

## Leave No One Behind second phase (LNB2)

### Community-based Social Services Grants

## CALL FOR PROPOSALS

## GUIDELINES FOR APPLICATION

This Call for Proposals is **in the framework of the Leave No-one Behind second phase**, a United Nations joint programme funded by the Swiss Agency for Development and Cooperation (SDC) to support projects in the field of community-based social services proposed by any municipality in Albania.

Project proposals must *contribute to the provision of social care services at local level benefiting individuals and families in need for social protection*

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## **1. BACKGROUND INFORMATION**

The Leave No One Behind Programme – second phase (LNB2) builds upon the vast experience of the UN in addressing social inclusion and the needs of the vulnerable groups. It will support the implementation of the newly shaped vision of the social sector in Albania, in line with SDGs and the country's aspirations towards European integration. The Leave No One Behind (LNB) avails of technical expertise and know-how of UN agencies aiming at allowing for greater impact and outreach by focusing on the municipal level and its linkage to the national level. The objective of the second phase of this programme (2021 – 2025) is to empower vulnerable persons and groups to have equal access to public services and opportunities, to have a voice in public decision-making affecting their lives and to hold the duty bearers accountable.

Since service delivery is realized mostly at local level, the intervention focuses on the local level too. Two of its three outcomes reflect this thrust – by empowering the beneficiaries in need of measures for their social protection to access and to contribute themselves to their social inclusion (outcome 1), and by capacitating municipalities to provide services and to promote social inclusion (outcome 2). The third outcome reflects the project's concern with anchoring its interventions at system level; it is to contribute to the further development and implementation of policies relevant for social inclusion, including its funding.

The project uses various methods for capacity building and organisational development. One of them comprises funding innovative small local projects that are in line with the endeavour's overall thrust. This Community-Based Social Services Grants scheme is the main instrument that will be used to achieve this aim.

The implementation of Leave No One Behind (LNB) Programme is responsibility of four UN agencies UNDP, UNICEF, UN Women and UNFPA. It is funded by Swiss Agency for Development and Cooperation (SDC).

## **2. THE COMMUNITY-BASED SOCIAL SERVICES GRANTS SCHEME**

This grants scheme established in the framework of Leave No-one Behind Programme second phase allows for financing innovative small projects contributing to the provision of social care services, proposed by any concerned Albanian municipality. The projects considered eligible to receive up to 3,000,000 ALL each shall be:

- ✓ in the field of social care services benefiting individuals and families in need for social protection as defined in the law 121/2016 "On Social Care services in the Republic of Albania
- ✓ in line with the priorities of the Municipal Social Care Plan for the establishment of new social care services consistent with the Social Fund financial mechanism.

This Call for Proposals launched by LNB project. The guidelines define the information to be contained in project proposals and inform about the selection criteria and the selection process. The funds will be disbursed to the Municipality (hereinafter the applicant) in compliance with their proposed project budget. Although each applicant may submit more than one proposal, each recipient cannot be granted more than one project. The project teams are expected to have measures in place to guarantee and demonstrate that the end beneficiaries are targeted vulnerable people as defined in the law 121/2016 "On Social Care services in the Republic of Albania.

More information concerning specific parties' roles and responsibilities and regarding the rules and regulations of disbursement are found in other sections of these Guidelines.

## **2.1. Goal and Scope of the Call for Proposals**

The grants scheme's goal is to:

*Contribute directly to the provision of social care service at local level for individuals and families as defined in the law 121/2016 through implementation of innovative small projects as part of municipalities' own Social Plans.*

## **2.2. Duration of the project proposal**

The duration of a Project should be no longer than **18 months**.

## **2.3. Budget proposal**

The project should include a budget proposal up to **3,000,000 ALL**.

Applicants shall indicate the entire budget in Albanian LEK by detailing all costs including those financed from the Applicant's own resources (e.g. wages, social security charges, rent and any other recurrent and capital costs) and specifying sources of finance.

## **2.4. Who May Apply**

Any of 61 municipalities of Albania are eligible to apply. The institutions offering social services at municipal level that are under the direct authority of municipalities, are considered as part of municipalities hence they may apply through the authority and under the name of their governing municipality. Based on a Memorandum of Understanding, several Municipalities may submit a joint application proposing, for instance, regional solutions to similar common issues and needs.

The Applicants should be directly responsible for the preparation and management of the Project with their partners (if any), not acting as intermediary.

## **2.5. How to apply**

Proposals must be submitted using the **Grant Application Form (Annex A)**. Clarifications will only be requested by the LNB2 project staff on behalf of the Community-Based Social Services Grants Management Committee when the information provided is unclear.

## **2.6. How and where to send the Proposals**

Full Proposals must be submitted in hard copy and in electronic format (USB disc). The electronic format must contain the same proposal as the paper version enclosed. The submitted Project Proposals should be in Albanian language. However, it is obligatory that they also contain a one-page summary in English language comprising objectives, main expected results and key activities.

Full Proposals must be received in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below:

Postal address (including hand delivery and private courier service):

United Nations Development Programme  
Leave No One Behind (LNB2)  
Rruga Skenderbej,  
Gurten Building, 2<sup>nd</sup> floor,  
Tirana, Albania  
(Re Community-Based Social Services Grants)

Whenever an Applicant intends to submit two or more different proposals, each one must be sent separately.  
**The deadline for the receipt of complete proposals is 15 February 2023 at 12:00 noon.**

**Incomplete Proposals will be rejected.**

### **3. EVALUATION AND SELECTION OF THE PROPOSALS**

The evaluation and selection of proposals will be carried out by a Grants Management Committee of LNB2. The composition of the Community-Based Social Services Grants Management Committee is as follows:

Chair of the Grants Management Committee: UNDP programme specialist for social inclusion.

Members of the Grants Management Committee: LNB coordinator, representatives from UN/LNB participating agencies, and Ministry of Health and Social Protection.

All members of the evaluation committee are requested to sign a declaration of impartiality and commit to preserve the confidentiality of the data and results during and after the evaluation process, as well as of any conflict of interest with the applicant.

The results of all submitted Proposals will be assessed and approved by the Community-Based Social Services Grants Management Committee according to the following steps:

#### **Step 1: Administrative Verification**

In carrying out the Administrative Verification the following will be assessed:

- Missing or incorrect documentation and/or information. If any of the requested documents (including annexes) or information is missing the proposal may be rejected.

#### **Step 2: Evaluation of Eligibility and Evaluation of Proposals/Scoring Criteria**

##### **Projects not eligible**

The following types of Projects are ineligible:

- Projects that do not focus on providing services to individuals and families in need of social protection as defined in the Law 121/2016 for social care services.
- Projects concerned only or mainly with sponsorships for participation in workshops, seminars, conferences, congresses;
- Projects concerned only or mainly with scholarships for studies, part of long-term study programmes;
- Projects which consist entirely or in most part of preparatory works or studies;
- Projects supporting political parties;
- Purchase of land, building and offices;
- Projects consisting only of reconstruction and rehabilitation works;
- Retroactive financing for projects that are already in implementation or completed.

## Scoring criteria

The following criteria will be used in the evaluation of the project proposals:

### (a) The Project Proposal quality

#### a.1 Relevance – the proposal is in line with Municipal Social Care Plan

The proposal should seek to address primarily the needs of women, men, girls and boys in need for social protection; for social care services<sup>1</sup> as anticipated in the municipal social care plan. Other vulnerable groups and populations may also benefit directly or indirectly from the actions, but the focus should clearly be on the aforementioned groups.

#### a.2 Innovation and replicability

This criterion requires that the social services<sup>2</sup> to be introduced during the proposed project are both innovative and with the potential to be replicated or upscaled within the territory of the benefiting municipality. Innovation is defined as the process of introducing methods or ideas of work that are new to a territory. Replicability of good practices identified and tested elsewhere is supposed to produce similar results and is anticipated by the expressed support of relevant authorities within the benefiting municipality.

#### a.3 Effectiveness

According to this criterion, it will be assessed to what extent: a) the activities included in the Project Proposal are appropriate, practical and consistent with the objectives and expected results, and b) the identified results are measurable through objectively verifiable indicators.

#### a.4 Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after external funding has been withdrawn. One indicator of sustainability is the use of the national electronic register of social services, based on VKM No. 136/2018 "For the operation and management of the national electronic register of social services". The results of the Project need to be institutionally, socially as well as financially sustainable. Therefore, the application must contain detail regarding the institutional arrangements in place that guarantee sustainability beyond the lifetime of

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<sup>1</sup> The scope extends to social care services as defined in the law 121/2016 "On Social Care services in the Republic of Albania

<sup>2</sup> *ibid*

the project, and, finally, discuss how the final beneficiaries will be involved in execution, monitoring and evaluation of the final project results.<sup>3</sup>

## **(b) Applicants capacities**

### b.1 Demonstrated experience in managing or coordinating social care interventions

This criterion serves to assess the degree of the applicant's commitment/engagement to deliver community-based social services by itself, with little or no support from external partners. The discussion on engagement should comprise those technical, human and financial.

### b.2 Commitment for co-financing the proposed project

The Applicants are encouraged for cost-sharing and direct contribution of financial nature or in kind consisting in project inputs and/or activities. Each applicant is encouraged to commit their own resources up to 20% of the total budget value of the proposal in order to match those requested from the grant scheme. Clearly stated and trackable commitments will receive higher scores. Direct contributions of financial nature or in kind for the staff assigned to the Project may be considered as co-financing in the budget for the Project when paid by the Applicant or its partners.

### b.3 Degree of direct management and implementation responsibility

The applicant that keeps management and implementation responsibility regardless the implementation modality – by the Municipality alone or in partnership with a third party and that keeps the main responsibility for the delivery of the services, will receive higher scores.

## **Step 3. Short-listing and final selection**

The project proposals that will be short-listed for the final selection will be ranked according to the highest scores received. The best rated proposals will be proposed for funding.

## **Step 4. Notification of the Grants Management Committee's decision**

Upon endorsement of the proposals that will receive grant funding, all applicants will be informed in writing by the LNB2 team.

Standard Letter of Agreement between UNDP and Municipality will be signed regarding the realization of the activities foreseen in the proposal.

## **Important Deadlines**

- Date of Launching the call: 11 January 2023
- Deadline for receipt of questions: 8 February 2023
- Deadline for receipt of Applications: 15 February 2023

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<sup>3</sup> For more details please refer to Annex D: Scoring Matrix

**Further information**

Questions may be sent only by e-mail to this address [registry.al@undp.org](mailto:registry.al@undp.org) indicating clearly the reference of the call for proposals. Replies will be given to questions submitted no later than 7 days before the deadline of the receipt of applications.



#### 4. ANNEXES

##### ANNEX A: Grant Application Form

<b>Name of applicant:</b>	Municipality
<b>Official postal address:</b>	
<b>Official e-mail address of the Applicant:</b>	
<b>Website of the Applicant:</b>	
<b>Contact person for this project:</b>	
<b>Contact person's telephone number and email address:</b>	
<b>Name of Partners<sup>4</sup></b>	Partner (s)
Full legal name	
Legal status	
Official postal address	
Contact person	
Telephone number	
E-mail address	

#### I. PROJECT NARRATIVE

1. Title .....
2. Location .....
3. Cost of the project and amount requested from the community-based social services grants scheme

Total cost of the Project	Amount requested from the Community-based Social Services Grants scheme	% of requested grant
..... Albanian LEK	..... Albanian LEK	... %

#### 4. Summary (in English language)

Maximum 1 page. Please fill in the table below.

Project Goal	
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<sup>4</sup> This section must be completed for each partner organisation, if any.

Duration of the Project	... months
Partner(s), if any	
Target group(s)	
Beneficiaries	
Key expected results	
Main activities ( <i>bullet points</i> )	

**From here and onwards, the proposal will be in Albanian language**

**5. Brief description:** Maximum one page

- What is this project about?

**6. Situation Analysis and Justification:** Maximum 1 Page

- Why is the project being undertaken?
- How it relates to and contributes to the implementation of the action plan of the Municipal social care plan.
- Describe an opportunity or problem that the project is to address and the relevance of the Project to the Objectives of this Community-based Social Services Grants scheme;
- Key information on the context (economic, social, environmental) relevant for the project and linked with the intended changes of the intervention

**7. Objectives:** Maximum 1 page

- specific & measurable objective 1
- specific & measurable objective 2
- specific & measurable objective 3
- other

**8. Expected Results:** Maximum 1 page.

- For each project objective, include a detailed description of the expected impact on target groups/beneficiaries. Be specific and quantify results as much as possible.

9. **Direct and indirect beneficiaries:** Maximum 1 paragraph

- Who will benefit from the implementation of the project - direct and indirect. Be specific and quantify as much as possible.
- How will the project ensure, or intends to ensure, gender equality, equal ease of access to resources and opportunities for both men and women, as well as plan to ensure they can have the opportunity to benefit from all activities.

10. **Description of Activities:** Maximum 2 pages

- For each project objective include a detailed description of activities to be undertaken to produce the results.

11. **Monitoring and Evaluation:** Maximum half page

- Describe how progress will be evaluated throughout and at the end of the project. For each objective formulate clear indicators for measuring results.

12. **Organization and Management:** Maximum half page

- Explain the organizational structure and the roles and responsibilities of the Municipality and its partners (if any) and of the key project personnel involved in the project.

13. **Work Plan:**

- Use the table format (below)

14. **Sustainability:** Maximum half page

- How will the activities proceed after the end of the project?

15. **Detailed budget:** Annex C

16. **Experience in managing or coordinating social care interventions:** Maximum 1 page.

Provide a short description of similar projects managed by your municipality over the past three (3) years in the field covered by this Community-based Social Services Grants scheme

Work Plan						
EXPECTED and indicators	PLANNED ACTIVITIES <i>List activities and associated</i>	TIMEFRAME				Amount
		Q1	Q2	Q3	Budget Description	
Result 1  <i>Indicators:</i>	1.1. Activity					
	1.2. Activity					
	1.3. Activity					
	1.4. Activity					
Result 2:  <i>Indicators:</i>	2.1. Activity					
	2.2. Activity					
	2.3. Activity					
	2.4. Activity					
Result 3:  <i>Indicators:</i>	3.1. Activity					
	3.2. Activity					
	3.3. Activity					
	3.4. Activity					
					Total	

## **ANNEX B: Supporting Documents for the Applicant and Partners**

### **I. SUPPORTING DOCUMENTS FOR THE APPLICANT**

#### **1. MANDATORY SUPPORTING DOCUMENTS FOR THE APPLICANT**

- a. An official document indicating the NIPT of the Municipality*
- b. Municipality's Social Care Plan*

#### **2. OPTIONAL SUPPORTING DOCUMENTS FOR THE APPLICANT**

- a. Any other documents containing data or information, concisely pointing out the municipality's capacities relevant to the implementation of the proposed project*

### **II. SUPPORTING DOCUMENTS FOR THE PARTNERS (IF APPLICABLE)**

#### **3. MANDATORY SUPPORTING DOCUMENTS FOR THE PARTNERS**

*These documents are additional to the Partnership statement(s) requested in and submitted as part of Annex A (section 17) which is also mandatory.*

- a. A copy of the official document attesting to the establishment of the partner Entity by the National Authorities (the Court registration if the partner Entity is a NGO)*
- b. An official document indicating the NIPT of the partner Entity*

## ANNEX C: Budget

## ANNEX D: Scoring Matrix

SCORING CRITERIA	Points available	Points awarded
<b>A. Quality criteria of the project proposals:</b>		
<b>a.1. Relevance</b> <ul style="list-style-type: none"><li><i>The applicant proves having in place a municipal Social Care Plan identifying social services and social inclusion priorities; and social budget lines resourcing social services</i></li><li><i>Project expected outcomes will contribute to the achievement of the priorities stated in the municipal social care plan</i></li><li><i>Project objectives address the needs of individuals and families in need for social care services (as defined in the law 121/2016 “On Social Care services in the Republic of Albania”)</i></li><li><i>The applicant presents evidence of the level of involvement of NGOs and citizens in the drafting of the project proposal</i></li></ul>	<b>30</b>	
<b>a.2. Innovation and replicability</b> <ul style="list-style-type: none"><li><i>The proposed project introduces methods or ideas of work that are new to the benefiting municipality</i></li><li><i>The good practices proposed can be replicated in the benefiting municipality</i></li><li><i>The benefiting municipality expresses written support to the proposed innovative services or ideas</i></li></ul>	<b>15</b>	
<b>a.3. Effectiveness</b> <ul style="list-style-type: none"><li><i>The activities included in the project proposal are largely appropriate, practical and consistent with objectives and expected results,</i></li><li><i>The identified outcomes are measurable through objectively verifiable indicators.</i></li></ul>	<b>10</b>	
<b>a.4. Sustainability</b> <ul style="list-style-type: none"><li><i>The project proposal puts forth convincing rationale that the proposed practices will continue after funding from this scheme has been withdrawn.</i></li><li><i>The project proposal puts forth convincing rationale that the proposed practices will become part of target institution(s) daily work</i></li><li><i>The project proposal puts forth convincing rationale that the proposed practices will be reflected in the institutional policies and procedures at beneficiary level</i></li></ul>	<b>10</b>	

<b>B. Capacities of the applicant to manage and deliver the proposal pursuant to the following criteria:</b>		
<b>b.1. Demonstrated experience in managing and coordinating social care interventions</b> <ul style="list-style-type: none"> <li><i>The applicant brings convincing evidence (final evaluation reports of similar projects, etc.) of having delivered community-based social services by itself, with little or no support from external partners</i></li> <li><i>The applicant brings convincing evidence (including data and relevant information, e.g. organigrams, approved and funded budgets, etc.) of having the technical, human and financial capacities in place to manage the proposed action</i></li> </ul>	<b>10</b>	
<b>b .2. Commitment for co-financing the proposed project</b> <ul style="list-style-type: none"> <li><i>Share (in %) of the total budget value from the applicant's own resources or in-kind contribution</i></li> <li><i>Clearly stated and trackable commitments of the applicant in the project proposal and budget</i></li> </ul>	<b>10</b>	
<b>b.3. Degree of direct management and implementation responsibility</b> <ul style="list-style-type: none"> <li><i>The extent to which the applicant is directly involved in the management of the proposed activities and services to deliver, regardless the project implementation modality – by the Municipality alone or in partnership with a third party</i></li> <li><i>The extent to which the applicant is directly involved in the implementation of the activities and the delivery of the social care services proposed by the project (for instance, the applicant anticipates entrusting the delivery of the proposed services to municipal institutions – service providers)</i></li> </ul>	<b>15</b>	
<b>MAXIMUM NUMBER OF POINTS:</b>	<b>100</b>	