**CLARIFICATION to the Call for Initial Proposals for Development Cooperation Projects with Ukraine for the Years 2026 to 2028**

**Basic information:**

* **Submission of the initial project proposals, its approval and implementation are governed by the valid Methodology of the Foreign Development Cooperation** of the Czech Republic – this methodology is only in the Czech language – link: [Metodika ZRS ČR | Ministerstvo zahraničních věcí České republiky](https://mzv.gov.cz/jnp/cz/zahranicni_vztahy/rozvojova_spoluprace/koncepce_publikace/koncepce/metodika_zrs_cr_1.html)
* The methodology of foreign development cooperation of the Czech Republic is an overarching document that enshrines the main roles and tasks within **the project cycle applied in the implementation of development and humanitarian projects** under the responsibility of the Ministry of Foreign Affairs of the Czech Republic, the Czech Development Agency and other actors.
* **The basic project cycle of the Czech Development Cooperation consists of four complex phases:**

a) programming,

b) **project preparation,**

c) implementation and

d) evaluation.

* **the “project preparation” phase is further divided into the following parts:** 
  1. **IDENTIFICATION – presenting and analysing proposals (initial project proposals)**
  2. Evaluation and approval of identified proposals
  3. Formulation
  4. Announcement and course of selection procedures
  5. Conclusion of a contract / issuance of a decision on the provision of a subsidy
* **This Call is published within the "project preparation" phase, specifically the 1st part - IDENTIFICATION, therefore the Call requires the submission of project proposals (Initial Project Proposals) -** a relatively simple document " Initial Project Proposal ", NOT a more complex project document (including itemized budget, logical framework matrix etc.)

**PROJECT CYCLE OF FOREIGN DEVELOPMENT COOPERATION OF THE CZECH REPUBLIC – PHASE PROJECT PREPARATION – MORE DETAILED INFORMATION**

1. **IDENTIFICATION – presenting and analysing proposals (initial project proposals)**

**The purpose of the submitted initial project proposals is to draw attention to the development need corresponding to the Cooperation Program *(in the case of this Call - specified sectors)*, not to define a specific development project.**

**Initial project proposals are submitted** **mainly by local, and if relevant also by Czech and/or international actors.** These are non-profit organizations registered in Ukraine (local/Czech or international), self-government/local, regional and central state institutions as a whole, educational/academic institutions, hospitals and any other relevant entities.

**The initial project proposal must be confirmed by the relevant authority of the partner country (Ukraine) in terms of relevance and involvement of local partners.** Czech Development Agency requires this confirmation at least at the level of the regional administration. In the case of proposal with a national impact, confirmation should be at the central administration level. Confirmation can be in the form of co-signing the form of the "Initial Project Proposal ", or in the form of a support letter.

Initial project proposals must reflect the specific development needs of the partner country (Ukraine). Initial project proposals should also be formulated with regard to the EU framework and the possibilities of delegated cooperation, i.e. **they should identify the added value of the Czech Republic and potential synergies with EU or other donor programmes.** **Proposals should preferably focus on a comprehensive solution to a relevant development problem.**

The Embassy (Embassy in Kiev) keeps records of received initial project proposals and, based on its own findings, carries out an initial evaluation. Subsequently, it sends all identified initial project proposals for further evaluation.

**Identification part - summary in relation to the ongoing Call:**

* **In this phase, initial project proposals (concept notes) are being collected**
* **Sectoral focus for initial project proposals is specified in the Call, including preferred focus (within each sector and geographical preference). The Call also specifies the preliminary financial allocation per sector. Preliminary preferable solution from the side of the Czech Development Agency is to support one project in each sector**, but there is a possibility that more interventions will be supported in each sector (anyhow, not more than 2 interventions per sector). In such case the preliminary budget allocation per sector will be divided accordingly. This is closely connected with the nature of initial project proposals, which will be received in this Call.
* **Project ideas can be submitted by a local actor, or a Czech or international actor; partnership with a Czech actor is recommended - but is not a limiting condition of the Call.** These actors are non-profit organizations registered in Ukraine (local/Czech or international), self-government/local, regional and central state institutions as a whole, educational/academic institutions, hospitals and any other relevant entities.
* **Initial project proposals must be further confirmed by the relevant authority of the partner country (in terms of relevance and involvement of local partners)**

1. **EVALUATION AND APPROVAL OF IDENTIFIED PROPOSALS**

The Embassy (Embassy in Kyiv), selected departments of the Ministry of Foreign Affairs of the Czech Republic and the Czech Development Agency participate in the assessment of the proposals.

Based on the assessment results, select projects will be selected for further development in the form of call for proposals.

The entire phase of assessing and approving initial proposals should no last longer than 2 months.

1. **Formulation**

The purpose of the formulation is to develop the approved initial project proposals based on the collected analyses and background information into a project document, including parameters and annexes corresponding to the chosen form of implementation in accordance with the relevant regulations and partial methodologies.

After approval, identified initial project proposals are forwarded to the Czech Development Agency for further elaboration in the intentions of the proposed form and tool. The purpose of the formulation is primarily to prepare a project document that analyzes the initial state, stakeholders (including beneficiaries) and their roles, intention, objectives, outputs, key activities, prerequisites for implementation, sustainability and possible follow-ups with an emphasis on the integration of actors, topics, resources and tools, possible risks, possible co-financing, cross-cutting topics and time and financial framework.

The formulation process within the Czech Republic usually includes an expert mission, during which the Czech Republic, in close coordination and cooperation with the Embassy, independent experts and local partners, will provide information on current assumptions, the involvement of local partners and beneficiaries, and establish the main binding parameters of the future project.

1. **Announcement and course of selection procedures**

**In the case of a public contract,** the Czech Development Agency, after processing the tender documentation, announces a tender procedure, which must be governed by Czech legislation (the Public Procurement Act). The tender itself is announced in the Czech Republic.

**In the case of using grant mechanisms** - the Czech Development Agency announces specific grant calls using the documents obtained during the identification and formulation process, in accordance with the current rules for providing grants from the Czech state budget. Please note that **grant calls are intended for Czech entities** - whether non-profit organizations, academia, municipalities or companies - both independently and in cooperation with other Czech or foreign partners.

**In other forms of cooperation (budget allocation) –***i.e. a project directed at another state institution in the Czech Republic with appropriate professional expertise -* the call for submission of a project document can be open or addressed to already identified partner institution of the Czech state.

1. **Conclusion of a contract/issuance of a decision on the provision of a subsidy**

**In the case of a public procurement contract:** After the selection of the supplier has been completed and the statutory deadlines for the contracting authority have expired, the Czech Development Agency will conclude a contract with the winning participant.

**When applying grant mechanisms:** the Czech Development Agency will issue a decision on the provision of a grant, based on the recommendation of the evaluation committee and the decision of the CzDA statutory representative.

**In other forms of cooperation (budget allocation):** After the project is approved, the Czech Development Agency will conclude a contract with the implementer.

**The conclusion of contracts / issuance of relevant Decisions on the provision of grants (and therefore the commencement of implementation) is expected no later than the first quarter of 2026.**

**The subsequent expansion of initial project proposals into calls for proposals is contingent upon the approval of the Program for the Reconstruction of Ukraine for the period 2026–2030 by the Government of the Czech Republic.**