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**Cultural Heritage as a Driver for Economic Revival of Janjevë/Janjevo**

**Call for Proposals for low value Grants**

The UNDP implemented project “Cultural Heritage as a Driver for Economic Revival of Janjevë/Janjevo”, financed by the European Union Office in Kosovo and the Ministry of Culture, Youth and Sports in Kosovo, is soliciting a call for proposal for the selection of NGOs/CSO’s and grassroot level organisations to facilitate and implement skills development activities for women and youth in Janjevë/Janjevo aiming to improve employability, economic sustainability, and preservation of intangible heritage.

1. **BACKGROUND INFORMATION**

Statistics, indicators, and data on the cultural sector, as well as operational activities, provide ample evidence that culture can be a driver of sustainable development with community-wide social, economic and environmental impacts through green jobs, reducing poverty, preserving resources, or strengthening community resilience. The cultural sector’s contribution to the economy and poverty alleviation through creative industries, sustainable cultural tourism, and cultural infrastructure, can serve as strategic tools for revenue generation[[1]](#footnote-1) and can have a direct impact on vulnerable populations, including women.

Development interventions that respond to the specific needs of a community and a place, with consideration for the given cultural context, will – inevitably – contribute to advancing a human-centred approach to development; this approach is most likely to generate sustainable, inclusive, and equitable outcomes. As demonstrated by joint EU – UNDP interventions which use cultural heritage as an entry point for social cohesion and promoter of economic empowerment, promoting respect for cultural diversity facilitates intercultural dialogue, prevents conflicts, and promotes the rights of non-majority communities, thus, contributing to achieving development goals.

The overall goal of the “Cultural Heritage as a Driver for Economic Revival of Janjevë/Janjevo” project is to boost the sustainable and inclusive economic revival of Janjevë/Janjevo through heritage-led initiatives within the historic centre. The *physical interventions and rehabilitation of the cultural heritage sites* (primary infrastructure, improvement of public spaces, and rehabilitation, restauration, and conservation of selected buildings) will stimulate the touristic potential and tackle the long-term development of the socio-economic aspect of the local population. While the *Economic empowerment through income generation opportunities and promotion of tourism*component the focus will be on supporting the entrepreneurs, either through the revival or boosting of traditional crafts or opening of new, non-traditional economic activities, upgrading of existing businesses, providing young people with marketable skills, along with the increasing the attractiveness of the sites through the upgrading of physical infrastructure.

More specifically, through *sub-activity 2.1.1 – Skills development for women and youth* the project will use traditional arts and crafts as means of improving the employability of youth and women through skills development training. The engagement of women and youth from all communities in Janjevë/Janjevo will catalyze respect for cultural heritage and strengthen social cohesion among its habitants and beyond. Fostering an environment where women and youth can develop skills and gain work experience, will contribute to strengthening trust between them particularly those from the minority communities *(marginalized or disenfranchised groups) to the continuity of traditional handicrafts and preservation, re-*purposing intangible heritage, including the revival of the lost art.

This will be achieved through partnering with specialized CSOs/NGOs and grassroots level organizations working in the area of intangible cultural heritage, culinary, arts and/or similar areas, thought *Sub-activity 2.1: Skills development of women and youth* with a focus on the production of arts and crafts which are specific to different ethnicities and will provide a select number of women and youth with training as means of recovering the skills for the production of traditional handicrafts, food, or art.

1. **OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

The overall objective of this Call for Proposal is *to develop practical skills of women and youth through traditional arts and crafts, leading to recovering and developing new marketable skills, employability and generating income through the production of traditional handiworks, food and/or art*.

The project will engage existing CSOs/NGOs and grassroots level organizations operating (ideally) in/from Janjevë/Janjevo which will use skills development and adult training/education as means of creating a potential source of income for women and youth, for all communities living in Janjevë/Janjevo, for socio-economic empowerment. The areas of engagement include but are not limited to:

1. intangible cultural heritage and arts and craft production;
2. tourism and hospitality;
3. traditional culinary practices and food production;
4. digital development and entrepreneurship for the promotion of cultural tourism;
5. eco-tourism;
6. traditional building techniques.

Applying organizations are free to develop the type and format of skills development and training activities, events, duration, and frequency. Applying organizations are encouraged to present other activities which contribute to community engagement and socio-economic empowerment of women and youth in the cultural heritage sector.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference –

**Annex I**

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

Interested NGOs/CSOs must meet the following criteria to be eligible for the selection:

* Be legally registered as CSO/NGO in Kosovo and have in possession a valid registration certificate;
* Demonstrate that its mandate and founding document are in line with the activities for which the fund is being sought;
* A proven track record of experience in the implementation of similar/related type of activities;
* Demonstrated experience in one of the following: adult education, cultural heritage, tourism, skills development, art, women’s and/or youth empowerment, or another related field;
* Proven experience in implementing similar cultural heritage activities, community engagement activities, skills development trainings or other cultural events/gatherings;
* Previous experience in working with international organizations/donors is considered as an advantage;

*Key qualifications:*

* The key project management team should have relevant experience in the above-mentioned related field for a minimum of three (3) years;
* Staff should have excellent oral and written communication skills in English, Albanian and/or Croatian/Serbian.

1. **TECHNICAL AND FINACIAL PROPOSAL**

**Proposed Methodology, Approach, quality assurance plan and Implementation Plan** – this section should demonstrate the NGO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

**Management Structure and Resource (Key Personnel)** – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

1. **EVALUATION CRITERIA & METHODOLOGY**
2. **Proposals will be evaluated based on the following criteria:**

* The proposals should demonstrate understanding of the objectives to be attained, must be realistic, well‐structured and addresses the problems stated in the background information;
* The proposal should clearly define its strategy for implementation, detailing a step-by-step project plan, target groups, and clear time lines for activity duration;
* The proposals should define its strategy for monitoring and evaluation plans that will contribute to building as sense of ownership among communities and capture the potential impact created as a result of the intervention;
* The proposal should demonstrate sustainability after the grant period and in the absence of external funding;
* The proposal should demonstrate the ability of the organization to effectively manage grant funds, as well as the institutional capacity (equipment, facilities, competence and experience of personnel, and past record of managing such projects) necessary for project implementation;
* Previous experience in related fields, availability of skills and capacities to ensure trainings to beneficiaries when relevant;
* High impact interventions directly targeting and responding to the needs established in the ToR;
* Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.

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| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
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| 1. | CSO/NGO General Organization and Financial Capability Eligibility and qualifications | 30% | 300 |
| 2. | Appropriateness of Proposed Methodology, Approach and Implementation Work Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | | 1000 |

Detailed sub-criteria information is provided in **Annex II** for this call.

1. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/NGO proposed approach and methodology.

CSO/NGO have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. NGOs/ CSOs exceeding the established fixed budget in their financial proposals will be rejected.

1. **Budget size and duration**

The indicative amount per grant is estimated at *EUR 24,000.00.* UNDP reserves the right to: i) reduce the amount of the grant; ii) award a higher amount; iii) not to award all available funds, if the number and quality of applications do not meet the criteria of the call (the rationale of the application and the budget estimation). The administrative costs must not exceed 10% of the total budget. The amount requested in the proposal should be commensurate with the organisation’s experience and reach in the sector, including administrative and financial management capabilities.

**The duration of proposed activities/projects submitted by NGOs/CSOs should not exceed 12 months.** Activities may start at any time (following the completion of the selection process) but cannot exceed 30 August 2024.The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

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| **#** | **Milestone and deliverables** | **Payment** |
| 1 | Upon signature of contract with the NGO/CSO or grassroot level organisation | 40% |
| 2 | Upon delivery and implementation of 40% of the planned activities and submission of bimonthly progress reports as per the contractual agreement | 50% |
| 3 | Upon completion of all activities, submission of bimonthly reports, final report (including drafts, documents, products, etc.) and financial report (invoice and other financial requirements) and UNDPs clearance and acceptance. | 10% |

1. **SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Grant Agreement (GA) signature.

UNDP reserves itself the right to reject proposals. Submitting a proposal does not guarantee the allocation of a grant.

1. **SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

The following documents must be submitted in order for the submission to be considered:

1. Applications (project proposals) in the form/template attached **(CSO/NGO LOW-VALUE GRANT PROPOSAL TEMPLATE – Annex III)**, with corresponding Work Plan, Budget and Performance Targets;
2. Proof of registration as a non‐governmental/non‐commercial organization including copies of registration certificate;
3. Information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
4. Organizational profile with the following details:

* A clearly defined management structure of the organisation;
* Experience and expertise in the implementation of similar/related type of activities;
* Demonstrated experience in one of the following: adult education, cultural heritage, tourism, skills development, art, women’s and/or youth empowerment, or another related field;
* Proven experience in implementing similar cultural heritage activities, community engagement activities, skills development trainings or other cultural events/gatherings;
* Experience in working with different communities in Kosovo with similar projects/activities is an advantage;
* Experience in working with international organizations/donors is an advantage;
* Details of the local partners if application is made jointly by more than one organizations;
* Audited financial statements for the past two years (if applicable).

1. **OTHER REQUIREMENTS**

All publications, products or other type of documents prepared/delivered during the implementation phase by the organisation (in whatever form and whatever medium, including the internet) will be developed in both official languages of Kosovo (Albanian and Croatian/Serbian language, including English language).

All organisations will need to follow the EUOK’s, MCYS’s and UNDPs project standards and procedures regarding the visibility and promotion (logs, disclaimer, official name of the project and the financial support in all three languages, etc.). The instructions on visibility and promotion will be shared with selected organisation/s upon signature of the contract to avoid future visibility issues or communication aspects.

**Once the application is complete and submitted, revised versions of proposal documents will not be accepted.** **Partial application will not be accepted.**

Interested CSOs/NGOs and other grass-root level organisation may obtain further information or clarification by contacting the UNDP office in Kosovo through the following address:

E-mail address: [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

Submission Deadline

Proposals, with supporting documents, should be submitted by **10th October 2022, 12:00 noon,** at the following email address: [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

**Estimate Competition Timeline**

Estimated timeline for this Call for Proposals.

*07th September 2022:* Call for Proposal opens, and relevant documents are posted online.

*30th September 2022:* Deadline for organizations to submit proposals under this Call.

*01st – 15th October 2022:* Assessment and selection processes will take place.

*17th – 21st October 2022* Selected applicants will be notified.

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies) In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.

**Annex I**



**TERMS OF REFERENCE**

**NGOs/CSOs and other grass-root level organizations for the implementation** **of skills development activities for women and youth through traditional arts and crafts that contribute to improved employability, economic sustainability, and preservation of intangible heritage**

1. **BACKGROUND INFORMATION**

Statistics, indicators, and data on the cultural sector, as well as operational activities, provide ample evidence that culture can be a driver of sustainable development with community-wide social, economic and environmental impacts through green jobs, reducing poverty, preserving resources, or strengthening community resilience. The cultural sector’s contribution to the economy and poverty alleviation through creative industries, sustainable cultural tourism, and cultural infrastructure, can serve as strategic tools for revenue generation[[2]](#footnote-2) and can have a direct impact on vulnerable populations, including women.

Development interventions that respond to the specific needs of a community and a place, with consideration for the given cultural context, will – inevitably – contribute to advancing a human-centred approach to development; this approach is most likely to generate sustainable, inclusive, and equitable outcomes. As demonstrated by joint EU – UNDP interventions which use cultural heritage as an entry point for social cohesion and promoter of economic empowerment, promoting respect for cultural diversity facilitates intercultural dialogue, prevents conflicts, and promotes the rights of non-majority communities, thus, contributing to achieving development goals.

The overall goal of the “Cultural Heritage as a Driver for Economic Revival of Janjevë/Janjevo” project is to boost the sustainable and inclusive economic revival of Janjevë/Janjevo through heritage-led initiatives within the historic centre. The *physical interventions and rehabilitation of the cultural heritage sites* (primary infrastructure, improvement of public spaces, and rehabilitation, restauration, and conservation of selected buildings) will stimulate the touristic potential and tackle the long-term development of the socio-economic aspect of the local population. While the *Economic empowerment through income generation opportunities and promotion of tourism*component the focus will be on supporting the entrepreneurs, either through the revival or boosting of traditional crafts or opening of new, non-traditional economic activities, upgrading of existing businesses, providing young people with marketable skills, along with the increasing the attractiveness of the sites through the upgrading of physical infrastructure.

More specifically, through *sub-activity 2.1.1 – Skills development for women and youth* the project will use traditional arts and crafts as means of improving the employability of youth and women through skills development training. The engagement of women and youth from all communities in Janjevë/Janjevo will catalyze respect for cultural heritage and strengthen social cohesion among its habitants and beyond. Fostering an environment where women and youth can develop skills and gain work experience, will contribute to strengthening trust between them particularly those from the minority communities *(marginalized or disenfranchised groups) to the continuity of traditional handicrafts and preservation, re-*purposing intangible heritage, including the revival of the lost art.

This will be achieved through partnering with specialized CSOs/NGOs and grassroots level organizations working in the area of intangible cultural heritage, culinary, arts and/or similar areas, thought *Sub-activity 2.1: Skills development of women and youth* with a focus on the production of arts and crafts which are specific to different ethnicities and will provide a select number of women and youth with training as means of recovering the skills for the production of traditional handicrafts, food, or art.

1. **OBJECTIVES**

The overall objective of this Call for Proposal is *to develop practical skills of women and youth through traditional arts and crafts, leading to recovering and developing new marketable skills, employability and generating income through the production of traditional handiworks, food and/or art*. The project will engage existing CSOs/NGOs and grassroots level organizations operating (ideally) in/from Janjevë/Janjevo which will use skills development and adult training/education as means of creating a potential source of income for women and youth, for all communities living in Janjevë/Janjevo, for socio-economic empowerment. The areas of engagement include but are not limited to:

1. intangible cultural heritage and arts and craft production;
2. tourism and hospitality;
3. traditional culinary practices and food production;
4. digital development and entrepreneurship for the promotion of cultural tourism;
5. eco-tourism;
6. traditional building techniques.

Applying organizations are free to develop the type and format of skills development and training activities, events, duration, and frequency. Applying organizations are encouraged to present other activities which contribute to community engagement and socio-economic empowerment of women and youth in the cultural heritage sector.

1. **EXPECTED OUTPUTS/DELIVERABLES**

The grant activities are expected to provide the following results (but are not limited to):

* Organize and develop creative/innovative skills development training/workshops which aim to bring together and engage women and youth of Janjevë/Janjevo and can range from:
* food production and traditional farming (bio-production of traditional food, tea, honey, dairy/cheese, sausage production, wine and rakia production, confectionery production, etc);
* arts and crafts production (handicrafts, embroidery, jewellery, pottery, handmade souvenirs and/or similar);
* eco-construction products (wood, clay, mud and/or similar)
* tourism services (tour guides, tour operator services and other related services).
* Digital development and entrepreneurship opportunities for youth.
* Identify traditional handicrafts, food, or art which is specific to ethnicities living in Janjevë/Janjevo and develop and deliver tailored trainings for a select number of women and youth in Janjevë/Janjevo;
* Identify local craftsmen/women with Janjevë/Janjevo including local designers/artists who will develop qualitative and artistic products;
* Develop and deliver training programmes which focus on preserving or recovering skills and production of traditional handicrafts, food, or art;
* Conduct outreach activities to draw the attention of interested women and youth in Janjevë/Janjevo to participate in skills development training (traditional handicrafts, food, or art);
* Develop a collaboration platform for craftspeople from different communities living in Janjevë/Janjevo which aims to create a space for collaboration leading to socio-economic empowerment (economies of scale, combined products, etc.);
* Provide professional support, guidance and best practices/training activities to local craftsmen/women and local designers/artists during artistic productions.

**Key considerations and principles.** In designing and implementing activities, the NGOs/CSOs shall be guided by the following considerations:

* To identify and cooperate with craftsmen/craftswomen (artisans), handicraft producers and designers to ensure the safeguarding of a community's intangible cultural heritage;
* To ensure participation and engagement of youth and women in the skills development training, with consideration for ethnic composition;
* To ensure that proposed activities cultivate an atmosphere for sustainable socio-economic development which boosts employment opportunities for youth and women;
* To ensure: i) fair and ethical collaboration; ii) promotion of social innovation and iii) culture-based design process.

1. **BUDGET SIZE AND DURATION**

The indicative amount per grant is estimated at EUR 24,000.00. UNDP reserves the right to: i) reduce the amount of the grant; ii) award a higher amount; iii) not to award all available funds, if the number and quality of applications do not meet the criteria of the call (the rationale of the application and the budget estimation). The administrative costs must not exceed 10% of the total budget. The amount requested in the proposal should be commensurate with the organisation’s experience and reach in the sector, including administrative and financial management capabilities.

The duration of proposed activities/projects submitted by NGOs/CSOs should not exceed 12 months. Activities may start at any time (following the completion of the selection process) but cannot exceed 30 August 2024.The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

1. **ELIGIBILITY AND QUALIFICATION CRITERIA**

Interested organisations (NGOs/CSOs and other grass-root level organisations) must meet the following criteria to be considered for selection:

* Be legally registered as CSO/NGO in Kosovo and have in possession of a valid registration certificate;
* Demonstrate that its mandate and founding document are in line with the activities for which the fund is being sought;
* A proven track record of experience in the implementation of similar/related types of activities;
* Demonstrated experience in one of the following: adult education, cultural heritage, tourism, skills development, art, women’s and/or youth empowerment, or another related field;
* Proven experience in implementing similar cultural heritage activities, community engagement activities, skills development trainings or other cultural events/gatherings;
* The key project management team should have relevant experience in the related field for a minimum of three (3) years;
* Previous experience in working with international organisations/donors is an advantage;
* Staff should have excellent oral and written communication skills in English, Albanian and/or Croatian/Serbian.

*Technical and Financial Proposal*

Technical Proposal should provide among others contextual analysis/background information, proposed approach, including objectives and clear outputs that will be achieved within the lifecycle of each suggested activity;

* Work Plan for the designing and implementation of the activity/ies to include target groups and outreach approach;
* Information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
* Dynamic/implementation plan;

The financial proposal must provide a clear budget, with itemised costs, for designing and implementing activities.

1. **PAYMENT SCHEDULE**

The payment will be processed as follows for each of the sub-grants:

1. 40% of the grant amount upon signature of the contract;
2. 50% of the sub-grant amount upon delivery of 40% of the planned activities;
3. 10% of the contract amount upon completion of all activities, submission of the final report and receiving the invoice and UNDP acceptance.
4. **REPORTING REQUIREMENTS AND MANAGEMENT ARRANGEMENTS**

The organizations are required to report in written form (e-mails, summary of progress, narrative reports, etc.) to the Project Manager and the team, as follows:

1. Dynamic Work Plan with clear objectives, activities, resources and indicators for the implementation of all expected activities;
2. Progress Reports documenting the progress of the deliverables, achievements or potential issues affecting implementation. Reporting on resource utilization should also be included. The format of bimonthly reports is subject to approval by UNDP’s Project Manager;
3. Final Project Implementation Report covering progress, deliverables, and achievements for each activity. The format of the final report is subject to approval by Project Management.
4. Other ad hoc reporting or updates on specific component activities or progress may also be requested.
5. **OTHER**

**Other Requirements.** It shall be the organisation’s responsibility to respect deadlines, consider comments/suggestions and apply them in a professional manner during the implementation phase.

The work conducted by the organisation must be unique, original and not a copy of other products or have similarities to it whatsoever. The organisation is required to cooperate closely with UNDP to ensure that the right message is conveyed through the implementation of the activities.

The organisation’s proposal must specify which areas of engagement (not limited to) is applying for: a) tourism and hospitality; b) traditional culinary practices and food production; c) digital development and entrepreneurship for the promotion of cultural tourism; d) eco-tourism; e) traditional building techniques.

**Closing date for the submission of applications:**

A completed **CSO/NGO LOW-VALUE GRANT PROPOSAL TEMPLATE [Annex III]** with requested supporting documents must be submitted to UNDP Kosovo no later than **10th October 2022, 12:00 noon,** at the following email address: [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

Interested CSOs/NGOs and other grass-root level organisation may obtain further information or clarification by contacting the UNDP office in Kosovo through the following address:

E-mail address: [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

**Annex II – Detailed Sub-Criteria**

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| Technical proposal Evaluation Breakdown | | Points Obtainable |
| 1. General Organization and Financial Capability (eligibility and qualifications) | | |
|  | **General Organizational and Financial Capability:**   * The organisations total operational years (35 points); * The organisations operational capacities to plan, organise and deliver trainings (60 points); * The organisation (and partners) has Project Management Capacity to manage grants (including staff, equipment, facilities and ability to handle budget for the activities) (60 points); * The organisations experience with engaging in partnership for implementing similar action/grants (35 points); * The organisations experience in working with international organisations/donors is an advantage (35 point). * The organisations experience in successfully managing of funds from government and/or development partner (35 points) * The organisation has adequate financial/accounting system in place to manage similar grants (40 points). | 300 |
| 2. Proposed Methodology, Approach, Implementation Plan | | |
|  | **Appropriateness of Proposed Methodology, Approach and Implementation Plan:**   * Alignment to the Terms of Reference (ToRs) and clear articulation of proposal elements and budget estimation costs (objectives, activities, results, resources and budget) (80 points); * The methodology clearly describes the aim of the project and clearly lays out the implementation timetable (work plan/dynamic plan) (80 points); * Proven experience in implementing similar cultural heritage activities, community engagement activities, skills development trainings or other cultural events/gatherings (60 points); * Demonstrated experience in one of the following: adult education, cultural heritage, tourism, skills development, art, women’s and/or youth empowerment, or another related field (50 points); * Proven experience on/with cultural heritage project in Kosovo a distinct advantage (30 points); * Project is inclusive of all communities living in Janjevë/Janjevo (particularly youth and women) and has clear articulation of the target groups (40 points); * Proven experience and expertise in the implementation of similar/related type of activities (30 points); * Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions (30 points). | 400 |
| 3. Management Arrangement, Resources and Qualifications of Key Personnel | | |
|  | **Management Arrangement, Resources and Qualifications of Key Personnel**   * Competence of the organization’s staff (90 points); * Qualification of key personnel (80 points); * Previous experience in related fields (70 points); * Availability of skills and training experience, including CV (60 points). | 300 |
| Total | | 1000 |

**Annex III – Low value Grant Proposal Template**

**NGO/CSO LOW VALUE GRANT PROPOSAL TEMPLATE**

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| Please complete the following proposal template as part of the NGO/CSO Low value grant application process providing responses where relevant to the applying organization or group of organizations, and the overall project.   |  | | --- | | **Organization Profile** | | For this section, provide a summary of the organization and include the following information, where relevant. For proposals that bring together two or more organizations, please complete with the information of all organizations. Where possible, please provide supporting documents when requested. | | **1. Name of (s):**  Insert the name of the NGO/CSO (including office address, postal address, contact person for the project, contacts and email address)?  In cases with two or more organizations, indicate the name of the lead organization with responsibility for the operations and financial management of the project, followed by other organizations? | | **2. Organization Summary**  Provide a summary about the organization(s) to include the primary advocacy area, mandate, vision, and purpose. (no more than 2 paragraphs for each organization)? | | **3. Date of Establishment & Total Years of Operation**  State the date the organization was founded and number of years it has been operating? | | **4. Registered in Kosovo/Legal status**  Indicate whether the organization is legally registered in Kosovo. (Please provide supporting documentation)?  Yes / No | | **5. Financial system**  Indicate whether the organization or lead organization has an accounting system in place. (E.g. possesses an accounting software or process)?  Yes / No  Explain: | | **6. Internal Human Resources**  Identify the internal human resources and corresponding skill set and key competencies that the organization(s) possess relevant to the TOR? | | **7. Official presence and resources**  Identify other resources that the organization(s) has at its disposal. This may include (field offices, equipment, software, technical data bases, etc.)? | | **8. Government and/or development partner funding**  List any funding received from government and/or development partners and the corresponding areas of support over the last 2 years. This may include operations and management support, project support, and/or staffing together with the names of key donors. (Please provide any audit reports, if available, and/or any project evaluation documents, etc.)? | | **9. Partnerships**  Describe any partnerships established or joint projects undertaken by the organization(s). This may include partnerships with other CSOs, NGO’s, private sector or government or development institutions? | | **10. Main beneficiaries**  Indicate the major beneficiaries of the products and/or services provided by the organization(s). This would include target groups and communities/parishes/ electoral divisions, if relevant? | |
| **PROJECT’S NAME:**  **NOTE:**   * 1. Please, describe the essence of your project in one short and precise sentence.   2. Also, please specify the areas you are applying and elaborate clearly the expected outputs/deliverables (to be noted clearly under the project name).   3. please observe the Termes of Reference (Annex I) and the NGO/CSO Low Value Grant Proposal Template (Annex III) requirements closely during the preparation of your Project Proposal.   **PROJECT PROPOSAL**   1. **General information about applicant organisation (maximum of 2 pages)**   1.1 Main areas of expertise – describe your organization’s main competencies. Describe your organization’s mission.  1.2 Describe main types of activity that your organization carries out.  1.3 Explain what kind of in-house or outside experts your organization involves in its usual work.  1.4 Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).   1. **Relevant experiences (maximum of 1 page)**   2.1 Provide evidence of your organization’s experience in the area of cultural heritage with special focus on the promotion and protection of arts and crafts (e.g., i) community level education activities, design and delivery of skills development training/programs and social-economic empowerment; ii) working women and young people in production of crafts/handiworks or similar, developing business plans for micro or small businesses and training programmes and implementing apprenticeships; and ii) conducting outreach activities and surveys, public speaking events and developing concepts related to recovery and preservation of intangible culture heritage desired). Describe the work performed by your organization which demonstrates its capability to work with target groups.  2.2 Describe key specific results achieved by your organization in the areas of work relevant to this Call for Proposal.   * 1. Explain how your organization’s experience will help to reach project’s goals.  1. **Project Summary (maximum of ½ page)**   Describe project proposal’s objectives, main activities, stakeholders and expected results.   1. **Problem Analysis (maximum of ½ page)**   Describe main problem(s) that your project proposal will address and why these issues are important to the target groups and Kosovo society in general.   1. **Project Objectives (maximum of ½ page)**   Describe the projects proposal’s goal/s and objective/s.   1. **Expected Results (outputs)/deliverables (maximum of 1 page)**   6.1 Describe expected results (outputs)/deliverables.  6.2 Describe specific short-term and long-term results (outputs)/deliverables that you plan to achieve though your project.  6.3 Explain what positive changes in the life of the target groups will be achieved through your project.   1. **Target audience (from ½ page up to 1 page max)**   7.1 Describe project’s main target audience as well as other stakeholders. Please also describe how they will be engaged.  7.2 Specify the group of people whose interests and rights your project will help to promote (indicate their age, gender and ethnicity when relevant).  7.3 Explain if and how your project will cooperate with relevant institutional bodies (local and central level).  7.4 Explain if and how your project will ensure gender mainstreaming.  7.5 Explain if and how your project will ensure youth integration.   1. **Project Activities (maximum of 2 pages)**   Briefly describe the implementation process and contents of each type of activity that will be carried out during project implementation phase leading to the achievement of the above-mentioned objective/s of this Call for Proposal.   1. **Communication strategy (maximum of ½ page)**   Describe your project’s key messages, audiences, information products and communication channels.   1. **Work plan (maximum of 4 pages)**   10.1 Provide project’s work plan according to the following format:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Timeline | Activity | Location | Topic | Implementers | Panned Results/  deliverables | |  |  |  |  |  |  | |  |  |  |  |  |  |   Results shall not be merely actions taken but progress in the solution of the problem addressed by your project, and specific positive changes in the life of the target audience.  10.2 Provide project’s detailed Dynamic/implementation plan for the proposed duration of the Call for Proposal.   1. **Events (maximum of 2 pages)**   Provide more details on agendas and format of the project’s activities and other public events.   1. **Project Monitoring and Evaluation (maximum 1 page)**   Please include a monitoring and evaluation framework (preferably in table form) that describe how you will monitor project implementation and evaluate its results, as well as means of verification.   1. **Future activities (maximum of ½ page)**   How will your organisation ensure sustainability in its support to the issues targeted by your project after its completion? How will it further develop the project’s achievement?   1. **Budget (maximum of 2 pages)**   Provide project budget in according to the following format:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item No. | Description of activity | Unit/staff | Rate/Cost | Estimated amount | |  |  |  |  |  | |  |  |  |  |  |  1. **Staff (maximum of 2 pages)**   Briefly of the management staff which may include: description of their role during the implementation of the project, description of their education, qualification and relevant experience of each project staff person, as well as in invited expert/s or other relevant actors in the process (provide CV of each project staff).  Same applies for organisation who apply with one or more than one organisation for this call. |

1. United Nations General Assembly, Outcome Document of the 2010 Millennium Summit, Keeping the promise: united to achieve the Millennium Development Goals, A/65/L.1 (New York, 2010). [↑](#footnote-ref-1)
2. United Nations General Assembly, Outcome Document of the 2010 Millennium Summit, Keeping the promise: united to achieve the Millennium Development Goals, A/65/L.1 (New York, 2010). [↑](#footnote-ref-2)