

Support to the Environmental Nongovernmental Organizations (NGO) in Bosnia and Herzegovina

FINAL REPORT

January 1st 2004 – November 30th, 2005

Report prepared by:

**The Regional Environmental Center for Central and Eastern Europe
Country Office for Bosnia and Herzegovina**



About the REC

The Regional Environmental Center for Central and Eastern Europe (REC) is a non-partisan, non-advocacy, non-for-profit, project based organisation with a mission to assist in solving environmental problems in Central and Eastern Europe. The center fulfils this mission by promoting cooperation among non-governmental organisations, governments, businesses and other environmental stakeholders, by supporting the free exchange of information and public participation in environmental decision-making.

The REC was established in 1990 by the United States, the European Commission and Hungary. Today, the REC is legally based on a Charter signed by the governments of 28 countries and the European Commission, and on an International Agreement with the government of Hungary. The REC has its head office in Szentendre, Hungary, and country offices and field offices in each of its 16 beneficiary countries which are: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, FYR Macedonia, Poland, Romania, Serbia and Montenegro, Slovakia, Slovenia and Turkey.

REC Country Office for Bosnia and Herzegovina

REC Office in Bosnia and Herzegovina was established in March 1997, with the main goal to provide adequate support to development of environmental protection, conservation and improvement in the country.

Since the establishment, Country Office B&H has been acting in promoting dialogue between different stakeholders (government, scientific-research organizations, business, NGOs, media) involved in environmental matter.

All REC's activities have been addressed to both B&H entities (Federation of B&H and Republic of Srpska, and Brcko District), encouraging any progress in environmental sector.

Contact

The Regional Environmental Center for Central and Eastern Europe
Country Office for Bosnia and Herzegovina

Address: Kalemova 34, 71000 Sarajevo

Bosnia and Herzegovina

Tel/Fax: +387 33 209 130; 263 050; 263 051

Web site: www.rec.org.ba



Table of Contents

	Page No.
1. General information about the project	5
1.1. Project background	5
1.2. Overall objective	5
1.3. Project purpose	6
2. Summary of the project activities	6
2.1. Grants giving procedure	7
2.1.1. Calls for Grants	7
2.1.2. Local Advisory Board (LAB)	7
2.1.3. Collection of the concept papers	7
2.1.4. Evaluation of the concept papers	8
2.1.5. Collection of the full project proposals	8
2.1.6. Organisation of the Local Advisory Board (LAB) meeting	9
2.1.7. Notification of the NGOs on LAB decision	9
2.1.8. Organisation of the Winners Meetings	9
2.1.9. Short overview of the awarded projects within each call for grant	11
2.2. Grants monitoring	14
2.3. Capacity building of NGOs - training	20
2.3.1. About the Manual on project proposal writing	20
2.3.2. About the Training for NGOs	21
2.3.3. Evaluation of the training	23
2.4. The activities carried out by the REC Project team	29
3. Conclusion	32
4. Annex I	33
4.1. NGO project's final reports (hardcopy)	



Abbreviations

REC – The Regional Environmental Center

CEE – Central and Eastern Europe

BiH – Bosnia and Herzegovina

NGO – Non-Governmental Organisation

CO – Country Office

CP – Concept Paper

FP – Full Proposal

LAB – Local Advisory Board

LEAP – Local Environmental Action Plan



1. General information about the project

1.1. Project background

The damage to the environment in Central and Eastern Europe (CEE) presents risks to human health and the natural balance of life. Significant problems with air, water and soil pollution, traffic congestion, deforestation and more remain to be addressed.

Nongovernmental organisations (NGOs) have always been important for raising the profile of environmental issues. NGOs are key players in the development of civil society in CEE. Environmental NGOs form one of the biggest and most active civil sectors in the region. Working together on environmental activities, people have been rebuilding a sense of community purpose, improving their local environment and introducing a new generation to their responsibilities to the environment. NGOs function as a vehicle for public participation. They serve as channels of communication with the public and also a voice for the public's concerns toward the government. They have great expertise and a willingness to carry out the practical elements of protecting the natural environment. It is important that NGOs realise what role they can play in society and how they can serve most efficiently as intermediaries between the government and citizens. They can build up different structures based on principles of democracy and transparency, making use of a number of legal and informal tools such as the media.

There is general standpoint that environmental NGOs in BiH are not developed enough, their management structure is very weak and most of them have no basic means for work. Most of the NGOs work on ad hoc basis, gathering members together only in some symbolic actions without permanent action and development plan. One of the basic problems is the lack of an adequate mutual NGO cooperation and networking in line with their program goals and objectives, although there have been attempts to have an organized approach to environmental issues. In order to over-exceed such situation some of the NGOs started campaign of making forums, but this practice has not brought any visible positive results so far. There is also an effort for establishing and running an NGO electronic network in BiH.

As the environmental NGOs in BiH are not in a position to use their role to a maximum effect in the process of civil society strengthening, they need continued and firm support.

1.2. Overall objective

The overall objective of this project was support to development and strengthening the environmental NGOs in Bosnia and Herzegovina and their small-scale projects. This was achieved through the Local Grants Programme at the local and national levels, which



strengthened NGO capacity to carry out their own projects, enabling them to contribute to the sustainable development and public participation in carrying out environmental projects on the following topics:

- Developing the Local Environmental Action Plan (grants up to 10.000 EUR),
- Water Management (grants up to 10.000 EUR),
- Brown issues - Waste management and Rural Development (grants up to 10.000 EUR)

It also aimed to improve transparency and quality of environmental decision-making, to build capacities and to empower local communities to address their environmental problems.

The time foreseen for the project implementation was 24 months.

1.3. Project purpose

The purposes of the project were:

- To enhance effectively NGOs participation in the environmental decision-making process;
- To enhance NGOs cooperation with local authorities and central government on environmental issues;
- To raise public awareness on environmental issues;
- To initiate the process of preparation of the LEAPs in some municipalities and to mobilize relevant local stakeholders to take an active part and give their contribution to the process of developing LEAP
- To define, estimate and rank environmental problems, based on the risk on human health, eco-systems and overall quality of life.

2. Summary of the project activities

Signing of the Agreement between the REC BiH and the Austrian Embassy in BiH/ Austrian Coordination Office (donor) on 12th December 2003.

REC BiH defined the methodology, timeline of implementation, and Terms of Reference for each project team member (January 2004).

Project has been presented through various information channels (REC BiH website; REC BiH Bulletins; press releases, etc). REC staff also used the opportunities to present the project on various REC events in the country.

Grants were given to 16 NGOs, through three calls for grants.

All awarded projects were implemented.

Monitoring of all projects as conducted.



Several training sessions were conducted, with the purpose to strengthen the capacities of the environmental NGOs in project preparation.

Publications were prepared, printed and disseminated.

2.1. Grant giving procedure

2.1.1. Calls for Grants

Granting process was divided in two stages: concept paper stage and full proposal stage. Call for Grants and the Guidelines for Preparing the Full Proposals were created for each call and sent to the Austrian Coordination Office Sarajevo for approval. After received approval, they were translated into local language and announced in daily newspapers “Dnevni avaz” in Federation of BiH and “Glas srpski” in Republic of Srpska. Each call for grants were posted on the REC BiH web-site <http://www.rec.org.ba> and sent through the REC BiH e-mailing list of environmental NGOs.

2.1.2. Local Advisory Board (LAB)

Before announcement of the calls for grants, REC project team members established the experts’ panel for projects evaluation, so called Local Advisory Board (LAB). The Local Advisory Board was an independent body composed of five BiH experts who had professional expertise on a wide range of certain environmental issues. The composition of the LAB members was also balanced in terms of geographic distribution, expertise, background, gender and nationalities. The same LAB members participated in the evaluation of the project proposals in all three calls for grants. It was decided that just one member of the LAB would participate in the evaluation of the concept papers, but all of them in full project proposals evaluation. Monitoring consultant, appointed by the Austrian Cooperation Office in Sarajevo, participated in each concept paper and full proposal evaluation.

2.1.3. Collection of the concept papers (CP)

In the call for grants, NGOs were invited to submit their concept papers (short description of the project with estimated budget - max. 2-3 pages) and to identify the key stakeholders. They were asked to follow the ‘Concept Paper Form’ and to submit all necessary documentation, such as:

- Administrative information
- Project Description
- Eligibility documents (copy of the NGO’s registration, a letter of support from the president or director of the NGO, a letter of support from the local authorities/municipalities, or other stakeholder, a short organizational profile, list of projects implemented and the annual budget of the organization)
- Statement of Cooperation fulfilled by relevant partner



The applications were accepted in local language. While collecting the concept papers, REC BiH staff pre-screened the eligibility of the project proposals based on the following criteria:

- The project proposal are completed according to the given guidelines;
- The topics are addressed in the project proposals;
- The NGO has a valid legal status;
- The budget is within the limit;
- The project activities are within the program's timeline.

2.1.4. Evaluation of the concept papers

The concept papers that met mentioned criteria entered the first stage of the evaluation procedure. They were numbered, filed, copied and delivered to the selected LAB member and Austrian monitoring consultant, who evaluated them and decided which concepts would go to the second stage - full proposal.

The REC BiH was in charge for facilitating, chairing the meeting and taking LAB minutes. After the evaluation of the concept papers and notification of the NGOs whose concept papers were selected or rejected, the results were announced on the REC web page and in the REC Bulletin.

2.1.5. Collection of the full project proposals (FP)

NGOs, whose concept papers were awarded, were invited to submit the full project proposals, according to the previously prepared Guidelines. The NGOs were also invited to submit all necessary documentation, such as:

- Proposal cover page;
- Logical framework;
- Narrative description of the project;
- Completed budget summary;
- Budget justification by phase and activity;

and supporting documentation:

- Description of the NGOs background and
- CVs (Biography) of the project coordinator.

After the submission of full proposals, the invitations for the LAB meeting were sent to all LAB members. The copies of the full project proposals, together with instructions for evaluation and evaluation sheets previously prepared by the REC BiH, were delivered in advance to all LAB members and monitoring consultant.



2.1.6. Organisation of the Local Advisory Board (LAB) meeting

The LAB meetings for the full project proposal evaluations were held at the REC BiH Office in Sarajevo (dates of the meeting are available in the timeframe table). REC BiH staff also participated at the meetings and was in charge for facilitating, chairing the meeting and taking LAB minutes.

LAB members and monitoring consultant evaluated the full project proposals, giving their comments and marks. Final decision about the most qualitative projects was made by the consensus. After decision, the LAB members were obliged to sign the evaluation form for each awarded project with their comments (if existed) and awarded amount. They were also obliged to give detail comments for rejected project proposals.

The results of the each LAB meeting and awarded grants were posted on the REC BiH web site and announced in the REC BiH Bulletins.

2.1.7. Notification of the NGOs on LAB decision

The REC BiH notified all NGOs who submitted project proposals about the LAB decision by the official letters, sent by mail. Awarded NGOs were notified about the LAB decision; amounts awarded and were invited at the Winners Meeting. Rejected NGOs were notified about the LAB decision and detailed reasons for project proposals rejection, based on the LAB comments.

2.1.8. Organisation of the Winners Meetings

The representatives of the NGOs, whose projects were granted, were invited to the Winners Meeting at the REC Office in Sarajevo. At the meetings, the project leaders presented the projects, and after discussions on the budget lines with REC BiH Financial Manager, they were informed about reporting procedure (progress and final narrative and financial reports) and way of payments. The Award Agreements were signed between the REC BiH and NGOs representatives in two original copies (one copy for each side).

The first payment (40%) of the awarded amount was made to the NGOs after the each winners meeting. Subsequently payments (20%) were made upon revision of the required reports, in accordance with the approved disbursement schedule. Third payment was transferred to the NGOs bank accounts after submission and approval of the Final Report.

(Detailed grant giving procedure was explained, and all related documentation, such as Call for Grants and Guidelines for Full Proposal, newspaper announcements, CVs of the LAB members, LAB minutes, lists of awarded concept papers and full proposals, were submitted within the Progress Reports No I – III and Interim Report submitted in November 2004)



Grant giving activities - timeframe

Item	Call 1. Local Environmental Action Plans (LEAP)	Call 2. Water Management	Call 3. Brown Issues /Waste Management and Rural Development/
Preparation of the call announcement and guidelines	January 2004	March 2004	July 2004
Call announcement	7 th February 2004.	21 st April 2004.	17 th August 2004.
Deadline for submission of the Concept Papers	24 th February 2004.	17 th May 2004.	8 th September 2004.
Number of the Concept Papers received	23	45	66
Concept Papers evaluation	11 th March 2004.	28 th May 2004.	20 th September 2004.
Number of the Concept Papers approved	6	10	17
Deadline for Full Proposals submission	9 th April 2004.	28 th June 2004.	15 th October 2004.
LAB meeting	26 th April 2004.	8 th July 2004.	25 th October 2004.
Number of awarded projects	3	6	7
Winners Meeting	28 th April 2004.	16 th July 2004.	4 th November 2004.
Timeframe of the projects implementation	1 May 2004 – 1 March 2005	20 July 2004 – 20 May 2005	05 November 2004. – 05 September 2005.
Total amount for distribution	30.000 EUR	60.000 EUR	60.000 EUR
Total amount granted	28. 300 EUR	53.383 EUR	54.740 EUR



2.1.9. Short overview of the awarded projects within each call for grant

Financial support was provided to 16 selected projects, involving 18 NGOs and other 14 stakeholders (schools, communal enterprises, municipalities, media etc.), in total amount of **136.423 EUR**. This granting programme, launched for the environmental NGOs aimed to strengthen their capacities and initiatives in addressing sustainable development issues and encouraging public participation.

The projects were implemented mostly in the central and north-eastern part of Bosnia and Herzegovina (Banja Luka, Srbac, Sarajevo, Fojnica, Srebrenik, Tuzla, Kelesija, Teslic, Prijedor, Sipovo, Gornji Vakuf and Jablanica. Implementation of the selected projects began in May 2004 and ended in September/October 2005. Some NGOs requested prolongation of their projects, what was approved by the donor.

- ❖ **1. Call for grants:** Three of the projects supported were local in scope, involving local NGOs and local municipalities in the process of creation of the Local Environmental Action Plans (LEAP). These projects focused on NGOs cooperation with local authorities and local stakeholders in creation of the LEAP document.
- ❖ **2. Call for grants:** Six projects supported within this call, were also local in scope, focusing on water management. The projects addressed the issues related to the deterioration of ground water and eutrophication of surface water, both stemming from point and non-point sources of pollution from agriculture, industry and municipal sectors, as well to land-use and wastewater management. Activities were focused on public access to water-related information, capacity building, and reinforcing community involvement in solving problems at selected hot spots.
- ❖ **3. Call for grants:** Seven projects supported were national in scope and were focused on mutual cooperation with environmental stakeholders by using the existing capacities and skills acquired in the waste management and treatment field, with influence on development of waste management initiatives, rural (local community) development planning; education in terms to challenge the traditional practices and raising awareness and public participation through campaigns, educational programmes, media etc.

Almost all of the supported NGO projects addressed public awareness issues and public participation approach to decision making.

In accordance with LAB members' decision, not all amounts available for distribution in each call were granted. Total amount available for grants was 150.000 EUR. Amount granted for the 1st Call was **28. 300 EUR**, for the 2nd Call was **53.383 EUR** and for the 3rd Call **54.740 EUR**. The amount of 13.577 EUR remained unspent, which was later used for NGOs capacity building in project proposal preparation.

The list of all awarded projects

1. LEAP document preparation

No	REC number	Name of NGO (leader)	Project title	Project partners	Awarded amount
1.	LO 14 451	“Green Vrbas”, Srbac	LEAP for Srbac Municipality	Srbac Municipality and NGO “The Young researches of Banja Luka”	9. 500 €
2.	LO 14 456	«Greenway Consulting», Sarajevo	LEAP for Fojnica Municipality	Fojnica Municipality	8. 800 €
3.	LO 14 460	Center for Environmentally Sustainable Development "CESD"	LEAP for Stari Grad Sarajevo Municipality	Stari Grad Sarajevo Municipality	10. 000 €

2. Water Management

No	REC number	Name of NGO (leader)	Project title	Awarded amount
1.	LO 14 475	Center for Environmentally Sustainable Development "CESD", Sarajevo	Raising of awareness of farmers and agricultures on application of fertilizers and good agricultural practise aiming prevention of water resource diffuse pollution	9.898 €
2.	LO 14 478	"ECO GREEN" from Srebrenik	Eco protection of Tinja river	9.000 €
3.	LO 14 482	"ECO GREEN" from Kalesija	Springs of fresh and mineral water in Majevisa mountain	7.000 €
4.	LO 14 495	Association of doctors and health assistants on social medicine - public health FBiH, Tuzla	Evaluation of the risks of Modrac lake, as future source of water supply to human health	9.985 €
5.	LO 14 497	The Young researches of Banja Luka	Public participation in water management in basin of river Vrbas	10.000 €
6.	LO 14 529	"ECO GREEN" from Tuzla	Contribution to decreasing pollution in Modrac	7.500 €



			accumulation, as source for water supply of Tuzla Canton	
--	--	--	--	--

3. Brown issues (Waste management and rural area development)

No	REC number	Name of NGO (leader)	Project title	Project partners	Awarded amount
1.	LO 14 569	EKO TIM from Sarajevo	Waste recycling-step to future	Students' EFM Radio	8.582 €
2.	LO 14 578	Futura Plus, Teslic	Development of the ecological standards in Djulici	J.P. Komunalac, Teslic	7.264 €
3.	LO 14583	«Sanus», Prijedor	How to manage waste properly - what is recyclable waste	NGO Familija, Prijedor	8.050 €
4.	LO 14 584	EKO Neretva, Jablanica	Selection for recycling - a way to sustainable waste management	1. RTV Jablanica; 2. Communal enterprise Jablanica	8.792 €
5.	LO 14 586	The Center for Ecology and Energy from Tuzla	Let's compost together	1. Vesta Radio, Tuzla	7.581 €
6.	LO 14 593	Eko-zone, Šipovo	For clean Šipovo	Schools: Nemanja Vlatković, Petar Kočić, Šipovo; Radio Klub Iskra – Radio «The best radio», Šipovo; 4. Municipality Šipovo	7.250 €
7.	LO 14 610	Eko movement 2001, G.Vakuf - Uskoplje	Nature does not need our garbage	1. JKP «Radovina», G.Vakuf/Uskopje	7.221 €



The map of awarded projects in all 3 calls for grants



2.2. Grants Monitoring

After signing the award agreements, the NGOs started with project implementation. From the beginning of projects implementation, REC has been closely monitoring the implementation of all activities in accordance with the terms and conditions of the grant agreements.

Monitoring of NGOs project activities was realised in the following ways:

1. Regularly contacting of the NGOs representatives on on-going activities:

In regular contacts with NGO who were engaged in the projects, REC staff was able to get information about the project implementation and possible obstacles. Most of those obstacles were solved during the project implementation.

2. Monitoring of project activities through narrative and financial reports submitted by the NGOs:

NGOs submitted the reports in accordance to the signed agreements. The reports included a narrative report on the progress of the project implementation and a financial report that indicated financial status of the project. REC project team reviewed submitted reports in order to ensure that all activities were carried out in

accordance with the plans stated in the agreements, and provided feedback to the NGOs.

3. On site monitoring (meetings with NGOs coordinators/leaders of projects)

On site monitoring was very important during the project implementation.

All NGOs were visited in their premises and the projects were monitored on site. By official letter, the NGOs were previously informed about the monitoring visit and documentation that should be prepared. REC staff was obliged to conduct at least one on-site monitoring of all awarded projects. Due to some problems/delays in the implementation of the LEAP projects, there was a need to conduct several on-site monitoring and to hold the meetings with the project leaders and their partners

Overview of conducted on site monitoring and meetings

1. LEAP development

No	REC number	Name of NGO (leader)	Project title	On - site monitoring	Meetings
1.	LO 14 451	“Green Vrbas”, Srbac	LEAP for Srbac Municipality	3.2.2005.	21.07.2005. 02.09.2005. Presentation of LEAP 27.10.2005.
2.	LO 14 456	«Greenway Consulting», Sarajevo	LEAP for Fojnica Municipality	31.01.2005.	15.03.2005. 14.09.2005. 28.10.2005. Presentation of LEAP 31.03.2005.
3.	LO 14 460	Center for Environmentally Sustainable Development "COOR"	LEAP for Stari Grad Sarajevo Municipality	14.01.2005.	19.08.2005. 02.11.2005. Presentation of LEAP 12.10.2005.

2. Water Management

No	REC number	Name of NGO (leader)	Project title	On - site monitoring	Meetings
1.	LO 14 475	Center for Environmentally Sustainable	Raising of awareness of farmers and agricultures on	14.01.2005.	04.03.2005.



		Development "COOR", Sarajevo	application of fertilizers and good agricultural practise aiming prevention of water resource diffuse pollution		
2.	LO 14 478	"ECO GREEN" from Srebrenik	Eco protection of Tinja river	21.12.2004.	/
3.	LO 14 482	"ECO GREEN" from Kalesija	Springs of fresh and mineral water in Majevisa mountain	22.12.2004.	/
4.	LO 14 495	Association of doctors and health assistants on social medicine - public health FBiH, Tuzla	Evaluation of the risks of Modrac lake, as future source of water supply to human health	22.12.2004.	15.06.2005.
5.	LO 14 497	The Young researches of Banja Luka	Public participation in water management in basin of river Vrbas	03.02.2005.	/
6.	LO 14 529	"ECO GREEN" from Tuzla	Contribution to decreasing pollution in Modrac accumulation, as source for water supply of Tuzla Canton	21.12.2004.	28.04.2005.

3. Brown issues (Waste management and rural area development)

No	REC number	Name of NGO (leader)	Project title	On - site monitoring	Meetings
1.	LO 14 569	EKO TIM from Sarajevo	Waste recycling-step to future	27.09.2005.	15.06.2005. 27.10.2005.
2.	LO 14 578	Futura Plus, Teslic	Development of the ecological standards in Djulici	04.04.2005.	/
3.	LO 14583	«Sanus», Prijedor	How to manage waste properly - what is recyclable waste	06.04.2005.	/



4.	LO 14 584	EKO Neretva, Jablanica	Selection for recycling - a way to sustainable waste management	06.04.2005.	03.03.2005.
5.	LO 14 586	The Center for Ecology and Energy from Tuzla	Let's compost together	30.05.2005.	/
6.	LO 14 593	Eko-zone, Šipovo	For clean Šipovo	07.04.2005.	/
7.	LO 14 610	Eko movement 2001, G.Vakuf - Uskoplje	Nature does not need our garbage	29.03.2005.	/

(Minutes from the on site monitoring of all mentioned projects, were submitted to the donor in the Progress Reports No. V, VI and VII.)

Additional information about monitoring/meetings and activities conducted in the period from 15th August – 15th November are given below.

Project “LEAP of the Municipality Stari Grad Sarajevo”

REC BiH office in Sarajevo organized meeting with NGO “COOR” on 19th August 2005, to get updated information and explanation of the obstacles that encountered within the LEAP document. NGO submitted the draft LEAP document to the REC office. REC BiH LEAP experts reviewed the document and concluded that it was very good developed.

Some delays occurred in adoption of the document by the Municipal Council, due to summer holidays in August. NGO “COOR” submitted the request for prolongation of the project, which was, in consultation with the donor, approved until the end of September 2005. After the adoption of the draft document by the Municipal Council, the document was widely presented to the public. The comments from the organizations/institutions and the citizens were taken into consideration by the NGO and the modified version of the document was submitted to the Municipal Council for adoption. NGO organized presentation of LEAP on 12th October in the Municipality. REC BiH staff participated at the presentation.

NGO submitted Final report and the LEAP document to the REC office in October. Report was reviewed and the third instalment was transferred to the NGO bank account.

Note: After all delays during the project implementation, REC considered this project as very successful one.

Project “LEAP of the Municipality Srbac”

REC BiH office in Banja Luka conducted on-site monitoring at NGO “Green Vrbas” premises on 2nd September 2005, to get updated information about the project. After all



problems during the implementation of this project, big progress in its implementation was made during the period July 21- September 02. During this period, the project coordinator and the local experts prepared draft materials for six topic areas and presented these materials on four half-day workshops. These half-day workshops were organized as follows:

1. The first topic area: Water management, presentation of draft materials was organized in premises of the Municipality Srbac on August 09, with 23 participants
2. The second topic area: Waste management, presentation of draft materials was organized in premises of the Municipality Srbac on August 16, with 22 participants
3. The third and fourth topic areas: Land use and management, Economy and environment, presentation was organized in premises of the Municipality Srbac on August 23, with 15 participants
4. The fifth and sixth topic areas: Forest management, Biodiversity, presentation of draft materials was organized in the Hotel "RAKOSTAK" in Srbac on September 02. with 31 participant

All these presentations were covered by the local media, "Radio Station Srbac", and by the reports from the presentations in local central info news.

The similar approach was used for other topic areas, as follows:

1. Topic areas: Public health and Air - presentation of draft materials was scheduled for September 09
2. Topic area: Spatial management - presentation of draft materials was scheduled for September 16.

Project coordinator included all draft materials from all topic areas in the final document by September 25 and delivered this document to Assembly of the Municipality Srbac for adoption, by September 30. Project coordinator also prepared the Summary of the LEAP document, to be printed out and delivered to citizens in the Municipality Srbac by September 30.

On 27th September 2005, REC BiH received the request for prolongation of the project, until 30th October 2005. Request was delivered to the donor, who approved it. The presentation of the Final LEAP document was held in Municipality Srbac on 27th October 2005, where the Municipality adopted the LEAP document. REC staff participated on the final presentation.

NGO delivered the final report and the LEAP document to the REC office at the beginning of November. Regarding the financial issues, REC representatives checked all costs made in previous period and assured that all costs are in accordance with the budget. Report was reviewed and the third instalment was transferred to the NGO bank account.



Project: “Waste recycling – step to future”, NGO EkoTim Sarajevo

Because of some problems occurred during the implementation of the project, some activities had to be changed and the project duration was eleven months (05.01.2005. to 31.10.2005.), instead of planned six months (from 05.01.2005. to 05.07.2005.). Main goal of this project was awareness raising and promotion of waste recycling. The project was realized in two phases:

I phase: 05.01.2005. - 06.06.2005. Realization started in accordance with the plan in the project proposal.

II phase: 04.07.2005. – 31.10.2005. Realizations of the second phase began later because the NGO waited for funds necessary for realization of the second phase. In this phase, NGO faced serious problem, because the Waste Management Company “RAD” decided to delay pilot project for recycling to 2006. After the NGO intervention, and several meetings in the Ministry for Physical Planning and Environmental Protection of Canton Sarajevo and Waste Management Company “RAD”, responsible institutions decided to continue with pilot project on one settlement in this year. There were also some problems related to the tender for buying new containers. During the realization of second phase, NGO continued the activities on education of children in elementary schools, and also organized one educational trip and workshop in nature for children from the best schools in competition in collection of recyclable waste. On the end of the project, the pilot project for waste recycling NGO spread on the settlement Mojmiilo, according to the proposal, and “Ekotim” activists were played key role in educational and informational activities. During the second phase of project NGO established contacts with other stakeholders and made arrangements for continuation of the project. More information is available in the NGO Final Report.

REC asked NGO for the official explanation of the project delay, after which the official information was received from the Ministry for Physical Planning and Environmental Protection of Canton Sarajevo (on 7th November), in which they explained and justified reasons for prolongation.

Note: This project showed that nongovernmental sector could successfully work with the governmental institutions on the same problems and get their support in any means.



2.3. Capacity building of NGOs - training

During the period since the last Progress Report (No.7), the second session of training for NGOs was conducted.

Even though this project was focused on grant-giving activities, REC BiH discussed with the donor the possibility to use the amount of 13.577 EUR, which remained after the grants awarding, for strengthening the NGOs capacities. It was agreed that these funds would be used for the training sessions on project proposal writing and creation of the NGO Manual on this issue. Training sessions were organised for the NGOs who applied on calls for grants, but were not awarded for funding.

2.3.1. About the Manual on project proposal writing

To respond to the training needs of the environmental NGOs in BiH, which are seeking to develop their skills and knowledge on particular topics, REC BiH prepared the Training Manual, which covered important topics such as:

- Project Proposals Writing;
- Project Budgeting and
- Project Management.

The manual served as a training material for training sessions, as well as for delivering the final product, project design. The Manual was prepared, design and printed in 250 copies in local language and distributed to NGOs who participated on 8 training sessions, conducted in July, August and September 2005. The Manual was also distributed to all interested NGOs who requested it.

Timeframe of the activity – Capacity building of NGO

Item	Period
Project Proposal for manual and training preparation (including budget and list of trainees)	January- February 2005 (Submitted and approved by the donor)
Manual preparation (writing, designing, editing, printing)	May 2005 – created June 2005 – Submitted and approved by the donor and printed
Training schedule prepared	June 2005
Training materials prepared	June 2005
Training conducted	July, August, September 2005

2.3.2. About the Training for NGOs

Because of general project time frame and summer/vacation period, the REC BiH agreed with the donor to conduct 4 training sessions in July 2005 and 4 sessions at the end of August/beginning of September 2005. Based on the agreement, REC BiH conducted the comprehensive series of eight one-day training sessions for the environmental NGOs, in order to help them in obtaining organizational and technical skills for building up their own capacities. Training sessions were conducted in the REC BiH office in Sarajevo, by its trained and experienced staff.

The REC BiH set up the training agenda and exact dates for training, prepared the invitations, presentations and logistical support.

Time frame of conducted trainings and number of participants

Item	Dates	Number of invited NGOs	Number of trainees/participants
Training # 1	1 st July 2005	11	11 NGOs representatives
Training # 2	5 th July 2005	11	5 NGOs representatives
Training # 3	8 th July 2005	10	7 NGOs representatives
Training # 4	12 th July 2005	10	8 NGOs representatives
Training # 5	23 rd August 2005	10	4 NGOs representatives
Training # 6	26 th August 2005	10	6 NGOs representatives
Training # 7	31 st August 2005	12	12 NGOs representatives
Training # 8	2 nd September 2005	10	6 NGOs representatives
Total:			59 NGOs representative

Training Agenda

Duration of the training: 9:30 – 17:00 hours

Place of the training: REC BiH, Kalemova 34, Sarajevo

9: 30 – 10: 00	<input type="checkbox"/> Welcoming of the trainees <input type="checkbox"/> Presentation of the goals of the training <input type="checkbox"/> Presentation of the Training Manual
10: 00 – 10: 15	Introduction of the trainees



PRESENTATIONS / SESSIONS	
10: 15 – 11: 00	<u>1. Part: Project proposal preparation</u> a) What is the project proposal? b) Project cycle management c) Problem analysis
11: 00 – 11: 20	Coffee break
11: 20 – 13: 30	<u>2. Part: Project proposal components</u> 13 components for the quality project proposal preparation
13: 30 – 14: 15	Lunch break
14: 15 – 15: 15	<u>3. Part: Preparation of the project budget</u>
15: 15 - 15: 45	<u>4. Part: Project management</u>
15: 45 – 16: 15	<u>5. Part: Application process /REC application process/</u>
16: 15 – 17: 00	Discussion, Q & A, evaluation

Audience/trainees:

The list of selected NGOs was sent to the donor for approval. During the selection of the NGO representatives, REC BiH paid attention to all criteria such as entity balance, gender balance, etc. It was planned to invite 83 NGOs' representatives, whose projects were not successful in three announced calls for grants. Because of the interest of some other NGOs that were not in the list, the REC BiH in agreement with the donor replaced the NGOs who were not able (or interested) to participate. Even though 83 NGOs received the invitations for training, only 59 NGO representatives were interested and available to participate.



Entity balance of NGOs from Bosnia and Herzegovina	
<p>Federation of Bosnia and Herzegovina</p> <ul style="list-style-type: none"> • Gradačac, • Sarajevo, • Vitez, • Tešanj, • Zenica, • Mostar, • Olovo, • Bosanska Krupa, • Jajce, • Gornja Tuzla, • Tuzla, • Čapljina, • Bihać, • Kakanj, • Stolac, • Breza, • Živinice, • Banovići, • Turbe (Travnik), • Ilijaš, • Lukavac, • Zavidovići, • Maglaj 	<p>Republika Srpska</p> <ul style="list-style-type: none"> • Doboј, • Bijeljina, • Zvornik, • Derventa, • Prijedor, • Bosanski Novi/Novi Grad, • Srebrenica, • Rudo, • Vlasenica, • Banja Luka, • Milići, • Šekovići, • Previја, • Trebinje.
36 NGOs representatives	23 NGOs representatives

The training sessions were perfect occasion for information and experience exchange among the participants.

Evaluation of the training shows that the trainees were very satisfied with the training sessions. The results of the evaluation are given below.

2.3.3. Evaluation of the training

The REC BiH prepared the evaluation forms for each training session. The trainees were asked to fulfil them at the end of the training.



TRAINING EVALUATION FORM

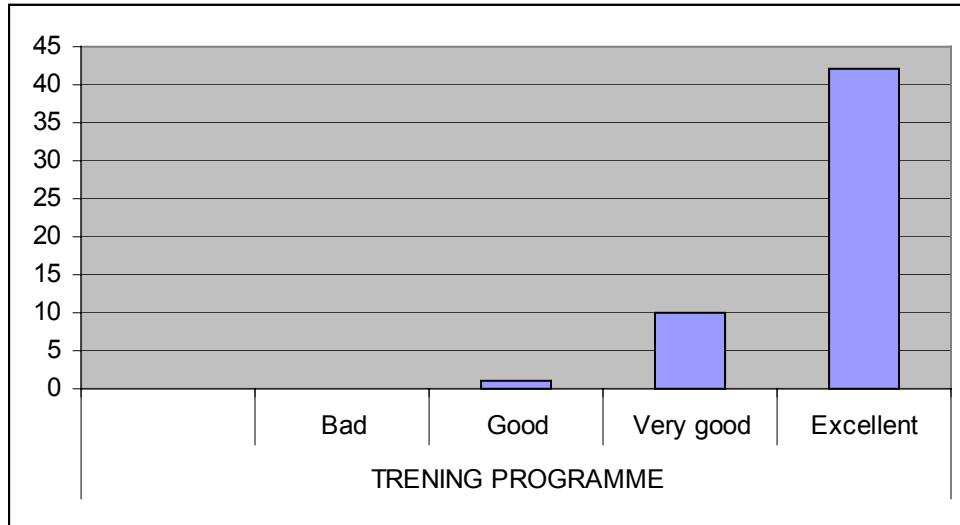
Name of the NGO representative: _____

Rates	Bad	Good	Very good	Excellent
TRENING PROGRAMME				
MANUAL				
PRESENTATIONS / SESSIONS				
1. PART Project proposal preparation: a) What is the project proposal? b) Project cycle management c) Problem analysis				
2. PART Project proposal components -13 components for completion of the quality project-				
3. PART Project budget				
4. PART Project management				
5. PART Application process /REC application forms /				
COMMENTS / SUGESSTIONS:				

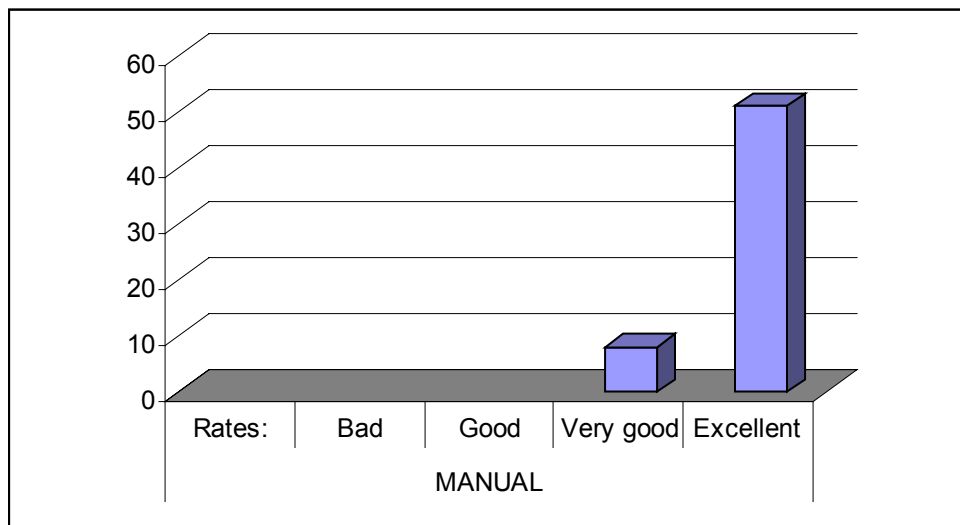


These are the results of 59 trainees' evaluation.

TRAINING PROGRAMME



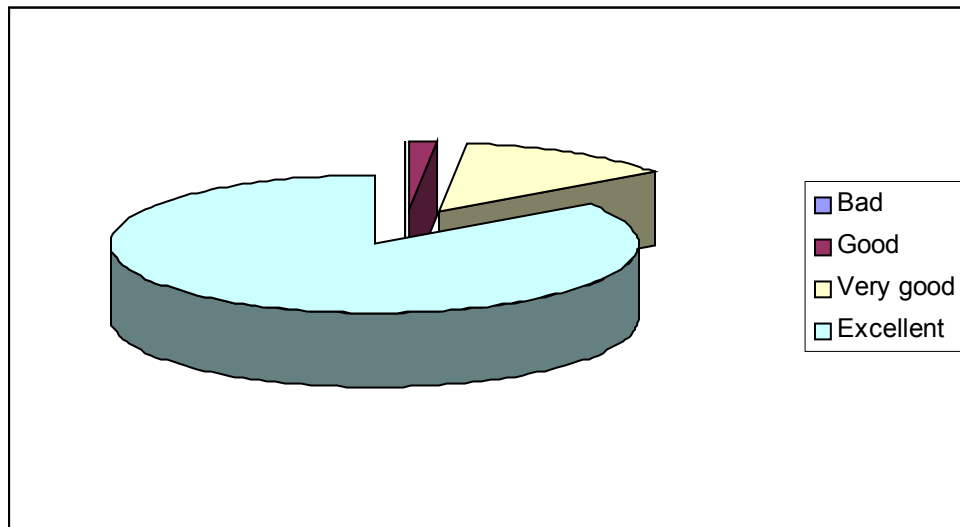
MANUAL





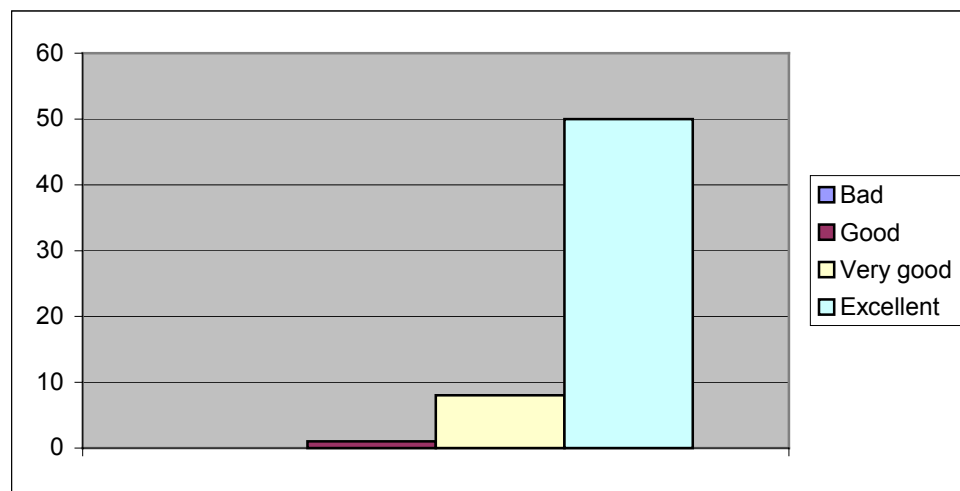
1. PART: Project proposal preparation

- a) What is project proposal?
- b) Project cycle management
- c) Problem analysis



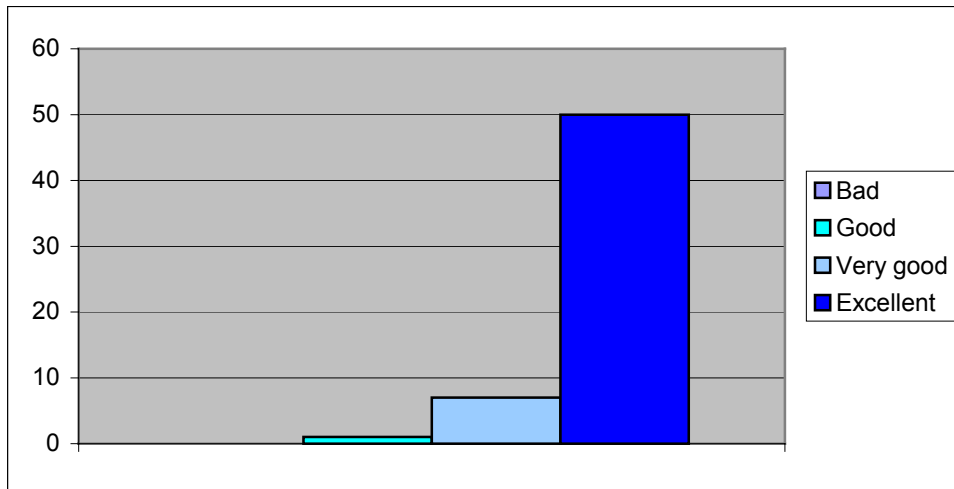
2. PART: Project proposal components

13 components for the quality project proposal preparation

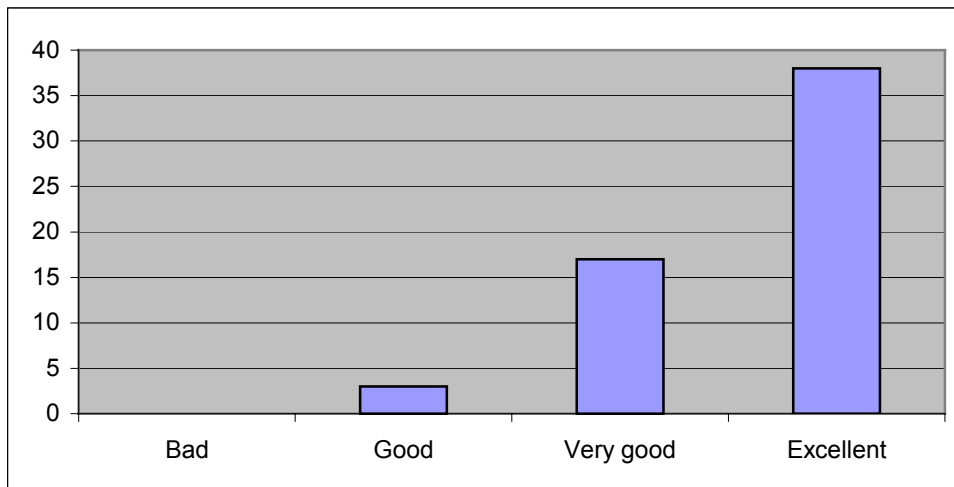




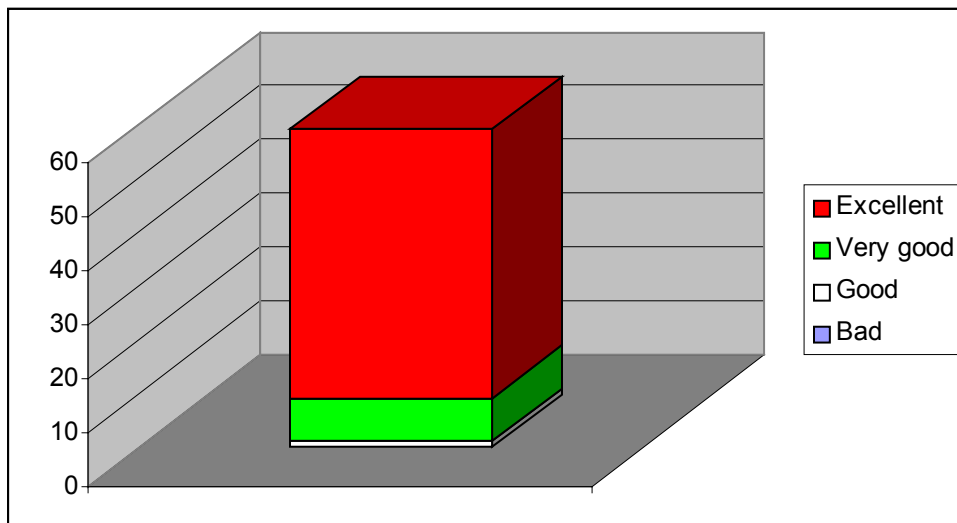
3. PART: Preparation of the Project budget



4. PART: Project management



5. PART: Application process /REC application process/





Summary of the NGO Comments

- General training programme was very good and presentations were clear, precise and good developed.
- It would be the best if NGOs could cooperate more like a partners.
- Organisation of the training was on very high level; trainers were experts and knew how to transfer the knowledge in a very clear, concise and positive simple way.
- Such training was needed long time ago. It should continue in the future.
- Very good organized training and proper issues were covered. It was good atmosphere, because organizers gave chance to the trainees to actively discuss and ask questions.
- Good interactive work between the trainers and trainees.
- All information received on the training will be very useful for the NGO, especially general guidelines how to prepare quality project proposal for different donors.
- Trainers answered all questions raised by the NGO representative on very professional and comprehensible way.
- Several dilemmas about project evaluation were cleared up through explanation of project evaluation process, local advisory board selection and ways of project rating.
- Very good selection of training presentation, which were clear, precise, detailed and comprehensive.
- Congratulations to organizers and trainers who presented such complicate process of project proposals writing on such reasonable and explicit way.

Summary of the NGO Suggestions:

- It would be the best if these training programmes continue in the future; especially because of the large number of the NGOs who really need these skills.
- To organize, once a year, another series of trainings within the BiH regions and invite those NGOs (from selected regions).
- Such type of training should last for 2 day; 1st day for theoretical presentations; 2nd day for practise how to prepare quality project.
- There is a need in BiH NGO sector in organizing such trainings twice a year. That will be good opportunity to learn, to exchange the information and experience between BiH NGOs in all sectors, not only in environment.
- It was very useful, but more time is needed (practise) if we want to learn how quality project looks like.
- It will be good to allow 2 participants on behalf of 1 NGO to participate (e.g. Project and finance manager)
- More various trainings are needed for BiH NGO sector in the future.
- It will be better to provide bigger conference room, with more participants from various NGOs.



- The training should last for 2 days. It would be good opportunity for NGOs to understand theory with practical examples/exercise, especially log-frame and project preparation in general.
- These training are also needed in the concept project preparation.
- Prepare and distribute certificates for trainees.

2.4. The activities carried out by the REC project team

The REC project team, during the project implementation, carried out the following activities:

1. Grant-giving activities (for each call for grants)

Materials and documents prepared:

- Announcements;
 - Calls for grants;
 - Guidelines for full project proposal preparation;
 - Evaluation materials for both stages of the evaluation process (so called scoring sheets);
 - Evaluation forms;
 - Instructions for the evaluation;
 - Award Agreements;
 - Instruction for NGO project implementation etc.
- Calls for grants were announced in local languages in daily newspapers, parallel in both entities in BiH; NGOs e-mail lists and REC BiH web site.
 - Independent experts' panel for projects evaluation, so called Local Advisory Board (LAB) was established.
 - Concept papers were collected from the NGOs throughout the country.
 - Local Advisory Board evaluated the concepts together with REC BiH staff.
 - NGOs were informed about the evaluation results (official letters) by mail.
 - Full proposals for each call were collected.
 - LAB Evaluation meetings for full proposals were held.
 - LAB minutes for each call prepared and submitted to the donor.
 - Winners meetings organized for awarded NGOs.
 - Press releases announced on the REC BiH Bulletins and web site.



2. Monitoring

- ❑ Monitoring plan agreed.
- ❑ Monitoring materials were prepared for each visit
 - Information letter,
 - Content of monitoring visit,
 - Report form for each monitoring,
 - Signatory form for on site monitoring.
- ❑ On site monitoring conducted.
- ❑ Reports from each monitoring prepared and submitted to donor in the progress reports.

3. Capacity building of the NGOs

- ❑ Project proposal for the Manual preparation and training organisation prepared by the REC BiH and approved by the donor.
- ❑ Manual on project proposal writing, budgeting and implementation was created, designed, edited and printed in 250 copies in local language.
- ❑ Training sessions schedule prepared.
- ❑ List of trainees (NGOs) prepared by the REC BiH and approved by the donor.
- ❑ Materials for the training created/prepared
 - Invitation,
 - Agenda,
 - Evaluation forms,
 - Presentations.
- ❑ Eight training sessions were organised.
- ❑ Report from the training was prepared.

4. Completion of awarded projects

REC staff administratively finalized all 16 NGOs projects. The project timeframe was followed, as well as the REC grant policy and methodology. One-month period was given to the NGOs to complete the final narrative and financial reports, with all necessary additional documentation and send them to the REC. The REC staff reviewed the reports, and in some cases asked for additional documentation. After their revision and improvement, the final (third) instalment of 20% was made. All the NGOs reports are submitted in the Final Report as Annex I.



5. Reporting to the donor

The REC was obliged to submit the progress reports every 3 months. During the project implementation six progress reports and one detailed interim report were submitted to the donor. At the end of the project, the REC submitted the Final Report.

Item	Period of reporting	Submitted to the donor	By
1st Progress Report	1 st January 2004 – 26 th March 2004	26 th March 2004	E-mail
2nd Progress Report	26 th March 2004 – 15 th May 2004	14 th May 2004	E-mail
3rd Progress Report	15 th May 2004 – 15 th August 2004	12 th August 2004	E-mail
Interim Report (including annexes)	15 th August – 30 th November 2004	30 th November 2004	Mail
5th Progress Report	30 th November 2004 – 15 th February 2005	15 th February 2005	E-mail
6th Progress Report	15 th February 2005 – 15 th May 2005	13 th May 2005	E-mail
7th Progress Report	15 th May 2005 – 15 th August 2005	29 th July 2005	E-mail
Final Report (including annex)	Cover all project implementation and period from 15 th August – 30 th November 2005	30 th November 2005	Mail



3. Conclusion

This project/grant program was focused mostly on the grassroots NGOs, which had limited capacities. Because of that the REC BiH was positively surprised with the number of the NGOs interested in addressing specific issues proposed in all calls for grants, their problem understanding, proposed ways of addressing the issues and a number of applications received. Some NGOs showed strong commitment and enthusiasm for the environmental protection issues.

The project contributed to the strengthening capacities of the environmental NGOs in caring out their own projects, improving their local environment, and increasing their role in society. The project also contributed to the intensification of cooperation among different partners/stakeholders. Some NGOs had possibility to work with other relevant institutions/organisations in preparation and implementation of the projects. They also initiated the process of preparation of the Local Environmental Action Plans in their municipalities and mobilized relevant local authorities to take an active part and to contribute to this process. During the projects implementation, NGOs and their project partners improved their knowledge/skills on different environmental topics, and lessons learned could be offered to other grassroots NGOs and interested parties. One more time, the NGOs demonstrated that they could serve most efficiently as intermediaries between the government and citizens; improving the transparency and environmental decision-making, raising public awareness and participation and encouraging wider discussion in local communities. Training, organized within the project for the NGOs whose projects were not awarded, was new and very useful experience for many NGOs. According to their comments, the Manual, covering the guidelines for the project proposal preparation, and the knowledge gained would help them in their future work.

The results and methodology used in this project could be applicable through different NGO support programmes. The follow up of this project could be addressed to other regions in BiH that were not geographical focus of this project. Materials that have been produced during this project can be used in the future.

The REC BiH will make every effort to continue to support the work and development of the environmental NGO sector, providing education, consultancy and information services, contributing to the promotion and strengthening of the civil society.