

**THE CENTRE FOR INTERNATIONAL
COOPERATION AND DEVELOPMENT
MANUAL FOR THE IMPLEMENTATION OF
INTERNATIONAL DEVELOPMENT
COOPERATION PROJECTS
OF THE REPUBLIC OF SLOVENIA**



CENTER ZA
MEDNARODNO
SODELOVANJE IN
RAZVOJ

CENTRE FOR
INTERNATIONAL
COOPERATION AND
DEVELOPMENT

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The objective of International Development Cooperation of the Republic of Slovenia and the role of the Centre for International Cooperation and Development (CMSR)

Through international development cooperation, the Republic of Slovenia contributes to a balanced and fair global development and assumes its share of responsibility for the eradication of poverty, reduction of inequality and achievement of sustainable development in countries to which the Republic of Slovenia provides official development assistance (hereinafter “Partner Countries”), primarily in the Western Balkans, European Neighbourhood and Sub-Saharan Africa.

As a developed, responsible and active country in the international community, the Republic of Slovenia helps shape policies and measures to respond to common global development challenges. Together with partners, it contributes to a sustainable, just, inclusive and safe future, while striving to achieve peace, security, welfare and dignity for current and future generations.

As the agency conducting operational and technical tasks, CMSR ensures that the Republic of Slovenia is able to assist Partner Countries in financing development projects within the scope of the resources available for the implementation of international development cooperation, thus directly contributing to their progress.

Pursuant to the Article 16 of the Centre for International Cooperation and Development (CMSR) Statute, the Director of CMSR on 17 February 2025 adopts:

THE CENTRE FOR INTERNATIONAL COOPERATION AND DEVELOPMENT MANUAL FOR THE IMPLEMENTATION OF INTERNATIONAL DEVELOPMENT COOPERATION PROJECTS OF THE REPUBLIC OF SLOVENIA

Article 1:

Legal and substantive bases

The implementation of international development cooperation of the Republic of Slovenia is determined by the following legal, strategic and implementing provisions:

- The International Development Cooperation and Humanitarian Aid of the Republic of Slovenia Act,
- The Resolution on International Development Cooperation and Humanitarian Aid of the Republic of Slovenia,
- The Decree on the Implementation of International Development Cooperation and Humanitarian Aid of the Republic of Slovenia,
- The Development Cooperation and Humanitarian Aid Strategy of the Republic of Slovenia for 2030,
- The Organisation for Economic Co-operation and Development (OECD) Official Development Assistance Standards,
- The CMSR internal acts relating to the Implementation of International Development Cooperation Projects of the Republic of Slovenia.

Article 2:

Project identification

An international development cooperation project is a project whose primary purpose is the promotion of economic development and welfare in a Partner Country. International development cooperation is not intended for public or private projects that would be commercially feasible were they financed under market conditions (commercially viable projects). Individual projects for which international development cooperation funds are intended are identified on the basis of:

- bilateral agreements between the Republic of Slovenia and Partner Countries;
- contacts between ministries of the Republic of Slovenia and Partner Countries;
- CMSR contacts with developing Partner Countries, international organisations, implementing agencies of other donor countries and other relevant stakeholders.

Article 3:

Financial instruments

Within the scope of international development cooperation through CMSR, the Republic of Slovenia offers the following financial instruments:

- donations of the Republic of Slovenia (non-refundable dedicated grants),
- interest rate subsidies for loans that public entities raise to finance or co-finance projects.

Article 4:

Recipients of donation of the Republic of Slovenia

Recipients of donation of the Republic of Slovenia are public entities in Partner Countries; public entities are direct state budget users (e.g., government and ministries, agencies and offices, municipalities and provinces), holders of public authorities and majority state-owned public utility providers.

Article 5:

Invitation to submit project proposals

On its website, CMSR publishes an invitation to submit project proposals for investment and other international development cooperation projects, along with instructions for drawing up the proposal for a donation, i.e.: a description of the application and selection procedure and methodology for the evaluation of projects.

Project proposals can be submitted only by the entities defined in Article 4.

Article 6:

Submission of project proposals

In respect of the needs for the co-financing of the projects in Partner Countries or in respect of mutual agreements on development cooperation, public entities in a Partner Countries shall prepare project proposals and submit them along with the content and financial plans and accompanying documents to CMSR via an electronic access point.

Article 7:

Evaluation of project proposals

To evaluate project proposals, CMSR shall appoint the assessment committee which shall evaluate project proposals pursuant to the Methodology for the evaluation of projects and check whether the project proposals comply with the terms and criteria laid down in Article 8 of the Decree on the Implementation of International Development Cooperation and Humanitarian Aid of the Republic of Slovenia. In the event of project proposals not meeting the requirements, CMSR may call upon the proposer to submit the necessary supplementary information and may reject those project proposals that are assessed as non-compliant with the Republic of Slovenia's strategic documents in the relevant area¹. In the process of evaluating project proposals, CMSR may also identify stakeholders that

¹ Pursuant to the Resolution on International Development Cooperation and Humanitarian Aid of the Republic of Slovenia, the Republic of Slovenia shall earmark at least 50% of the available bilateral aid for programmes and projects that take priority according to geographic and content criteria, and at least 80% of the available bilateral aid for programmes and projects that take priority according to at least one of the two criteria. The remaining 20% of the available bilateral aid shall be allocated to projects that do not fall within priority content and geographical areas; however, they must be duly substantiated. Such projects, too, shall be subject to the same decision-making procedure regarding the selection of international development cooperation projects as implemented by CMSR.

are participating in the project and potential sources of financing. CMSR shall, together with the recipient of the donation of the Republic of Slovenia, check whether a co-financing option for a development project exists in the Partner Country. If the recipient of the donation of the Republic of Slovenia has insufficient funds for co-financing, CMSR shall notify SID Bank of the financing options. CMSR may also identify foreign donors or other potential sources of financing (also including the private sector).

Article 8:

Assessment of potential recipients of donations

For positively evaluated projects, CMSR shall conduct an assessment of potential recipients of donations, verifying the following:

- The suitability of the Partner Country or region (in terms of international economic or other sanctions, financial status, security, etc.);
- The recipient's credit rating;
- Compliance with tax obligations and other mandatory levies or non-tax financial obligations in accordance with the law governing financial administration, as collected by the tax authority under the regulations of the country where the recipient is based;
- Whether the potential recipient of the donation or its responsible persons – i.e. members of the governing, management, or supervisory body, or individuals authorized to represent, decide on, or supervise the recipient – are subject to any criminal proceedings or have been convicted of criminal offences under the Criminal Code of the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 50/12, as amended and supplemented) or comparable criminal offences determined by foreign courts;
- Whether, in the three years prior to project submission, the competent authority has identified at least two violations concerning wage payments, working hours, rest periods, unauthorized work based on civil contracts despite the existence of employment relationship elements, or undeclared employment, for which the recipient has received a legally binding fine.

CMSR shall verify these conditions based on publicly available information and on the basis of certificates, notarized statements, and other relevant evidence provided by the potential recipient of the donation. If certain certificates cannot be obtained in the recipient's country, compliance may be demonstrated through a sworn statement. If such a statement is not foreseen in the home country of the potential donation recipient or its responsible person, it may be replaced by a statement given before a competent judicial or administrative authority, a notary, or a relevant professional or trade organization in the home country of the potential donation recipient or its responsible person.

Projects whose potential recipients of donations fail to meet these requirements or receive a negative assessment shall be excluded by CMSR from further selection.

Notwithstanding the above, CMSR may, in exceptional cases, refrain from excluding a potential recipient from the process if the selection of the proposed project is justified by compelling public interest reasons, such as public health, human life, or environmental protection.

Article 9:

Selection of international development cooperation project proposals

CMSR shall include project proposals that meet all requested criteria as laid down in the legal bases and methodology for the evaluation of projects and which achieve a pre-defined score threshold in the List of international development cooperation project proposals for the specified period, which is then submitted to potential financiers and the national coordinator of international development cooperation (Ministry of Foreign and European Affairs).

Potential international development cooperation financiers shall select priority projects from the List of international development cooperation project proposals and eventual substitute projects, while defining the total co-funding amount for the specified period and informing the national coordinator and CMSR of their selection. Based on the justifications prepared by the national coordinator following harmonisation with potential financiers, the network of the Republic of Slovenia's representations abroad and bilateral sectors at the Ministry of Foreign and European Affairs, CMSR shall prepare a CMSR programme proposal for international development cooperation implementation for the specified period, along with the information about pending projects and send it to the members of the CMSR Council for approval at the CMSR Council meeting.

Article 10:

CMSR programme for international development cooperation implementation

At its meeting, the CMSR Council shall adopt the CMSR programme for international development cooperation implementation for the specified period. CMSR shall publish the approved programme on its website. The approved programme does not constitute a commitment of the Republic of Slovenia to co-finance the approved projects.

Article 11:

Amount of the donation of the Republic of Slovenia

The amount of the donation of the Republic of Slovenia shall depend on the project value and priority level for Slovenian development cooperation pursuant to the Resolution on International Development Cooperation and Humanitarian Aid of the Republic of Slovenia and other strategic documents of the Republic of Slovenia.

Article 12:

Notification of selection and conclusion of grant agreement

The national coordinator shall through the embassies inform a Partner Country of the selected projects, while CMSR shall inform the project proposers of the selected projects and shall – after concluding a financing contract with the financier of the Republic of Slovenia – conclude a grant agreement laying down the obligations and responsibilities of the donor and recipient of the donation of the Republic of Slovenia. The grant agreement shall lay down project supervision and monitoring as well as progress reporting.

Article 13:

Selection of the Contractor

The recipient of the donation of the Republic of Slovenia in a Partner Country or CMSR in the Republic of Slovenia shall carry out a procedure to select the Contractor(s) pursuant to the legislation governing public finance and public procurement. Upon the conclusion of a contract with the Contractor (implementation contract), CMSR shall notify the financier thereof.

If CMSR as the donor selects the Contractor in agreement with the recipient of the donation of the Republic of Slovenia, it shall do so in line with the Slovenian legislation governing public finance and public procurement.

Article 14:

Project reporting and monitoring

CMSR shall monitor and oversee the implementation of projects from the conclusion of a grant agreement to the final realisation of the project. CMSR may request recipients of the donation of the Republic of Slovenia to provide additional information in relation to projects that is necessary for analyses, reports, or evaluations at any time.

The donation recipient shall be obliged to implement the project and report on its progress and results. By way of the grant agreement, the recipient undertakes to report regularly on the implementation of the project and to ensure on-site visits. Detailed reporting requirements shall be laid down in the grant agreement and in the reporting instructions. Ongoing supervision shall include the verification of contractually specified objectives, costs and realisation.

Each project shall be monitored on the basis of the documents/reports delivered by the recipient and by way of on-site visits. CMSR shall prepare reports for the financier of the Republic of Slovenia, in accordance with the co-financing agreement for development projects. After a project is completed, CMSR shall prepare a final report for the implemented project which includes an overview of the implemented activities and results, a financial review, and a performance evaluation.

Article 15:

On-site visits

The purpose of on-site visits is to examine whether the projects are implemented in line with the approved project proposals and submitted project implementation reports. On-site visits shall be used to examine project results. A report shall be prepared for each on-site visits. The financier of the Republic of Slovenia shall be regularly informed of the conditions on site.

Article 16:

Evalvacije projektov

A project evaluation may be conducted for individual selected projects. The evaluation shall be a systematic and objective assessment of an on-going or completed project (preparation, implementation and results).

A project evaluation shall be carried out at the request of the financier, the founder of CMSR or at the discretion of CMSR. The cost of project evaluation shall be borne by the entity requesting it.

Article 17:

Disbursements of the donation of the Republic of Slovenia

CMSR shall disburse donation funds based on written requests made by the recipients of the donations of the Republic of Slovenia, which must be accompanied by appropriate documentation proving compliance with the agreed conditions for payment.

The funds shall be disbursed following the review and approval of enclosed reports and invoices, provided that it is determined that the agreed conditions have been met.

As the donor, CMSR shall hold a contractually specified discretionary right not to execute a financial transfer or to withdraw from the donation agreement and request the refund of the donation of the Republic of Slovenia in the event of a breach of the contract or where the implemented project considerably differs from the approved project proposal.

Article 18:

Visibility

The recipients of the donations of the Republic of Slovenia in Partner Countries shall indicate in all of their communication relating to the projects that the project has been co-financed with the donation funds of the Republic of Slovenia.

The international development cooperation financiers, CMSR and the recipients of the donations of the Republic of Slovenia in a Partner Country shall publish a list of co-financed international development cooperation projects on their websites along with key information about the projects (project name, Partner Country, content, implementation period, amount of funds, etc.), whereby they shall consistently and at all times use International Cooperation Development of the Republic of Slovenia logo.

CMSR shall take care of the consistent promotion of the International Cooperation Development of the Republic of Slovenia by the recipients of the donations of the Republic of Slovenia.

Article 19:

Validity of the Manual

This Manual shall enter into force and become applicable on 17 February 2025. On the day this Manual enters into force, the Centre for International Cooperation and Development Manual for the Implementation of Official Development Assistance adopted on 10 December 2021 shall cease to apply.

Dejan Prešiček, Director



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