

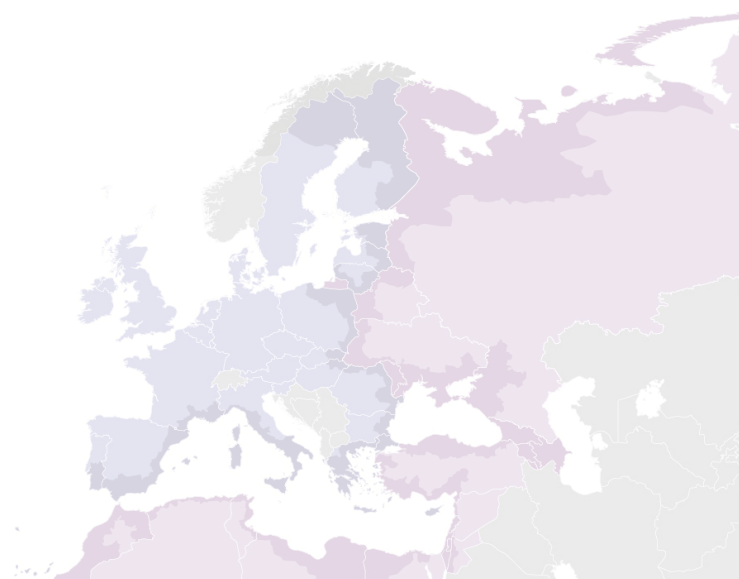


# TESIM

Technical support to the implementation and management of ENI CBC programmes

## **Tasks and responsibilities of the applicant (lead beneficiary) and the project partners (beneficiaries)**

Handout for TESIM online training on Partnership building



## 1 Tasks and responsibilities of the applicant (lead beneficiary) and the project partners (beneficiaries)<sup>1</sup>

Project stage	Applicant, in addition to its tasks and responsibilities as a project partner	Project partner
<i>NB! It is possible that on the stage of idea identification and project development the applicant is not yet designated in the partnership.</i>		
<b>Identification of common problem or opportunity &amp; development of the project idea, problem analysis, stakeholder analysis, objective analysis, strategy analysis</b>	All partners contribute with the necessary information, ensure the needed inputs and reach a joint understanding. One of the partners takes the lead and facilitates the process	
<b>Project development: design of the project intervention, definition of assumptions and project indicators</b>	All partners are actively involved into the project development process, review all draft documents, and contribute with the knowledge and information concerning their country/ region/ domain. One of the partners leads the development process, organises meetings (face to face or online), collects all inputs and ensures circulation of all documents	
<b>Filling in the application form and the required annexes</b>	Leads the process, ensures that all necessary inputs are collected and that the application is duly filled in, and that all necessary annexes are completed	Actively contributes with the information, agrees on its role in the project, its contribution to the project (human and financial resources), prepares all necessary annexes (e.g. partnership statement)
<b>Submission of the application</b>	Ensures that the application is timely submitted to the programme	
<b><i>In case the application is selected for financing:</i></b>		
	<b>Applicant, in addition to its tasks and responsibilities as a project partner</b>	<b>Project partners</b>
<b>Fulfilment of conditions</b>	Communicates with the Managing	Contributes with the

<sup>1</sup> The terms "applicant" and "project partner" are used in the phase of the project preparation, whereas upon signature of the grant contract, terms "lead beneficiary" and "beneficiaries" apply.

	Authority and the partners, introduces the necessary changes after consultation with the other partners, submits the updated application on behalf of the project partnership	information necessary for clarifications/ fulfilment of conditions, reviews documents
<b>Signature of the partnership agreement</b>	Prepares draft partnership agreement, discusses all clauses of the agreement with all project partners and ensures joint understanding and agreement, organises process of the signature of the partnership agreement	Carefully reviews the draft agreement, discusses its contents with the applicant and the other project partners, upon agreement on the content ensures signature of the partnership agreement
<b>Project implementation</b>		
	<b>Lead beneficiary, in addition to its tasks and responsibilities as a beneficiary</b>	<b>Beneficiaries</b>
<b>Signature of the grant contract</b>	Provides all necessary information to the Managing Authority, signs the grant contract on behalf of the partnership	Carefully reviews contents of the grant contract
<b>Project implementation</b>	Ensures overall project coordination, monitors implementation of the project activities and financial plan, communicates with the Managing Authority and the JTS, ensures that project is implemented in accordance with the provisions of the grant contract and the partnership agreement	Ensures timely and quality implementation of its part of the project activities, provides all necessary human and financial resources
<b>Reporting</b>	Collects all necessary information, puts together project reports and submits them to the MA/JTS	Contributes with the information necessary for reporting
<b>Requesting and receiving payments</b>	Requests and receives payments from the Managing Authority, transfers them to the other beneficiaries, provides the Managing Authority with the necessary expenditure verification reports,	Receives payments from the lead beneficiary, ensures that its expenditure is verified by an independent auditor