**Sustainable municipal waste management services   
in North Macedonia**

**SUPPORT TO PILOT MUNICIPALITIES**

Application form

1. **General information on the application process**

Before filling out this application, please carefully read the remainder of this document.

**Applications will need to contain all requested information in order to be considered for evaluation.**

The application form, including the letter of commitment received from the applicant municipality, must contain a date, signature of the mayor and stamp of the municipality, and must follow the attached format.

All 18 municipalities from the South-West and Pelagonia regions are eligible to apply to participate in the project.

**Please follow these guidelines when filling in the application.**

The application consists of three parts: Municipal Commitment (Section 1), Municipal Profile (Section 2) and Municipal administrative capacities (Section 3).

All information can be found in these guidelines, and if you need further information on the application process, please contact the SALAR International project office – Project " Sustainable municipal waste management services in North Macedonia "

Contact person: Emil Angelov, Team Leader, email address: [emil.angelov@salarinternational.se](mailto:emil.angelov@salarinternational.se)

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| **Applying Municipality** |  |

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| **Section 1. Municipal Commitment** |

By signing the Letter of commitment below the Municipality is committing to the general requirements for participation in the project. Only applications signed by the Mayor will be considered for further evaluation.

**LETTER OF COMMITMENT**

Municipality: (to be filled in)

The Municipality of \_\_\_\_\_\_\_\_\_\_\_ hereby declares that we have carefully reviewed and understand the terms and conditions of participation in the "Sustainable Municipal Waste Management Services in North Macedonia" project. This Letter of Commitment is an confirmation of our agreement to the aforementioned conditions.

Should our municipality be selected for this project, we declare our unwavering dedication to upholding its fundamental principles and meeting all its requirements.

We further assert that our municipality satisfies all the formal criteria outlined in the Call for Proposals. Specifically, we meet the specified criteria for participation, including but not limited to:

- Our municipality declares its consent and commitment to the project;

- Our municipality confirms the availability and capacity of its municipal staff members to be engaged in the pilot;

- Our municipality confirms that is willing to allocate municipal human resources & cover certain other costs, if needed (e.g. venue and transportation within the municipality);

Furthermore, we affirm that all correspondence and collaboration related to this project will be conducted through the Project Coordinator, who has been appointed for this specific purpose. If needed, additional members of the municipal administration will be appointed to support the project implementation.

We also guarantee that all project activities will be executed in full compliance with national regulations and the guidelines and protocols stipulated by the project.

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Name and signature of the mayor

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

Date

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

Municipality Stamp

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| **Section 2. Municipal Profile** |

**А.** In the section below, describe what was the motivating factor for your Municipality to apply for this call and why waste management is an important issue for you. (Municipalities are encouraged to submit a short video presentation showing the political commitment of the municipality and the engagement of the municipal staff).

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**B.** In the section below, briefly describe the structure of the department/unit in your Municipality dealing with environment and waste management and the staff involved in waste management issues, including their professional profile.

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**C.** In the section below, briefly describe the structure of the utility company in your Municipality dealing with waste management. Please list the other functions of the utility (water supply, sewerage, road maintenance, etc.), if any.

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**D.** In the section below, provide the name and the profile of the Project Coordinator that the Municipality intends to appoint.

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**E.** In the section below, provide a brief description of how the participation in the project will support relevant municipal environment-related development polices and strategies, especially on waste management.

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**F.** In the section below, provide a brief description of the status of waste management services in your municipality focusing on main needs and challenges.

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**G.** In the section below, provide a priority list with a brief description of goals and actions from the Operational Regional Waste Management Plan (ORWMP) that your Municipality deems important and is committed to realize until the end of 2025.

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**H.** In the section below, provide brief description on your municipality’s interest and view on regional cooperation, specific inter-municipal partnerships, and relationship with civil society actors and citizens in area of waste management.

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| **Section 3. Municipal administrative capacities** |

**А. Political commitment & driving forces in relation to the waste management area**

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| A1. Does your municipality have a local waste management policy, strategy, programme, or plan? Briefly explain.  A2. How many waste-management-related projects has your Municipality been involved in during the last three years? If any, Please briefly describe the main results from the projects  А3. How would you rate the frequency and level of municipal communication with the public (public statements, web and social media announcements, news/local TV appearances, etc.) on waste management issues? (at least once a week, at least once a month, less frequent; also, please provide some links) |

**B. Realisation of the Annual budget**

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| B1. What percentage of the annual municipal budget was allocated for environmental protection in the last three years – 2020, 2021 and 2022?  B2. What is the ratio of the spent vs budgeted amount for environmental protection in the last three years? (For each year separately: 2020, 20221, and 2022)  B3. Is the environmental protection budget for the current year earmarked for specific waste management activities? If yes, please list them. |

**C. Municipal commitment to waste management and identified need for support in the area (existing challenges, processes and plans)**

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| C1. Have there been any waste management-related petitions/initiatives by the citizens in you Municipality in the last 12 months? If yes, briefly describe them.  C2. How many of those petitions/initiatives have been considered and acted upon by your Municipality? Please, briefly describe.  C3. Has your Municipality initiated any awareness-raising campaigns on waste management (collection, sorting, disposal) in the last 12 months? Please, briefly describe.  C4. Has the staff in your Municipality received any waste management-related training in the last 3 years? If yes, how many of the municipal staff have been trained? |

**D. Relevance of expected pilot support in relation to planned waste management initiatives or projects**

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| D1. Are there any waste management-related initiatives or projects planned or ongoing in your Municipality?  D2. Does your Municipality have sufficient resources (financial, technical, human) available for implementing the waste management initiatives/projects? |

**E. Municipality’s interest and view on regional cooperation**

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| E1. Has your Municipality participated in the development of the ORWMP?  E2. Has your Municipality implemented any activities in relation to the current regional waste management plan? If yes, please describe.  E3. Are there any regional waste management initiatives or projects in which your Municipality is currently involved? If yes, please explain.  E4. Have there been any joint initiatives or projects on waste management between your municipality and neighboring municipalities in the last three years? If yes, please explain. |

**F. Potential for synergies with other initiatives in the waste management area (partners/projects/programmes)**

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| F1. Has your Municipality been involved in waste management-related initiatives, programmes, or projects carried out/implemented by other organizations or stakeholders? If yes, please explain.  F2. Does your municipality currently have a partnership or collaboration with other organizations or stakeholders in the waste management area? If yes, please explain.  F3. What capacities does your Municipality have for successful collaboration with other organizations or stakeholders oninitiatives in the waste management area? Please briefly explain. |

**G. Existing relationship between local government and civil society**

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| G1. Are there any local CSOs working on environmental/waste management issues in your Municipality? If yes, how would you describe your collaboration with them?  G2. In the past 3 years, have there been any environmental/waste management projects or initiatives implemented by your Municipality in cooperation with a CSO? If yes, please explain.  G3. Has your Municipality financially supported any CSO working on environmental projects in the last 3 years? If yes, how many CSOs have been financially supported and how many projects/initiatives? |