**Healthier Kosovo 2 Project**

**Call for Proposals for Low Value Grants**

This Call for Proposals (CFP) is specifically related to Healthier Kosovo 2 Project, funded by the Government of the Grand Duchy of Luxembourg, and implemented by United Nations Development Programme (UNDP), World Health Organization (WHO) and United Nations Volunteers (UNV), to support Civil Society Organizations (CSOs) in addressing environmental threats and concerns with innovative solutions.

1. **BACKGROUND INFORMATION**

In Kosovo[[1]](#footnote-2), environmental threats remain imminent, resulting in a high environmental burden from disease. The quality of life for people in Kosovo is undermined by growing environmental degradation – a consequence of accumulated industrial pollutants, a weak waste management system using outdated technologies, widespread use of fertile land for construction and neglect and abuse of natural resources. Air quality in particular is one of the greatest threats to public health. Kosovo has poor air quality, with concentrations of atmospheric particulate matter less than 2.5 microns in diameter (PM2.5),significantly exceeding air quality guidelines. Such levels of air pollution are unsafe for people and cause many premature deaths from heart and lung disease. Another pressing environmental problem caused by the Covid-19 pandemic is the increase in medical waste, especially infectious waste, in healthcare facilities. Proper disposal of medical waste is essential to prevent disease outbreaks both inside and outside health care facilities.

Furthermore, climate change (CC) is expected to increase the impact of the natural and physical environment on human health and well-being. Temperatures are rising, water resources are dwindling, and infectious and vector-borne diseases (mainly heat-related) are on the rise. All these impacts contribute to Kosovo's current burden both in terms of the health and well-being of its people, and in terms of additional strain on its existing health care system and infrastructure.

Healthier Kosovo 2 (HK2) aims to reduce environment-related disease burden on peoples health and support the transition to a more resilient society in the face of environmental health threats, including air pollution, COVID-19-related waste in health facilities, and climate change impacts on health. This is achieved through supporting Kosovo’s environmental and health institutions with capacity development and technical assistance- thereby accelerating the implementation of legal and institutional framework. The project supports the local and central level from policy formulation in reducing air pollution, raising capacities, research, tools, policy design in addressing medical waste, climate change and other environmental threats and their impact on health and well-being of the population.

At the same time, the project works closely with CSOs, communities and the public to improve their capacities in addressing environmental threats, including outdoor and indoor air pollution, noise pollution, climate change and heat related issues through the building of active communities and enhancing collaboration through the co-design of innovative solutions.

One of the main objectives of the project is also to strengthen access to information, awareness, situational monitoring, and corresponding actions addressing different environmental issues in Kosovo. Among others, environmental CSOs (ECSOs) are very important players in tackling Kosovo’s environmental problems. Not only they can complement work of institutions in the implementation of domestic strategies, but also, they can slow down and reverse the current trends of environmental degradation by engaging all stakeholders, including central institutions, local authorities, private sector, and other CSOs.

This call aims to engage local Civil Society Organizations (CSOs) to mobilize the community towards environmental action and support CSOs in addressing environmental threats with innovative solutions.

**OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

The overall objective of this call is to build partnerships with CSOs in delivering interventions and that respond to environmental threats.

Working with CSOs and other grass-root organizations, the Healthier Kosovo Project will provide grants to finance activities that include:

1. Creating innovative interventions and activities addressing environmental threats and its impact on health, including gender considerations and rights that CSOs and individuals have on public and watchdogging.
2. Pieces of research, documentation or evaluation that will generate new and useful evidence to inform advocacy strategies on environmental matters.
3. Community mobilization and public participation on environmental issues and decision-making processes
4. Engagement of CSOs on advocacy and lobbying on the rights to live in a healthy and cleaner environment.

Please see detailed objective, related outputs, deliverables, and key considerations 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;
* Experience in the implementation of similar/related type of activities, is an advantage.
* Key project management team should have relevant experience in the related field for a minimum of two (2) years;
* Previous experience in working with international organizations/donors is an advantage.
1. **TECHNICAL AND FINANCIAL 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 and methodology:**
* The proposals should demonstrate understanding of the objectives to be attained, must be realistic, and should be well‐structured
* 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 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
* High impact interventions directly targeting and responding to the needs

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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 are provided in **Annex II**

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 overall indicative amount made available under this call for proposal is up to **EUR 7,000** per one grant. UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria.

The administrative costs must not exceed the 10% of the total budget. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

**The duration of the proposed activities should not exceed the period of five (5 months).** The anticipated implementation period is: **20 July 2023 - 20 December 2023**. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

|  |  |  |
| --- | --- | --- |
| **No.**  | **Milestone and deliverables**  | **Payment** |
| 1. | Upon signature of contract | 30% |
| 2. | Upon delivery of the planned activities and submission of mid-term progress reports | 60% |
| 3. | Upon completion of all activities, submission of final report and receiving the invoice and UNDP 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 of the 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;
* Proven track record of experience in the implementation of similar/related type of 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 organization;
* Audited financial statements for the past two years.

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

Proposers shall submit their proposals in : (procurement e-mail)

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 07 July 2023, 17:00 PM, at the following email address:** **procurement.ks@undp.org**

**Estimate Competition Timeline**

Estimated timeline for this Call for Proposals.

27 June 2023: Call for Proposal opens, and relevant documents are posted online.

07 July 2023 Deadline for organizations to submit proposals under this Call.

14 July 2023: Assessment and selection processes will take place.

19 July 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 (TOR)**

**for**

**NGOs/CSOs to implement practical activities on; access to information, result driven activities that tackle environment & health with focus on watchdog functions, gender, advocacy & lobbying**

1. **BACKGROUND INFORMATION**

Environmental conditions in Kosovo are often inadequate and lead to a high environmental burden of disease in Kosovo’s population. In Kosovo, environmental threats remain imminent, resulting in a high environmental burden from disease. The quality of life for people in Kosovo is undermined by growing environmental degradation – a consequence of accumulated industrial pollutants, a weak waste management system using outdated technologies, widespread use of fertile land for construction and neglect and abuse of natural resources. Air quality in particular is one of the greatest threats to public health. Kosovo has poor air quality, with concentrations of atmospheric particulate matter less than 2.5 microns in diameter (PM2.5), significantly exceeding air quality guidelines. Especially in winter, urban areas face severe smog episodes caused by increased heat demand from homes and businesses, which are mainly supplied by burning solid fuels. Such levels of air pollution are unsafe for Kosovo people and cause many premature deaths from heart and lung disease. Another pressing environmental problem caused by the Covid-19 pandemic is the increase in medical waste, especially infectious waste, in healthcare facilities. Proper disposal of medical waste is essential to prevent disease outbreaks both inside and outside health care facilities.

Furthermore, climate change (CC) is expected to increase the impact of the natural and physical environment on human health and well-being. The Western Balkans region, including Kosovo, has already been affected in many ways by CC. Temperatures are rising, water resources are dwindling, and infectious and vector-borne diseases (mainly heat-related) are on the rise. All these impacts contribute to Kosovo's current burden both in terms of the health and well-being of its people, and in terms of additional strain on its existing health care system and infrastructure.

Healthier Kosovo 2 (HK2) aims to reduce environment-related disease burden on Kosovo population’s health and support the transition to a more resilient society in the face of environmental health threats, including air pollution, COVID-19-related waste in health facilities, and climate change impacts on health. This is achieved through supporting Kosovo’s environmental and health institutions with capacity development and technical assistance- thereby accelerating the implementation of legal and institutional framework. The project supports the local and central level from policy formulation in reducing air pollution, raising capacities, research, tools, policy design in addressing medical waste, climate change and health related consequences and other environmental threats.

At the same time, the project works closely with CSOs, communities and the public to improve their capacities in addressing environmental threats, including outdoor and indoor air pollution, noise pollution, climate change and heat related issues through the building of active communities and enhancing collaboration through the co-design of innovative solutions.

One of the main objectives of the project is also to strengthen access to information, awareness, situational monitoring, and corresponding actions addressing different environmental issues in Kosovo. Among others, environmental CSOs (ECSOs) are very important players in tackling Kosovo’s environmental problems. Not only they can complement work of institutions in the implementation of domestic strategies, but also, they can slow down and reverse the current trends of environmental degradation by engaging all stakeholders, including central and local authorities, private sector, and other CSOs.

This call aims to engage local Civil Society Organizations (CSOs) to mobilize the community towards environmental action and support CSOs in addressing environmental threats with innovative solutions.

1. **OBJECTIVES**

The overall objective of this call is to build partnerships with CSOs in delivering interventions and earning that respond to environmental threats.

Working with CSOs and other grass-root organizations, the Healthier Kosovo Project will provide grants to finance activities that include:

1. Creating innovative interventions and activities addressing environmental threats and it’s impact on health, including gender considerations and rights that CSOs and individuals have on public and watchdogging
2. Produce pieces of research, documentation or evaluation that will generate new and useful evidence to inform advocacy strategies on environmental matters;
3. Community mobilization and public participation on environmental issues and decision-making processes
4. Engagement of CSOs on advocacy and lobbying on the rights to live in a healthy and cleaner environment.

***Applying organizations are encouraged to present additional activities which contribute to inclusion of women and youth.***

1. **EXPECTED OUTPUTS/DELIVERABLES**

The grant activities are expected to provide the following outputs and deliverables:

1. Innovative interventions and activities addressing environmental threats and it’s impact on health, including gender considerations and rights that CSOs and individuals have on public and watchdogging
2. Pieces of research, documentation or evaluation that will generate new and useful evidence to inform advocacy strategies on environmental matters;
3. Activities that promote community mobilization and public participation on environmental issues and decision-making processes
4. Advocacy and lobbying activities or campaigns on the rights to live in a healthy and cleaner environment.

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

* Consult with municipalities on existing or upcoming activities (no duplication of activities is allowed)
* Consult with relevant ministries and/or agencies on upcoming activities (no duplication of activities is allowed)
* Ensure participation and engagement of youth and women.
* Ensure that proposed activities cultivate an atmosphere/culture for sustainable monitoring and inclusion of relevant actors on processes.
1. **BUDGET SIZE AND DURATION**

The overall indicative amount made available under this call for proposal is EUR. € 7,000 per grant.

The administrative costs must not exceed the 10% of the total budget. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

All activities are expected to be delivered within five (5) months after signature of the contract. The anticipated implementation period is 20 July 2023 – 20 December 2023. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

1. **REPORTING REQUIREMENT AND MANAGEMENT ARRANGEMENTS**

The contracted organizations will work under the direct supervision of “Healthier Kosovo 2” Project Coordinator, and Portfolio Manager of Inclusive Growth & Climate Resilience. The organizations will work in close cooperation with relevant stakeholders, including central and municipal authorities, and others. All documents/products are to be validated by the contracting authority (UNDP).

The organizations are required to report in written form (e-mails, summary of progress, narrative reports, etc.) to UNDP. The main expected project design and progress reporting is expected to include:

1. Inception Report and dynamic Work Plan with clear objectives, activities, resources and indicators for the implementation of all expected activities;
2. Monthly Progress Reports documenting the progress of the deliverables, achievements or potential issues affecting implementation. Reporting on resources utilization should also be included. The narrative of monthly reports is subject to approval by the Project Coordinator;
3. Final Project Implementation Report covering progress, deliverables and achievements for each activity. The narrative of the final report with executive summary is subject to approval by Project Coordinator and Portfolio Manager of Inclusive Growth & Climate Resilience
4. Other ad hoc reporting or updates on specific component activities or progress may also be requested by the Project Coordinator.
5. **ELIGIBILITY AND QUALIFICATION CRITERIA**

Interested NGOs/CSOs and other grass-root level organizations must meet the following criteria to be considered for selection.

***Eligibility and qualifications:***

* 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 with a special focus on development and delivery of skills development programs;
* Experience in working with central and local institutional authorities;
* 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 organizations/donors is an advantage;

***Technical and Financial Proposal***

Technical Proposal should provide among others a contextual analysis/background information, proposed methodology and 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; sub-activities, inputs and the 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);
* Quality assurance plan;
* Dynamic/implementation plan.

The financial proposal is expected to provide a clear budget, with itemised costs, for designing and implementing activities. The financial proposal should indicate the all-inclusive fixed total contract price, supported by a breakdown of costs for each activity.

1. **PAYMENT SCHEDULE**

The payment will be processed as follows:

* 30% of the grant amount upon signature of the contract;
* 60% of the grant amount upon delivery of the planned activities and submission of mid-term progress report;
* 10% of the contract amount upon completion of all activities, submission of final report with executive summary and receiving the invoice and UNDP acceptance.
1. **OTHER**

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

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

The organizations’ proposal must clearly specify it is applying for: ***1)*** *Community mobilization and public participation on environmental issues and decision-making processes;* ***2)*** *Engagement of CSOs on advocacy and lobbying on the rights to live in a healthy and cleaner environment;* ***3)*** *Increase awareness of negative impacts of air pollution on health (with special focus given to most vulnerable groups effected; (young girls and pregnant women). and* ***4)*** *Usage of social media to impact changes on environmental matters, rights that CSOs and individuals have on public documents and watchdogging.*

1. **CLOSING DATE OF THE SUBMISSION**

A completed **CSO/NGO LOW VALUE GRANT PROPOSAL TEMPLATE [Annex III]** with requested supporting documents must be submitted to UNDP Kosovo no later than 07 July, 2023 at 17:00 hrs.

Proposers shall submit their proposals via e-mail procurement.ks@undp.org in a WeTransfer file.

**UNDP, Kosovo**

**Zagrebi Street no. 58,**

**10000 Pristina, Kosovo**

**Annex II – Detailed Sub-Criteria**

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| **Technical proposal Evaluation Breakdown** | **Points Obtainable** |
| 1. General Organization and Financial Capability (eligibility and qualifications)
 |
| A | **General Organizational and Financial Capability*** The organisations total operational years (55 points);
* The organisation (and partners) have Project Management Capacity to manage grants (including staff, equipment, facilities and ability to handle budget for the activities) (70 points);
* The organisations experience with engaging in partnership for implementing similar action/grants (55 points);
* The organisations experience in working with international organisations/donors is an advantage (40 point).
* The organisations experience in successfully managing of funds from institutions and/or development partner (50 points)
* The organisation has adequate financial/accounting system in place to manage similar grants (30 points).
 | 300 |
| 1. Proposed Methodology, Approach, Implementation Plan
 |
| A | **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) (100 points);
* The methodology clearly describes the aim of the project and clearly lays out the implementation timetable (work plan/dynamic plan) (100 points);
* Proven experience in the implementation of similar/related type of activities (80 points);
* Project is inclusive of all communities living in Kosovo (particularly youth and women) and has clear articulation of the target groups and geographic coverage (60 points);
* Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions (60 points).
 | 400 |
| 1. Management Arrangement, Resources and Qualifications of Key Personnel
 |
| A | **Management Arrangement, Resources and Qualifications of Key Personnel*** Competence of the organization’s staff (100 points);
* Qualification of key personnel (70 points);
* Previous experience in related fields (70 points);
* Availability of skills and training 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 to 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. Institutional and/or development partner funding** List any funding received from institutions 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, central institutions, 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?  |

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| **PROJECT’S NAME** (Please, describe the essence of your project in one short and precise sentence)**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 and describe the work performed by your organization that demonstrates its capability to work with target groups. 2.2 Describe 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 your project proposal’s goals and objective. 1. **Expected Results (maximum of 1 page)**

6.1 Describe specific short-term and long-term results that you plan to achieve with your project. 6.2 Explain what positive changes in the life of the target groups will be achieved through your project.1. **Target audience (maximum of ½ page)**

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 and gender when relevant. 7.3 Explain if and how your project will cooperate with relevant institutional bodies. 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 form and contents of each type of activity that will be carried out during project implementation to reach its objectives of the 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:

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| --- | --- | --- | --- | --- | --- |
| Timeline | Activity  | Location | Topic | Implementers | Panned Results/deliverables  |
|  |  |  |  |  |  |
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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 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 and moments of verification.1. **Future activities (maximum of ½ page)**

How your organisation will ensure sustainability in its support to the issue 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:

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| --- | --- | --- | --- | --- |
| Item No. | Description of activity | Unit/staff | Rate/Cost | Estimated amount |
|  |  |  |  |  |
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1. **Staff (maximum of 2 pages)**

Briefly describe education, qualification and relevant experience of each project staff person and invited expert (Provide CV of each project staff).  |
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1. References to Kosovo shall be understood to be in the context of United Nations Security Council resolution 1244 (1999). [↑](#footnote-ref-2)