

**Czech Development agency**

**„Temporary Expert Assignment“**

**Promotion well-functioning self-government at the municipal level in Bosnia and Herzegovina**

Prepared by: XXXXXXXXXXX, People in Need, Desk Officer for Balkan Armenia and Georgia, XXXXXXXXXXX, XXXXXXXXXXXXX

**Temporary expert assignment (within the framework of transfer of Czech transitional expertise)**

**Title in Czech Language:**

Podpora dobře fungující samosprávy na úrovni obcí v Bosně a Hercegovině

**Title in English Language:**

Promotion well-functioning self-government at the municipal level in Bosnia and Herzegovina

**Applicant:**

People in Need (PIN), Bosnia and Herzegovina, nongovernmental organization,

Hamdije Čemerlica 31/10, 71000, Sarajevo

<https://www.clovekvtisni.cz/en/what-we-do/humanitarian-aid-and-development/bosnia-and-herzegovina>

XXXXXXXXXX, Western Balkans Regional Representative

Phone: XXXXXXXXXX, XXXXXXXXXX

Email: XXXXXXXXXX

**Partner Institutions:**

Association of Local Municipalities

Altogether 4 municipalities in Bosnia and Herzegovina – Laktasi, Livno, Maglaj, Jezero

**Estimated Area of Expertise:**

The following areas of expertise will be the subject of the sharing experience:

Good Governance

Energy Efficiency

Rural Development

**Expected Start and End Dates:**

Expected start date: March 2019

Expected end date: October 2019

**Total Amount of Days in the Field:**

20 days of direct presence in the field abroad

80 hours of direct presence in the field in Czech Republic

2 experts for 3 days in Bosnia and Herzegovina for opening and initial visit

2 experts for 40 hours days in study visit in Czech Republic

4 experts for 3 days in follow up visits in BiH

2 experts for 1 day in roundtable in BiH

**Expected Partner’s Institution Type of Cooperation:**

People in Need Bosnia and Herzegovina will be responsible for overall management of the activities, communication with partners, communication with donor, program quality overview. PIN will also provide key experts on energy efficiency and good governance, similarly PIN will also share experience with rural development lessons learnt in other transitional countries.

Association of Local Municipalities (Sdruzeni Mistnich Samosprav SMS) CR will provide key experts, having experience with local municipalities’ leadership, (mayors and vice mayors) and good practices with good governance and development project on the local municipality level. Their experts will be helping with consultation of micro-projects on the local municipality level and peer-to-peer review.

Altogether 4 municipalities in Bosnia and Herzegovina (2 from Federation Livno and Maglaj and 2 from Republika Srpska – Laktasi and Jezero) and their representatives will be the main beneficiaries of the project. Representatives of the cities will take part in all project activities and gain know-how and practical experience on good governance during the project implementation.

C**ontext:**

Postwar Bosnia and Herzegovina is struggling with a number of social and economic problems. One of the country's biggest problems is a complex, confusing and fragmented political system. The legal differences between the two main entities - the Federation of Bosnia and Herzegovina and the Republika Srpska - are the main obstacle to a systematic approach to the long-term development of Bosnia and Herzegovina. Disdained political elites often paralyze any joint decisions that could push the country forward and which are necessary for joining the European Union or other structures.

The **municipalities selected** constitute two types: Maglaj and Livno were also part of a similar project last year and for Laktasi and Jezero it will be the first time.

**Maglaj** was severely hit by the floods in 2014 and reached out to donors for support. The reconstruction after the floods was a success, which proofed that Maglaj is capable to carry out larger infrastructural projects in cooperation also with the municipality of Doboj (in Republika Srpska). Through the microproject Maglaj identified and developed a project, ‘Construction of a District Heating System’ that is energy efficient and from which the municipality as a whole will benefit.

**Livno**’s intention was to construct a waste water treatment plant and to promote this project which is part of the Municipal Development Strategy for 2014-2023.

Having also implementing other projects it would be crucial to coordinate with Embassy and CZDA after first activity of this project so we are sure to use effectively the capacities of the city.

**Jezero** was selected because it lies in Republika Srpska and has harmonious working relations with Jajce municipality, which lies in the Federation.

The Municipality of **Laktasi** has been selected because they bring a good track record of implementation of projects and solid project ideas, one of these ideas they took from last year’s Round Table. They would like to consolidate the municipal utilities invoices into one, reducing the administrative burden and facilitating simpler payment methods for their citizens.

Although over 50% of the country's GDP is reinvested in the public sector, the large and complicated state apparatus is barely performing basic administrative functions, and the country is struggling to meet the needs of its citizens (according to 2011 data, roughly 17% of the population lived below the poverty line). Local residents suffer from corruption and high unemployment, reaching 57% among young people.

Promoting the development of civil society and good governance is an important part of support for countries that are undergoing social transformation or have been struck by war. Governments in these countries fail to provide services and basic protection to their citizens, and decision-making processes are often non-transparent or burdened by corrupt practices.

Significant part of BiH population live in conditions threatening their health and energy poverty resilience. In BiH people invest over 15% of average income to utility bills.[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd)Unpaid utility bills constitute a significant portion of unresolved court cases. One of the root problems of this situation are consumer choices residential buildings owners make while building, renovating and using their property. Behavior like low maintenance of building stock which is on average 35 and more years old[[2]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd),living in buildings which stay unfinished for decades, usage of low quality or inappropriate material and unprofessional reconstructions are just some reasons causing that 60% of energy consumption in BiH is used by buildings.[[3]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd) Therefore, many experts including United Nations Economic Commission for Europe recognize energy efficiency as a priority challenge in housing sector in this region.[[4]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd)Community work at municipal level focused on awareness raising about energy efficiency (EE) measures and tools for their financing is a key step in behavioral change leading towards healthier and more resilient households[[5]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd).

Taking in consideration that energy intensity of Western Balkan is 3 times higher than intensity of EU28[[6]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd), it is clear that targeting of energy savings potential of households (IEA and WB estimates 35% potential of Western Balkan households[[7]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd) could not only solve energy vulnerability of their residents, but also decrease air pollution in one of the most air polluted European regions where alarming air quality causes several thousand deaths a year.[[8]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd)

Setting up good governance approaches on the level of municipalities might significantly support trust in institutions as well as in effective solutions driven by local needs. Sharing lessons learnt with experts, who have practical experience with these issues proved to be a successful model. Experts will be provided by both People in Need (PIN) and SMS CR. PIN experts will provide expertise on good governance and energy efficiency. SMS CR experts will provide know how and guidance on technical issues on implementation of specific projects on municipality level as well as lessons learnt on good governance.

This set up is based on successful implementation of the project enhancing sharing experience and know-how between Czech and BiH mayors. Outputs and outcomes described in the next chapter have been discussed in a participatory way with representatives of mayors who were invited for the final roundtable of Exchange of Experience and sharing of Know-How for representatives of Local Municipalities between CR and BiH. The project concept is submitted by PIN Bosnia and Herzegovina.

[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref1) Energy Poverty Presentation by Ninad Harbas, Energy consultant, Sarajevo, 2018

[[2]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref2) <http://seechangenetwork.org/wp-content/uploads/2016/10/Energy-Poverty-in-South-East-Europe_Surviving-the-Cold.pdf>,

[[3]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref3) <http://seechangenetwork.org/wp-content/uploads/2016/10/Energy-Poverty-in-South-East-Europe_Surviving-the-Cold.pdf>

[[4]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref4) <https://www.unece.org/fileadmin/DAM/hlm/documents/Publications/good.practices.ee.housing.pdf>

[[5]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref5) By improving the thermo-insulating properties of a building it is possible to achieve reduction of the total heat loss by 30 and up to 70% which can lead to equal or significant financial savings (<https://getwarmhomes.org/wp-content/uploads/2017/06/How-to-improve-REE_policy-brief_HFHI.pdf>)

[[6]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref6) Financing Energy Efficiency Investments in the Western Balkans, WBIF, 2016

[[7]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref7) Financing Energy Efficiency Investments in the Western Balkans, WBIF, 2016

[[8]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&hid=e194999e%2Df08e%2D0000%2D2fa2%2D0ced594119fd&WOPISrc=https%3A%2F%2Fclovekvtisni%2Esharepoint%2Ecom%2Frdd%5Ftrans%2Fbal%2F%5Fvti%5Fbin%2Fwopi%2Eashx%2Ffiles%2Fdd0d2b1bd32a47e7826c0307340c2c52&&&wdEnableRoaming=1&wdOrigin=AppModeSwitch&wdRedirectionReason=Unified%5FViewActionUrl&wdPid=621A6EE9&wdModeSwitchTime=1539865459311&wdPreviousSession=a1b599a7-0523-432d-b709-303e919bf851&pdcn=pdc57dd#_ftnref8) <https://www.eea.europa.eu/publications/air-quality-in-europe-2017>

During 2018 final event, at the Round Table, the following lessons learned were shared of which the following will be discussed with the participating municipalities for further work:

**Expected Outcomes and Results by the Applicant:**

Project will improve local government practices in four municipalities of Bosnia and Herzegovina by sharing experience and transferring know-how from the Czech Republic

Following indicators will be monitored during the project duration and evaluated by the end of the project:

* # public events where the proposed microprojects is presented
* # newspapers articles prepared sharing information about the micro projects
* # likes in social media, where the micro-projects are presented

The project will be delivered in the following sequence of the activities:

**A1 – Context analysis of involved municipalities**

Detailed analysis of all relevant documents (including development strategies, municipalities’ needs, strategic plans, public policies, existing projects on the level of municipalities etc.) will be prepared by project experts. PIN project coordinator will hold informative meetings and consultations with municipality representatives of all involved municipalities. More detailed contextual analysis and recommendations on particular microprojects supporting good governance on municipality level will be elaborated as a preparation for the follow-up activities.

**A2 - Project launching and initial expert visit**

The project will be officially launched at the Embassy of the Czech Republic in Sarajevo and will be attended by representatives of the Embassy, one nominated expert, one member of the implementation Team and mayors involved. It will include presentations of specific activities of this project and clarification of the roles of involved organizations and experts.

Expert will be also in charge of doing individual consultations with representatives of participating municipalities and other partner organizations in BIH, presenting good experience of microprojects supporting good governance, and presenting good practices in good governance. Special micro-projects for individual sites will be specified and agreed upon through this activity (1 specific project per municipality).

After completion, a report from the initial expert visit will be prepared and submitted to the CZDA for approval.

The report from the introductory expert's report will include:

- analyzing the needs of municipalities and setting out outputs with their indicators, ie. their expected results and baseline data, sources and possibilities of verification

- proposal of the content and scope of "micro-projects" aimed at supporting local municipalities in increasing the effectiveness and quality of public administration performance within identified topics

- a proposal for the date of study visit, list of selected participants from municipalities (including the name, surname, contact details and positions held in public administration for selected persons and reasons for this selection) and a program of study trips to the Czech Republic

- a brief record of all the initial meetings held in Bosnia and Herzegovina

-follow-up consultations with the municipalities, planning of these visits

**A3 - Study visit in Czech Republic**

Altogether 8 representatives of BiH municipalities (2 per each municipality) will attend a study trip to the Czech Republic by the end of June 2019 latest. The total duration of the study trip will be 5 working days.

Municipalities will already have microprojects selected. The purpose of the study trip will be to see good practices from CR related to their micro-projects, and the Czech mayors will engage also in sharing good practices on citizen participation (good governance) in accepting these infrastructural projects. Participants will visit existing examples of projects that they have also identified and will develop concrete plans for implementing micro-projects. We will focus especially on how to involve citizens to guarantee a level of transparency and good governance. Study visit will also cover LEADER approach and its good practices from Czech Republic. The program will be practically oriented and participants will develop specific frameworks for the implementation of micro-projects with the inclusion of citizen’s participation during their study visit. These frameworks will be further developed with the support of the experts after the study trip.

**A4 - Expert visit to Bosnia and Herzegovina**

Experts, Mayors from several municipalities in CR, will supervise the implementation of individual micro-projects on site. Micro-projects will be implemented on the basis of the plans that were created during the study trip to the Czech Republic and the subsequent consultations.

Expert trip to Bosnia and Herzegovina will be attended by 4 members of the team (we will select them according to expertise in the pre-identified micro-projects so it will be tailor made). One expert will be assigned per 1 municipality. Expert trips will last for 3 working days per each municipality(travel time is not counted into these three days).

**A5 - Final Roundtable for representatives of municipalities in BiH**

The program of the roundtable will be developed and shared with CZDA for their comments.

The seminar will take place by the end of October 2019 and will be attended by 1 expert and representative of implementing team in Bosnia and Herzegovina. It will take place either in one of the cities involved or in Sarajevo and will take 2 working days (without travel time).

The aim will be to share and evaluate the implementation of "micro-projects" supporting good governance, in increasing the efficiency and quality of municipality public administration performance within identified topics, sharing experience with the preparation, implementation and impact of micro-projects, presenting concrete case studies of micro-projects. Representatives of 10 local authorities from Bosnia and Herzegovina will be invited to take part.

At the end of the roundtable, a press conference will be held, at least 10 representatives of different types of media (printed, audiovisual, online) from both countries will be invited, a press conference will be published in Czech, English, Croatian, Bosnian and Serbian language, including accompanying photos and other information material.

The content of the press release will be consulted with the CZDA and we will ensure there is proper visibility of CZDA.

**A6 - Expert opinion/Final Report**

At the end of the project, an expert opinion will be elaborated with a minimum of 5 standard pages without annexes in English and sent to the CZDA for approval no later than 15 working days after the seminar in Bosnia and Herzegovina. The CZDA's comments will be incorporated within 3 working days of receipt.

The expert opinion will include a brief description of the study trip to the Czech Republic and the expert trip to Bosnia and Herzegovina, a summary of the conclusions from the seminar in Bosnia and Herzegovina and an assessment of the preparation, implementation and impact of micro-projects in relation to the needs analysis of municipalities in Bosnia and Herzegovina setting out outputs with their indicators, ie their expected results and default data.

Attachment of the expert opinion will be the lists of participants in the study trip to the Czech Republic, expert trips to Bosnia and Herzegovina and seminars in Bosnia and Herzegovina, photographs and media outputs.

**Expected time schedule**:

Expected time schedule of the activities is described in the table below

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | Context analyses of the municipalities involved | x | x |  |  |  |  |  |  |
| 2 | Project launching and initial expert visit |  | x | x |  |  |  |  |  |
| 3 | Study visit to Czech Republic |  |  | x | x | x |  |  |  |
| 4 | Expert visit to Bosnia and Herzegovina |  |  |  |  | x | x | x |  |
| 5 | Final Roundtable for representatives of municipalities in BiH |  |  |  |  |  |  | x |  |
| 6 | Expert opinion |  |  |  |  |  |  |  | x |

**Team Members:**

*XXXXXXXXXXXXXXXXXXXXXXXX*

**Expected Amount of Work in Total:**

|  |  |  |
| --- | --- | --- |
|  | **Role** | **Work load** |
| **XXXXXXXXXX** | She will be present during the following activities (1) Research on available documentation and recommendations, (2) Launching and initial expert visit and (3) Study visit to CR, (6) Expert opinion | 3 days of work abroad  64 hours of work from Czech Republic |
| **XXXXXXXXXX** | He will be supervising project implementation and making sure that the project is implemented in line with all necessary procedures | 72 hours of work from Czech Republic |

**Amount of Work per Expert in Total:**

|  |  |  |
| --- | --- | --- |
|  | **Role** | **Work load** |
| **XXXXXXXXXX** | He will be present during the following activities (1) Research on available documentation and recommendations, (2) Launching and initial expert visit and (3) Study visit to CR, (5) Final Roundtable | 5 days of work abroad  40 hours of work from Czech Republic |
| **XXXXXXXXXX** | He will be present during the following activities (3) Study visit to CR, (4) Expert visit to Bosnia and Herzegovina, (5) Final Roundtable | 2 days of work abroad  40 hours of work from Czech Republic |
| **3 experts from Association of Local Municipalities** | They will be present during the following activities - (3) Study visit to CR, (4) Expert visit to Bosnia and Herzegovina | 9 days of work abroad  –  3 days per 3 experts |

**Amount of Work per Team in Total:**

Whole team will spent altogether 46 expert days on the implementation of the project.

This will be divided into:

22 day of work abroad

216 hours of work from Czech Republic

Project team will be also supported by part time project Assistant, who will facilitate organization of the activities in Bosnia and Herzegovina.

**Funding:**

Overall budget of the project is 915 000 CZK.

See the detailed budget enclosed as an attachment.

**Complementarity:**

The Council of Europe (CoE) is supporting the democratic development of BiH by strengthening governance at all levels through public administration and local government reform, which is key to the country’s EU integration agenda. From a needs assessment came the following findings: The main shortcomings identified in this exercise are related to strategic planning, public service delivery, municipal organization and management capacity, civil participation and inter- and cross-border co-operation. The Council of Europe is working with 20 municipalities.

1) At legislative level with the aim of improving legislation on local self-government in line with Congress recommendations and best European practice and supporting the adoption of harmonized civil service legislation across state, entity, canton and local levels;

2) At capacity-building level, based on a specific Toolkit of the Centre of Expertise and corresponding needs of the country: to support the introduction of modern human resources management practices; to strengthen the participation of citizens in political decision-making; and to facilitate inter-municipal and cross-border co-operation.[[1]](#endnote-1)

OSCE is implementing good governance projects targeting municipalities in local areas. They have 8 Field Offices, Tuzla, Foca, Mostar, Banja Luka, Brcko, Travnik, Drvar and Sebrenica and Sarajevo through which they work on Good Governance and social cohesion in the area.

UNDP is working in 50 municipalities on good governance.

CZDA was implemented projects supporting energy efficiency, waste management and similar project in targeted locations, Maglaj, Mrkonic Grad and Livno in 2018.

1. ***(from Council of Europe Action Plan for Bosnia and Herzegovina 2018-2021, page 20)*** [↑](#endnote-ref-1)