

**Dealing with Conflict Legacy in Kosovo**

**Enhancing coordination and support to families of missing persons through**

**the promotion of social cohesion and community resilience**

**Call for Proposals for low value Grants**

The UNDP project “Dealing with Conflict Legacy in Kosovo – Enhancing coordination and support to families of missing persons through the promotion of social cohesion and community resilience”, financed by the British Embassy in Pristina, is soliciting a call for proposal for the selection of NGOs/CSO’s and grassroot level organisations to implement confidence building initiatives focusing on inter-community dialogue.

1. **BACKGROUND INFORMATION**

The conflict in Kosovo in the late 1990s led to tens of thousands of casualties and hundreds of thousands of civilians being displaced from their homes. More than twenty years after the end of the conflict, 1617 persons remain unaccounted for. The unresolved legacies of the conflict and the resulting impunity has left victims and their families’ rights unaddressed. Families of missing persons lack adequate institutional support as well as a cohesive voice which can hold institutions accountable. This creates an environment of polarization, grievances and division that is not conducive to social cohesion. Furthermore, the issue of missing persons is linked to women and youth disempowerment, despite the positive role they can play in strengthening social cohesion. Social cohesion is a crucial programmatic approach to build sustainable peace and prevent the recurrence of violence. By fostering social cohesion, societies can address the underlying causes of conflict and work towards creating inclusive and harmonious environments. This approach contributes to several overarching objectives of transitional justice, such as strengthening the rule of law, democratisation, and reconciliation. Stepping up efforts to create a conducive environment for interethnic dialogue and constructive engagement of all communities with institutions represents an important step towards creating a society that is able to openly discuss its past, and the role they played in the conflict, without victimisation and blame.

The overall goal of the “Dealing with Conflict Legacy in Kosovo – Enhancing coordination and support to families of missing persons through the promotion of social cohesion and community resilience” project is to contribute to a constructive space for interethnic dialogue which dispels divisive narratives and engages women and youth as agents of change, in addressing legacies of the conflict: it shall concentrates its efforts in strengthening social cohesion through locally owned processes which also include non-Albanian and non-Serb communities to the extent it is possible. This will be achieved through two interlinked components which, on the one hand, strengthen civil society’s, including associations of families of missing persons, ability to engage in a unified voice with policy makers and, on the other hand, promote a more positive, inclusive and constructive narrative within target groups, especially women and youth, through capacity building and confidence building initiatives.

More specifically, through *activity 2 under output 2 – implementation of confidence building initiatives focusing on inter-community dialogue,* the project will involve community members in cultural, educational and informational events through a small grant scheme, which will provide low value grants, through competitive calls, to specialized CSOs/NGOs and grassroots level organizations. These confidence building initiatives shall focus on drivers of social cohesion such as sport, culture, music, etc., which will serve as baseline to develop the activities. In addition, the initiatives shall have an educational purpose whereby awareness raising on transitional justice and dealing with the past will be strengthened.

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

The overall objective of the Call for Proposal is to *engage communities, particularly women and youth, in dialogue and confidence building initiatives to promote inter-ethnic dialogue which supports the understanding of ‘the others’ perspective, across lines of division, to tackles divisive narratives and foster horizontal dimension of social cohesion which involves cohesion among community’s members.*

The project will engage existing CSOs/NGOs and grassroots level organizations operating in Kosovo which will use confidence building initiatives as means of creating a space of cross-societal and cross-ethnic dialogue for marginalized communities, women and youth to promote a fact-based and informed dialogue regarding the legacies of the past. The small grants should particularly aim to promote the activities and results in the following areas:

* Educational programs on transitional justice and promoting inter-ethnic relations targeting young women and men;
* Promoting cross-societal and cross-ethnic dialogue, especially targeting youth, women and non-majority communities, about overcoming the legacy of the past and promoting reconciliation and closer inter-ethnic relations;
* Promoting gender informed dialogue regarding the legacies of the past;
* Building synergies between local community level actors aimed at inclusive and joint inter-ethnic dialogue and memorialisation initiatives commemorating national and international days for the missing persons (24 March - International Day for the Right to the Truth 27 April – National Day of the Disappeared and 30 August – International Day of the Victims of Enforced Disappearance; 10 December – International Day of Human Rights).

Applying organisations are free to develop the type and format of confidence building initiatives in terms of activities, events, duration, and frequency. Applying organizations are encouraged to present other activities which contribute to inter-community engagement, dialogue and empowerment of women and youth as agents of change to strengthen social cohesion.

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

Key qualifications:

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

The selection of the proposals will be made based, inter alia on:

* An estimated impact of the proposed project on engaging communities in inter-ethnic and confidence building initiatives, promotion of inter-ethnic dialogue and social cohesion;
* The potential of the proposed project to achieve systemic changes;
* Sustainability of the intervention;
* Envisaged costs (value for money).

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|   | **Criteria** | **Score Weight** | **Points Obtainable** |
| 1 |  Qualifications and experience of the leading applicant   | 40% | 400 |
| 2 |  Relevance of the proposal, methodology, approach,  and implementation plan  | 40% | 400 |
| 3 |  Sustainability of the proposed project  | 10% | 100 |
| 4 |  Cost-efficiency and relevance of the budget  | 10% | 100 |
|   |  Total  | 100% | 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 financial resources in support of the Implementation of the call for proposal amount to 180,000 EUR. The deadline for the application process is three (3) weeks from the announcement of the call. The minimum amount per grant is EUR 5,000 and the maximum amount per grant is EUR 50,000.

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. At least 30% of funding will support activities focused on youth and women's empowerment.

The duration of proposed activities/projects submitted by NGOs/CSOs should not exceed 18 months. Activities may start upon completion of the selection process but cannot exceed 31 December 2024. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

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| **#** | **Milestone and deliverables**  | **Payment** |
| 1 | Upon signature of contract with the NGO/CSO or grassroot level organisation  | 40% |
| 2 | Upon delivery and implementation of 40% of the planned activities and submission of bimonthly progress reports as per the contractual agreement | 40% |
| 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 and financial 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) Low Value Grant Agreement (GA) signature.

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

1. **APPLICATION PACKAGE AND SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission. Mandatory project documentation for CSO applicants must contain the following:

Annex 1 Project proposal in the form/template attached **(CSO/NGO LOW-VALUE GRANT PROPOSAL TEMPLATE – Annex III)**, with corresponding Work Plan, Budget and Performance Targets;

Annex 2 Organizational profile with the following details:

* Proven experience and expertise in the implementation of similar/related confidence building and inter-ethnic dialogue activities;
* Demonstrated experience in one of the following: women and youth empowerment, artivism (artists’ activism), children and adult education;
* Experience in working with international organizations/donors is an advantage;
* Audited financial statements for the past two years (if applicable)

Annex 3 Declaration on non-existing double financing

Additional documentation for applicants must contain the following:

* Copy of a valid certificate of registration of an organization (for the project owner/ applicant and project partners, if any),
* Copy of the final annual financial report for the previous 3 years (balance sheet and income statement for 2020, 2021 and 2022) certified by a responsible agency for financial operations and licensed and authorized accountant unless the organization is established in the current year (applicant and partner)
* Copy of the organization’s annual narrative report for the previous year
* Copies of employment contracts of core Project Team engaged in the project implementation or Letters of Intent signed by the individuals who will be contracted in case of granting the proposal
* Certificate/Confirmation that the CSO has no tax and contribution obligations as of the month preceding the month in which the Public Call was announced, i.e. in which the application is submitted (Certificate is issued by the relevant tax authority) (applicant and partner)
1. **OTHER REQUIREMENTS**

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

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

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

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

E-mail address: procurement.ks@undp.org

Submission Deadline

Proposals, with supporting documents, should be submitted by 14 July 2023,17:00, at the following email address: procurement.ks@undp.org

**Estimate Competition Timeline**

Estimated timeline for this Call for Proposals:

19th June 2023: Call for Proposal opens, and relevant documents are posted online.

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

10th – 21st July 2023: Assessment and selection processes will take place.

24th – 28th July 2023 Selected applicants will be notified.

From 31st July 2023: Start day of implementation.

**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 confidence building initiatives aiming at promoting inter-ethnic and inter-community**

**dialogue on legacies of the past**

1. **BACKGROUND INFORMATION**

The conflict in Kosovo in the late 1990s led to tens of thousands of casualties and hundreds of thousands of civilians being displaced from their homes. More than twenty years after the end of the conflict, 1617 persons remain unaccounted for. The unresolved legacies of the conflict and the resulting impunity has left victims and their families’ rights unaddressed. Families of missing persons lack adequate institutional support as well as a cohesive voice which can hold institutions accountable. This creates an environment of polarization, grievances and division that is not conducive to social cohesion. Furthermore, the issue of missing persons is linked to women and youth disempowerment, despite the positive role they can play in strengthening social cohesion. Social cohesion is a crucial programmatic approach to build sustainable peace and prevent the recurrence of violence. By fostering social cohesion, societies can address the underlying causes of conflict and work towards creating inclusive and harmonious environments. This approach contributes to several overarching objectives of transitional justice, such as strengthening the rule of law, democratisation, and reconciliation. Stepping up efforts to create a conducive environment for interethnic dialogue and constructive engagement of all communities with institutions represents an important step towards creating a society that is able to openly discuss its past, and the role they played in the conflict, without victimisation and blame.

The overall goal of the “Dealing with Conflict Legacy in Kosovo – Enhancing coordination and support to families of missing persons through the promotion of social cohesion and community resilience” project is to contribute to a constructive space for interethnic dialogue which dispels divisive narratives and engages women and youth as agents of change, in addressing legacies of the conflict: it shall concentrates its efforts in strengthening social cohesion through locally owned processes which also include non-Albanian and non-Serb communities to the extent it is possible. This will be achieved through two interlinked components which, on the one hand, strengthen civil society’s, including associations of families of missing persons, ability to engage in a unified voice with policy makers and, on the other hand, promote a more positive, inclusive and constructive narrative within target groups, especially women and youth, through capacity building and confidence building initiatives.

More specifically, through *activity 2 under output 2 – implementation of confidence building initiatives focusing on inter-community dialogue,* the project will involve community members in cultural, educational and informational events through a small grant scheme, which will provide low value grants, through competitive calls, to specialized CSOs/NGOs and grassroots level organizations. These confidence building initiatives shall focus on drivers of social cohesion such as sport, culture, music, etc., which will serve as baseline to develop the activities. In addition, the initiatives shall have an educational purpose whereby awareness raising on transitional justice and dealing with the past will be strengthened.

1. **OBJECTIVES**

The overall objective of the Call for Proposal is to *engage communities, particularly women and youth, in dialogue and* confidence *building initiatives to promote inter-ethnic dialogue which supports the understanding of ‘the others’ perspective, across lines of division, to tackles divisive narratives and foster horizontal dimension of social cohesion which involves cohesion among community’s members.*

The project will engage existing CSOs/NGOs and grassroots level organizations operating in Kosovo which will use confidence building initiatives as means of creating a space of cross-societal and cross-ethnic dialogue for marginalized communities, women and youth to promote a fact-based and informed dialogue regarding the legacies of the past.

1. **EXPECTED OUTPUTS/DELIVERABLES**

The small grants should particularly aim to promote the activities and results in the following areas:

* Educational programs on transitional justice and promoting inter-ethnic relations targeting young women and men;
* Promoting cross-societal and cross-ethnic dialogue, especially targeting youth, women and non-majority communities, about overcoming the legacy of the past and promoting reconciliation and closer inter-ethnic relations;
* Promoting gender informed dialogue regarding the legacies of the past;
* Building synergies between local community level actors aimed at inclusive and joint inter-ethnic dialogue and memorialisation initiatives commemorating national and international days for the missing persons (24 March - International Day for the Right to the Truth 27 April – National Day of the Disappeared and 30 August – International Day of the Victims of Enforced Disappearance; 10 December – International Day of Human Rights).

Applying organisations are free to develop the type and format of confidence building initiatives in terms of activities, events, duration, and frequency. Applying organizations are encouraged to present other activities which contribute to inter-community engagement and dialogue and empowerment of women and youth as agents of change to strengthen social cohesion.

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

* To ensure participation and engagement of youth and women in inter-community dialogue activities, with consideration for ethnic composition;
* To ensure that proposed activities create a conducive environment for interethnic dialogue and constructive engagement of all communities;
* To ensure: i) fair and ethical collaboration; ii) promotion of social innovation and iii) culture-based design process.
1. **BUDGET SIZE AND DURATION**

The financial resources in support of the Implementation of the call for proposal amount to 180,000 EUR. The deadline for the application process is three (3) weeks from the announcement of the call. The minimum amount per grant is EUR 5,000 and the maximum amount per grant is EUR 50,000.

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. At least 30% of the funding will support activities focused on youth and women's empowerment.

The duration of proposed activities/projects submitted by NGOs/CSOs should not exceed 18 months. Activities may start upon completion of the selection process but cannot exceed 31 December 2024. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

1. **ELIGIBILITY AND QUALIFICATION CRITERIA**

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

* Be legally registered as CSO/NGOs 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;
* Proven experience and expertise in the implementation of similar/related confidence building and inter-ethnic dialogue activities;
* Demonstrated experience in one of the following: women and youth empowerment, artivism (artists’ activism), children and adult education or similar field;
* The key project management team should have relevant experience in the related field for a minimum of three (3) years;
* Previous experience in working with international organisations/donors is an advantage;
* Staff should have excellent oral and written communication skills in English, Albanian and/or Serbian.

*Technical and Financial Proposal*

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

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

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

1. **PAYMENT SCHEDULE**

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

1. 40% of the grant amount upon signature of the contract;
2. 40% 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 bimonthly reports is subject to approval by UNDP’s Project Manager;
3. Final Project Implementation Report covering progress, deliverables, and achievements for each activity.  The format of the final report is subject to approval by Project Management.
4. Other ad hoc reporting or updates on specific component activities or progress may also be requested.

1. **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 07 July 2023, 17:00, at the following email address: procurement.ks@undp.org

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

E-mail address: procurement.ks@undp.org

**Annex II – Detailed Sub-Criteria**

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| Criteria   | Score Weight   | Points obtainable   |
| 1  | **QUALIFICATIONS AND EXPERIENCE OF THE LEADING APPLICANT AND PARTNERS** | 40%  | 400  |
| 1.1  | The lead applicant has experience in project management: 1. 1-2 years of the project management experience 40 points
2. 3-4 years of the project management experience 75 points
3. More than 5 years of the project management experience 100 points
 | 10%  | 100  |
| 1.2  | There is a clear track record of the previous experience of the lead applicant in the areas related to the objectives and criteria of the Call for Proposals:  1. low track record (1 project relevant to the topics of the CfP implemented in the past 3 years) – 40 points
2. medium track record (2 projects relevant to the topics of the CfP implemented in the past 3 years) - 75 points
3. high track record (more than 3 projects relevant to the topics in the CfP implemented in the past 3 years)  - 100 points
 | 10%  | 100  |
| 1.3  | The number and qualifications of people employed in the organization, or contracted by the organization, who will implement the project:   1. More than 2 qualified people – 40 points
2. More than 4 qualified people – 75 points
3. More than 6 qualified people – 100 points
* Qualifications will be measured based on the contracts and CVs of the Project Team
 | 10%  | 100  |
| 1.4  | The annual turnover of the lead applicant in the last three years is: 1. More than 10,000 EUR - 10 points
2. More than 40,000 EUR - 30 points
3. More than 70,000 EUR- 50 points
 | 5%  | 50  |
| 1.5  | Relevance of partners included in the project (CSOs are encouraged to partner with others):  1. Partners who have been implementing similar projects for more than 2 years – 10 points
2. Partners who have been implementing similar projects for more than 4 years – 30 points
3. Partners who have been implementing similar projects for more than 6 six years – 50 points
 | 5%  | 50  |
| 2  | **RELEVANCE OF THE PROPOSAL, METHODOLOGY, APPROACH, AND IMPLEMENTATION PLAN** | 40%  | 400  |
| 2.1  | Proposed approach and strategy for achieving project results are sound and respond to the purpose of the CfP:  1. somewhat responds - 40 points
2. mostly responds – 75 points
3. completely responds - 100 points
 | 10%  | 100  |
| 2.2  | Proposed activities clearly contribute to the expected results compared to the problem analysis and the purpose of the CfP: 1. somewhat contribute – 40 points
2. mostly contribute – 75 points
3. completely contribute  - 100 points
 | 10%  | 100  |
| 2.3  | The Risk management and Monitoring plan are clearly defined and linked to expected results:  1. somewhat clear definition – 10 points
2. mostly clear definition – 30 points
3. overall clear definition  - 50 points
 | 5%  | 50  |
| 2.4  | Proposed objectives and activities clearly tackles gender equality perspective: 1. to some extent – 40 points
2. mostly tackle – 75 points
3. completely tackle – 100 points
 | 10%  | 100  |
| 2.5  | Additional weight will be given to proposals with possibility of creating systemic change.  Project proposal should:  * have capacity building and sustainability effects on the development of local grassroot level initiatives and organizations;
* involve authorities and institutions, including at the local/municipal level as partners in promoting gender-mainstreamed and fact-based and inclusive inter-ethnic memorialization and dialogue about the past, promote inclusive memorialization and joint commemoration by different ethnic groups;
* include substantial inter-ethnic partnerships (regional and within one participating economy);
* promote education and emergence of young leaders (opinion, professional, political, etc.) in gender-mainstreamed transitional justice and reconciliation;
* promote the role of women as new professionals and emerging leaders in the field of transitional justice and reconciliation;
* serve to develop and test gender-mainstreamed and innovative approaches in truth-telling transitional justice mechanism, promote accountability for war crimes, and reconciliation.

 Up to 3 criteria – 25 points Up to and including 6 criteria – 50 points   | 5%  | 50  |
| 3  | **SUSTAINABILITY OF THE PROPOSED PROJECT** | 10%  | 100  |
|   | The expected project results are sustainable:  1. to some extent – 30 points
2. to large extent – 75 points
3. to full extent – 100 points
 | 10%  | 100  |
| 4  | **COST-EFFICIENCY AND RELEVANCE OF THE BUDGET** | 10%  | 100  |
|   |  Proposed budget is cost-efficient, relevant and realistic: 1. Somewhat realistic – 40 points
2. Mostly realistic – 70 points
3. Completely realistic - 100 points
 | 10%  | 100  |
| Total  | 100%  | 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?  |

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| **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.  |