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**Rehabilitating Flood Damaged Infrastructure**

**Call for Proposals for low value Grants**

The UNDP implemented project “Rehabilitating Flood Damaged Infrastructure” financed by Swiss Development Cooperation (SDC), is soliciting a call for proposal for the selection of NGOs/CSOs and grassroot level organizations to provide assistance to the local communities affected by recent floods through riverbed cleaning activities and through awareness raising of the local community on floods, flood prevention and preparedness.

1. **BACKGROUND INFORMATION**

The Western Balkans is considered one of the world’s hotspots for adverse impacts of climate change and the region is particularly vulnerable due to its limited capacities and resources to adapt to the anticipated impacts. In Kosovo, the impacts of COVID-19 combined with climate change are leading to high socio-economic and environmental vulnerability, with marginalized groups being affected the most. Climate change is expected to intensify and increase the frequency of the already ongoing extreme weather events and impacts such as floods2, and it is an urgent necessity to adapt to the anticipated changes to mitigate risks, vulnerabilities, and economic loss. Kosovo is in fact already facing increasing temperatures, declining water resources, and a consistent increase in diseases, disasters and pollution all add to the burden and threat to human security, health, and well-being.

The frequency of floods has increased in the last decades partly due to climate change which has increased the average temperature and precipitation in Kosovo. At the end of January 2023, this materialized by that Kosovo was heavily affected by floods. An early warning was issued by the Kosovo Institute of Hydrometeorology (KIHM) alerting the population and authorities of extreme weather conditions. Despite the early alert and some level of preparedness, from 17 to 22 January 2023, rivers and streams overflowed and Kosovo experienced severe flooding4 which reached houses, bridges, roads, and lands and had a devastating impact. Particularly in eleven of the 38 municipalities – Gjakovë/Đjakovica, Leposaviq/Leposavić, Mitrovica South, Skenderaj/Srbica, Zubin Potok, Mitrovica North, Zveçan/Zvečan, Istog/Istok, Klinë/Klina, Rahovec/Orahovac and Podujevë/Podujevo where both urban and rural zones were affected by high water levels and a spillway was opened on the Gazivoda Dam to control the water level. The affected municipalities have high poverty rates, and the people are mainly relying on agriculture. Kosovo reaches the highest poverty rates in Europe, with the latest actual numbers stating that 34.2% live below the poverty line in 2017 (projected that 25% live below in 2022)5 and the already existing economic crisis and high levels of poverty have made the situation very fragile.

According to the initial Emergency Management Agency (EMA) report, the flood resulted in about 20% of the Kosovo people being affected by problems such as lack of drinking water, lack of electricity, landslides blocking roads and major damage to infrastructure. In addition, the drinking water supply was interrupted outside of the areas affected by the floods including the capital Prishtinë/Pristina. A preliminary assessment finds that an estimated 3580 households, some 21500 people, have been directly impacted by the floods - most already highly vulnerable households with low income. More than 3 000 under 18 years of age have been affected and over 850 households had their homes flooded. Families were evacuated and hosted on public premises, or by their relatives, with some families needing to remain evacuated in hotels. According to local authorities, at least 80 families are likely to be unable to return to their homes for an undetermined period. The greatest damage was seen in the municipalities of Skenderaj/Srbica, where more than 400 houses were flooded, and in Mitrovica South, where 165 houses were flooded with some highly vulnerable groups being the most affected, including 65 families flooded in the Bosniak Mahalla and 28 families flooded in the Roma Mahalla neighborhood. In rural areas, at least 2 725 farming households have suffered losses of productive assets, livestock, and crops. Skenderaj/Srbica has the highest number of farming households affected, 750 in total, followed by Klinë/Klina with at least 495. With most farming households in rural communities practicing subsistence farming, this loss of farming livelihood represents a direct threat to food security and further deterioration of the socioeconomic status.

The affected communities have faced major challenges such as displacement, disruption of basic needs and essential services, and school closure. Some houses have been totally destroyed or are in danger of collapse; hundreds of others are still at risk of being flooded; agricultural land and farms have been severely damaged; infrastructure such as bridges, roads, sewage systems, irrigation channels, dams and river bedding have been affected by landslides; water treatment facilities have had problems; many cities have experienced drinking water shortages or cuts depending on the condition of drainage systems, maintenance and cleaning of riverbeds and sewers.

Poor waste management practices have resulted in lots of solid waste being collected in rivers and other water streams. Furthermore, the flood event damaged the trees nearby causing additional blockage. Presence of solid waste in rivers and water streams affects water quality, aquatic flora and fauna. in addition to this, it also intensifies the impact and severity of potential future floods.

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

The primary goal of this Call for Proposal is to provide assistance to the local communities affected by recent floods. The objective is to clean the shorelines and riverbed of the Ibar River, as well as the Gazivodë/Gazivode shorelines, by removing solid waste. Additionally, the project aims to enhance the awareness of the local population regarding floods, flood prevention, and preparedness.

The project will collaborate with an established local Civil Society Organization (CSO) or Non-Governmental Organization (NGO) that operates in Leposaviq/Leposavić and Zubin Potok. The chosen CSO/NGO will mobilize volunteers from diverse local communities and engage other stakeholders to participate in a collective effort to clean the riverbed and shorelines. Moreover, the CSO/NGO will organize awareness-raising activities focused on flooding, flood prevention, and preparedness.

Applicants are encouraged to develop their own approach and format for conducting awareness-raising activities, events, as well as determine the duration and frequency that best align with their proposed project.

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: environment, disaster risk reduction, skills development, or another related field;
* Proven experience in implementing similar activities including community engagement, awareness raising campaigns;
* 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
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 that the activities consider related environmental implications
* 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 |
|
| 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 34,000.00.* 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 1 month.** Activities may start at any time (following the completion of the selection process) but cannot exceed 25th of July 2023. 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  | 30% |
| 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. | 20% |

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 (**Annex III – Low value Grant Proposal Template)**, 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: environment, climate change, disaster risk reduction, waste management, or another related field;
* Proven experience in implementing community engagement activities, education and public awareness raising activities,
* 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 organisations will need to follow 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

Submission Deadline

Proposals, with supporting documents, should be submitted by **3rd of June 2023 on 17:00 hrs.**

**Estimate Competition Timeline**

Estimated timeline for this Call for Proposals.

25th May 2023: Call for Proposal opens, and relevant documents are posted online.

3rd June 2023: Deadline for organizations to submit proposals under this Call.

6th May - 14th June 2023: Assessment and selection processes will take place.

20th – 25th June 2023: 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 the riverbed cleaning and flood awareness raising activities**

1. **BACKGROUND INFORMATION**

The Western Balkans is considered one of the world’s hotspots for adverse impacts of climate change and the region is particularly vulnerable due to its limited capacities and resources to adapt to the anticipated impacts. In Kosovo, the impacts of COVID-19 combined with climate change are leading to high socio-economic and environmental vulnerability, with marginalized groups being affected the most. Climate change is expected to intensify and increase the frequency of the already ongoing extreme weather events and impacts such as floods, and it is an urgent necessity to adapt to the anticipated changes to mitigate risks, vulnerabilities, and economic loss. Kosovo is in fact already facing increasing temperatures, declining water resources, and a consistent increase in diseases, disasters and pollution all add to the burden and threat to human security, health, and well-being.

The frequency of floods has increased in the last decades partly due to climate change which has increased the average temperature and precipitation in Kosovo. At the end of January 2023, this materialized by that Kosovo was heavily affected by floods. An early warning was issued by the Kosovo Institute of Hydrometeorology (KIHM) alerting the population and authorities of extreme weather conditions. Despite the early alert and some level of preparedness, from 17 to 22 January 2023, rivers and streams overflowed and Kosovo experienced severe flooding[[1]](#footnote-2) which reached houses, bridges, roads, and lands and had a devastating impact. Particularly in eleven of the 38 municipalities – Gjakovë/Đjakovica, Leposaviq/Leposavić, Mitrovica South, Skenderaj/Srbica, Zubin Potok, Mitrovica North, Zveçan/Zvečan, Istog/Istok, Klinë/Klina, Rahovec/Orahovac and Podujevë/Podujevo where both urban and rural zones were affected by high water levels and a spillway was opened on the Gazivoda Dam to control the water level. The affected municipalities have high poverty rates, and the people are mainly relying on agriculture. Kosovo reaches the highest poverty rates in Europe, with the latest actual numbers stating that 34.2% live below the poverty line in 2017 (projected that 25% live below in 2022)5 and the already existing economic crisis and high levels of poverty have made the situation very fragile.

According to the initial Emergency Management Agency (EMA) report, the flood resulted in about 20% of the Kosovo people being affected by problems such as lack of drinking water, lack of electricity, landslides blocking roads and major damage to infrastructure. In addition, the drinking water supply was interrupted outside of the areas affected by the floods including the capital Prishtinë/Pristina.

A preliminary assessment finds that an estimated 3580 households, some 21500 people, have been directly impacted by the floods - most already highly vulnerable households with low income. More than 3 000 under 18 years of age have been affected and over 850 households had their homes flooded. Families were evacuated and hosted on public premises, or by their relatives, with some families needing to remain evacuated in hotels. According to local authorities, at least 80 families are likely to be unable to return to their homes for an undetermined period. The greatest damage was seen in the municipalities of Skenderaj/Srbica, where more than 400 houses were flooded, and in Mitrovica South, where 165 houses were flooded with some highly vulnerable groups being the most affected, including 65 families flooded in the Bosniak Mahalla and 28 families flooded in the Roma Mahalla neighborhood. In rural areas, at least 2 725 farming households have suffered losses of productive assets, livestock, and crops. Skenderaj/Srbica has the highest number of farming households affected, 750 in total, followed by Klinë/Klina with at least 495. With most farming households in rural communities practicing subsistence farming, this loss of farming livelihood represents a direct threat to food security and further deterioration of the socioeconomic status.

The affected communities have faced major challenges such as displacement, disruption of basic needs and essential services, and school closure. Some houses have been totally destroyed or are in danger of collapse; hundreds of others are still at risk of being flooded; agricultural land and farms have been severely damaged; infrastructure such as bridges, roads, sewage systems, irrigation channels, dams and river bedding have been affected by landslides; water treatment facilities have had problems; many cities have experienced drinking water shortages or cuts depending on the condition of drainage systems, maintenance and cleaning of riverbeds and sewers.

Poor waste management practices have resulted in lots of solid waste being collected in rivers and other water streams. Furthermore, the flood event damaged the trees nearby causing additional blockage. Presence of solid waste in rivers and water streams affects water quality, aquatic flora and fauna. in addition to this, it also intensifies the impact and severity of potential future floods.

1. **OBJECTIVES**

The primary goal of this Call for Proposal is to provide assistance to the local communities affected by recent floods. The objective is to clean the shorelines and riverbed of the Ibar River, as well as the Gazivodë/Gazivode shorelines, by removing solid waste. Additionally, the project aims to enhance the awareness of the local population regarding floods, flood prevention, and preparedness.

The project will collaborate with an established local Civil Society Organization (CSO) or Non-Governmental Organization (NGO) that operates in Leposaviq/Leposavić and Zubin Potok. The chosen CSO/NGO will mobilize volunteers from diverse local communities and engage other stakeholders to participate in a collective effort to clean the riverbed and shorelines. Moreover, the CSO/NGO will organize awareness-raising activities focused on flooding, flood prevention, and preparedness.

Applicants are encouraged to develop their own approach and format for conducting awareness-raising activities, events, as well as determine the duration and frequency that best align with their proposed project.

1. **EXPECTED OUTPUTS/DELIVERABLES**

The brief scope of work shall include but not limited to the following:

Coordinate and liaise with Leposaviq/Leposavić and Zubin Potok municipal authorities for identification of most affected locations, along Ibar River and Gazivode lake shorelines, for waste collection. Obtain relevant agreements for planned activities from local authorities and communities.

Select and deploy up to 20 community volunteers for manual collection of waste along the shorelines.

Collect all types of solid waste from shorelines and riverbeds and dispose of them properly to the designated landfills

Organise awareness campaign in the local communities on the risk of floods, flood prevention measures and flood response.

All the above specified tasks are expected to be implemented in the municipalities of

Leposaviq/Leposavić and Zubin Potok.

1. **BUDGET SIZE AND DURATION**

The indicative amount per grant is estimated at EUR 34,000.00. 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 1 month. Activities may start at any time (following the completion of the selection process) but cannot exceed 25th of July 2023.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: environment, climate change, disaster risk reduction, waste management, or another related field;
* Proven experience in implementing community engagement activities, education and public awareness raising activities,
* 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

*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. 30% 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. 20% 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 progress 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.

**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 **3rd of June 2023, 17:00 hrs.**

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

**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);
* A proven track record of experience in the implementation of similar/related types of activities (80);
* Demonstrated experience in one of the following: environment, climate change, disaster risk reduction, waste management, or another related field (80);
* Proven experience in implementing community engagement activities, education and public awareness raising activities (80).
 | 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.

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| **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. https://ame.rks-gov.net/ [↑](#footnote-ref-2)