the web site [www.zadrugi.mk](http://www.zadrugi.mk).

The applications will be submitted to the following address: Macedonian Enterprise Development Foundation, Nikola Parapunov Str. 41a, 1060 Skopje, with a designation “For Call No. 4/ЗАМ/2018“.

This selection procedure is carried out within the “Support for Development of Agricultural Cooperatives” project funded by the European Union and implemented by CARE Germany/Luxembourg and the Macedonian Enterprise Development Foundation.

No. 08-58/1-2018 Tetjana Lazarevska

Skopje, 09.07.2018 Executive Director of MEDF

**CONTENT**

[I. INSTRUCTIONS FOR APPLICANTS 3](#_Toc520460538)

[1 GENERAL INFORMATION 3](#_Toc520460539)

[2 DOCUMENTATION 4](#_Toc520460540)

[3 CLARIFICATION, CHANGES AND AMANDMENTS TO THE CALL 5](#_Toc520460541)

[4 PREPARATION AND SUBMISSION OF THE APPLICATIONS 5](#_Toc520460542)

[5 OPENING AND ASSESSMENT OF THE APPLICATIONS 6](#_Toc520460543)

[6 SELECTION 7](#_Toc520460544)

[7 CANCELLATION OF THE PROCEDURE 7](#_Toc520460545)

[APPLICATION FOR EXPRESSING INTEREST 8](#_Toc520460546)

[Form 1 - APPLICATION FOR EXPRESSING INTEREST 9](#_Toc520460547)

[Form 2 - QUESTIONNAIRE FOR ASSESSMENT AND SELECTION OF COOPERATIVES 10](#_Toc520460548)

[Form 3 - LIST OF CONFIDENTIAL INFORMATION 14](#_Toc520460549)

[Form 4 - STATEMENT FOR AN INDEPENDENT APPLICATION 15](#_Toc520460550)

[Form 5 – LIST OF MEMBERS OF THE AGRICULTURAL COOPERATIVE 16](#_Toc520460551)

# INSTRUCTIONS FOR APPLICANTS

## GENERAL INFORMATION

### Introduction

This document contains the instructions for the applicants regarding the public call for bids No. 4/ЗАМ/2018.

Applicant is any agricultural cooperative registered in the competent register of agricultural cooperatives.

### Publisher of the call

The publisher of the call is the Macedonian Enterprise Development Foundation (MEDF), with headquarters at: Nikola Parapunov 41a Str., 1060 Skopje, telephone number: +389 2 3088 992, e-mail: zadrugi@mrfp.mk, web site: [www.zadrugi.mk](http://www.zadrugi.mk)

### Goal of the support

* + 1. The general goal of the support is an improved and competitive agricultural sector by strengthening the capacities of the agricultural cooperatives.
		2. The specific goal of the support is an increased productivity and increased economic results by supporting the development of agricultural cooperatives.

### Subject of the call

* + 1. The subject of the call is expressing interest for the development of agricultural cooperatives (hereinafter referred to as: agricultural cooperatives / applicant). The selected agricultural cooperatives will be supported within the Support for Development of Agricultural Cooperatives Project.

1.4.2 The suppоrt fоr thе agricultural cooperatives will be realized in three phases. **The subject of this call is the selection of agricultural cooperatives that will receive the support specified in Technical Support – Phase One.**

Technical support – Phase One. Based on this call, twenty four (24) agricultural cooperatives will be selected in accordance with the criteria specified in item 1.7.1.

The selected agricultural cooperatives will receive technical support consisting of consultancy services (trainings and mentorship) for the preparation of a draft business plan for the development of an agricultural cooperative.

At the end of phase one, these agricultural cooperatives will be expected to have a draft business plan developed.

Technical Support – Phase Two. Based on a second (next) call, the agricultural cooperatives will be called to submit a draft business plan for the agricultural cooperative. Through a selection process, based on previously published criteria in the second call, sixteen (16) agricultural cooperatives will be selected.

These agricultural cooperatives will receive technical support in this phase, consisting of consultancy services for the development of a draft of a final business plan.

At the end of this phase, these agricultural cooperatives will be expected to have a final business plan developed.

Financial Support – Phase Three. Based on a third (next) call, the agricultural cooperatives will be called to submit a final business plan for the development of an agricultural cooperative. Through a selection process, based on previously published criteria in the third call, eight (8) agricultural cooperatives will be selected.

These cooperatives will receive financial and technical support for the realization of their business plan. The list of eligible procurements and costs for the realization of the business plan will be published as part of the third call. The financial support is intended for investment business projects of the cooperative. The cooperative should provide co-financing from its own sources of minimum 20% of the total amount of the project or higher. The funds that may be provided from the project may be to a maximum of 80,000 EUR. The total budget for financial support is 1,020,000 EUR for a total of 20 cooperatives (both new and existing cooperatives), hence the project reserves the right to manage allocation of funds for applications above the target average of 51,000 EUR, based on availability of funds within the project.

1.4.3 MEDF reserves the right to publish several calls within all phases in order to reach the planned number and quality of the submitted applications, as well as to select either a bigger or a smaller number of the defined number of applications in separate phases.

1.4.4 The applicant should submit the necessary documents and forms specified in this call for the purposes of making an assessment and a selection.

### Funding source, origin of goods and visibility

* + 1. The funds for the realization of this call are provided within the Support for Development of Agricultural Cooperatives Project, No. IPA/2017/392898, funded by the European Union. Consequently, the relevant rules of the EU should be respected, including respecting the instructions that will be given by MEDF, particularly with regard to the compliance with the rules for visibility of the EU support and the origin of goods.

### Right to Participation

* + 1. All applicants that fulfil the following conditions will be entitled to submit an application:
* Agricultural cooperatives that are interested in developing their cooperatives in accordance with the principles of the agricultural cooperatives: voluntary and open membership, transparency and joint control of the membership, economic activity of the members of the cooperative, independence and autonomy, provision of training and information to the membership, cooperation among agricultural cooperatives and provision of sustainable development.
* The agricultural cooperatives should be registered in the competent register of agricultural cooperatives.

### Selection criteria

* + 1. The selection criteria for technical support – phase one are based on the assessment of the capacity, the business idea and the motivation and readiness. For details please see the evaluation grid.

### Method of communication

Any request, information, notification and other documents in the procedure will be sent in writing in person, by mail or e-mail.

All additional information or notifications will be published on the web site [www.zadrugi.mk](http://www.zadrugi.mk).

### Confidential information

MEDF will protect the information that the applicant marked as confidential; otherwise, it will be considered that the application does not contain confidential information.

## DOCUMENTATION

### 2.1 Necessary documentation

* + 1. Each applicant should submit the following documentation with which he/she will express their interest to participate in the call:
* Application for expressing interest (Form 1 attached);
* Filled out questionnaire for assessment and selection of agricultural cooperatives (Form 2 attached);
* List of confidential information (Form 3 attached; if there is no confidential information, the form need not be submitted);
* Statement for independent application (Form 4 attached);
* List of agricultural cooperative members, signed by all holders of agricultural holdings (Form 5 attached);
* Photocopy of the current status from the Central Registry of the Republic of Macedonia (not older than 6 months);
* Statute of the cooperative;
* Internal acts (rulebooks, procedures and other acts, if the applicant is in possession of them);
* Business plan (if any);
* List of members of the management bodies;
* Biographies of the persons hired in the organization;
* Annual reports on the operation with included financial statements (or Annual Accounts) for 2017 and 2016;
* Report from an independent auditor for 2017 and 2016 (if any)
* Other documents chosen by the applicant, if he/she believes that they will contribute in the development of his/her image.
	+ 1. The necessary documentation is submitted in its original form or in a photocopy signed by an agent and at least two representatives of the management bodies of the agricultural cooperative.

2.1.3 The documentation should be submitted in hard copy. There is no limitation in terms of the length of the answers. They should be clear and precise.

2.1.4 When examining the completeness and the validity of the documentation, MEDF may require the applicants to clarify or complete the documents, unless significant deviations from the required documentation are concerned.

2.1.5 No changes in the documentation, except for the correction of obvious errors, will be required, offered or allowed either by MEDF or by the applicant.

## CLARIFICATION, CHANGES AND AMANDMENTS TO THE CALL

### 3.1 Clarification to the call

* + 1. The applicant may ask for clarification of the documentation. The clarification will be provided to the other applicants without revealing the identity of the applicant who requested clarification by publicising it on the website [www.zadrugi.mk](http://www.zadrugi.mk).

### 3.2 Changes and amendments to the call

3.2.1 MEDF reserves the right to change or amend the call of which it will immediately inform all invited applicants.

## PREPARATION AND SUBMISSION OF THE APPLICATIONS

### 4.1 Content of the application

4.1.1 The application should consist of a sealed envelope whose upper left corner should have the designation “Do not open” and the number of the bid “4/3AM/2018”. In the middle of the envelope, the exact address of the contracting authority (Macedonian Enterprise Development Foundation, Nikola Parapunov Str. 41a, 1060 Skopje) should be indicated and it should not contain any designation by means of which the sender can be identified.

4.1.2 The envelope should contain the documents specified in this call.

4.1.3 The applicant is obliged to use the forms given in this call, which must be filled in without any changes to their form; otherwise, the application will be rejected as unacceptable.

### 4.2 Language of the application

4.2.1 The application, as well as the entire correspondence and documents related to the application, will be submitted in Macedonian language.

### 4.3 Deadline and place for submitting applications

4.3.1 The deadline for the submission of the applications is 15.10.2018 by 16.00 hrs.

MEDF will appropriately notify about a possible extension of the call.

4.3.2 The applications will be submitted to the following address: Macedonian Enterprise Development Foundation, Nikola Parapunov Str. 41a, 1060 Skopje, with a designation “For Call No. 4/ЗАМ/2018“. Any application submitted after the expiration of the final submission deadline will be rejected as belated and it will be returned to the applicant unopened.

## OPENING AND ASSESSMENT OF THE APPLICATIONS

### 5.1 Opening of the applications

5.1.1 The applications will be opened on 16.10.2018 after 12:00 hours, at the premises of the MEDF without any public presence.

5.1.2 The submitted applications will be opened one by one, by reading the name of the applicant whereupon it will be established whether the applications have been submitted in accordance with the prescribed rules. None of the applications will be rejected during the opening of the applications, except for the late applications.

5.1.3 During the opening of the application, minutes will be kept which constitute an integral part of the final report.

### 5.2 Confidentiality of the application evaluation process

5.2.1 No information regarding the revision, the assessment and the comparison of the applications in the evaluation process will be disclosed to the applicants or any other persons who are not included in that process.

### 5.3 Explanation of the applications

5.3.1 During the period of revision and assessment of the applications, MEDF can request from any applicant an explanation of their application. No change of the content of the application will be required, offered or allowed, except for the purposes of confirmation of the correction of any errors which the MEDF authority detected during the assessment of the bids.

## SELECTION

### 6.1 Selection of groups of agricultural holdings

6.1.1 The commission will select the applicant whose application meets the formal requirements and criteria of this call. The selection will be performed based on evaluation, in accordance with the selection criteria and the available data.

### 6.2 Notification about the selection

6.2.1 The selected applicant and all other applicants will be notified about the results of the procedure in writing.

## CANCELLATION OF THE PROCEDURE

7.1 MEDF may cancel the procedure:

* if unforeseen changes have occurred in the project framework of the MEDF,
* upon a request from the donor – The European Commission,
* if other circumstances occurred, regarding which the MEDF will submit an appropriate notification.

|  |  |  |
| --- | --- | --- |
|  | Support for Development of Agricultural Cooperatives ProjectThe project is funded by the European Union.Contract No.: IPA/2017/392898 |  |



**Call No. 4/ЗАМ/2018**

**for expressing interests for the development of agricultural cooperatives**

**Technical Support – Phase One**

|  |
| --- |
| APPLICATION FOR EXPRESSING INTEREST |
| Applicant:*(to be filled in by MEDF)* |  |
| Archive number and date of the submission of the application*(to be filled in by MEDF)* |  |

The project is supported by the European Union The Project is implemented by:



## Form 1 - APPLICATION FOR EXPRESSING INTEREST

 *The documentation should be submitted in hard copy. The answers should be written in the empty fields in the second column. There is no limitation in terms of the length of the answers. They should be clear and precise.*

|  |
| --- |
| APPLICATION |
| Name of applicant – agricultural cooperative:*(please state the name of the agricultural cooperative)* |
|  |
| Name of application:*The stated name is your choice. It may be a name of the agricultural cooperative which you would establish or a name of a business idea, activity or the region in which you operate.* |
|  |
| Persons in charge of the preparation of the application: |
|  |
| Places and municipalities in which the cooperative activities will be performed: |
|  |
| Contact persons *(State at least 3 contact persons of the group, who are holders of agricultural holdings)* |
|  |
| Contact telephone number: |
|  |
| E-mail: |
|  |

## Form 2 - QUESTIONNAIRE FOR ASSESSMENT AND SELECTION OF COOPERATIVES

*The purpose of this questionnaire is to collect the data required for the assessment and selection of cooperatives. The questionnaire should be filled in clearly, concisely and appropriately in terms of the questions asked. Wherever possible, data from the official documents should be used. The completed questionnaire and the required documents should be submitted to MEDF as defined in the call.*

|  |
| --- |
| CAPACITY |
| Please state the total number of members of the agricultural cooperative: |
|  members in total |
| Please state the number of members by gender: |
| Female: membersMale: members  |
| State the number of members by age: |
| Less than 30 years membersFrom 31 to 50 years membersOlder than 51 years members |
| State the number of members by ethnicity: |
| Macedonian membersAlbanian membersTurkish membersRoma members | Serbs membersBosniaks membersVlachs members Other members |
| State the agricultural activities performed by the agricultural holdings:*Please state the main products* |
| * Fruits:
* Vegetables:
* Cereals:
* Other:
 |
| Total land area in hectares owned and leased by all members of the cooperative: |
|  hectares  |
| Total land area in hectares that is effectively used for agricultural production by all members: |
|  hectares  |
| Total units of livestock by all members of the cooperative: |
|  units of  *(please specify livestock)* |
| Total income of all members of the cooperative in the last year: |
| * Less than 10.0000 EUR
* 10.000 to 50.000 EUR
* 50.000 to 100.000 EUR
* 100.000 to 500.000 EUR
* Over 500.000 EUR
 |

|  |
| --- |
| BUSINESS IDEA |
| Please briefly explain your business idea as a cooperative:*The explation may include details about why you have decided to establish the cooperative, what problems you are trying to address, what are the results and benefits that you expect from being part of a cooperative, how do you plan to realize your business idea etc.* |
|  |
| How much income from sales you expect the cooperative to make in two years from now? |
| * Less than 10.0000 EUR
* 10.000 to 50.000 EUR
* 50.000 to 100.000 EUR
* 100.000 to 500.000 EUR
* Over 500.000 EUR
 |
| In what you intend to invest: |
| * Purchase or lease of land
* Mechanization
* Building storage facilities
* Marketing and branding of products
* Other (please specify)
 |
| Please provide brief explanation about your planned investment  |
|  |
| What is the total amount of investment in euros? |
|  EUR |

|  |
| --- |
| MOTIVATION AND READINESS  |
| How much will you invest from your own sources in the total investment? |
|  EUR |
| How much will you require from the project? *Please note that 80,000 EUR is the maximum amount that the project may provide* |
|  EUR |
|  |
|  |
| In terms of voting rights, is the principle of “one member, one vote” respected? |
| * Yes
* No
 |
| Are you willing to take part in the trainings and consultations that will be organized by the project? |
| * Yes
* No
 |

## Form 3 - LIST OF CONFIDENTIAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Information that is confidential | Number of the page or name of the form comprising such information | Reasons for the confidentiality of the information | Time period in which the information will be kept confidential |
|  |  |  |  |
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## Form 4 - STATEMENT FOR AN INDEPENDENT APPLICATION

We, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name and surname of at least three persons], in the capacity of submitters of the application under the name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, under full material and criminal liability, hereby state that we submit the application independently, without agreement with other applicants in a manner which is contrary to the regulations for protection of the competition.

Namely, under full material and criminal liability, we hereby state that at the time of the submission of the application we are fully aware of the consequences arising from the provision of false information in the Application.

Place and date Name of the agricultural cooperative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized person

of the agricultural cooperative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of a management body

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of a management body

##

## Form 5 – LIST OF MEMBERS OF THE AGRICULTURAL COOPERATIVE

We, the undersigned persons, members of an agricultural cooperative, hereby state that:

* we consent to the expression of interest for this Call and
* we actively participated in the preparation of the Questionnaire for assessment and selection of an agricultural cooperative.

Should our agricultural cooperative be selected within the Call No. 4/ЗАМ/2018, we will take active participation in the activities of the planned technical support – phase one.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.\*** | **Name and surname** | **Contact telephone** | **Signature** |
| 1 |  |  |  |
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|  |  |  |  |
|  |  |  |  |

*\*insert as many rows as necessary.*

**Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**