**Strengthening Information Integrity in Kosovo**

**Call for Proposals for Low Value Grant – Strengthening the capacity of youth from diverse ethnic backgrounds in Kosovo to address mis/disinformation and gendered mis/disinformation, promote information integrity, and embrace diversity**

## I.     BACKGROUND

This project aims to address the issue of misinformation and disinformation in Kosovo by empowering young women and men activists, and youth and women's organizations with necessary skills and tools to collect data, raise awareness and expose false information, including digital content targeting girls and women. Given the impact of mis/disinformation on long-standing tensions and legacy of conflict, the project will also engage young people as agents of change in building positive peace and contributing to social cohesion and governance and promoting overall information integrity. Improving information integrity in Kosovo requires the expansion of efforts by the civil society and institutions to enhance critical thinking, particularly among young people.

The project will focus on addressing misinformation and disinformation including on gendered disinformation and respond to gender-based discrimination, sexism, and misogyny in media as well as ethnically-based discrimination – from an intersectional perspective (different gender, inter-ethnic relations, and the integrity of those in most vulnerable situations, such as women and men among Roma, Ashkali and Egyptian communities, people with disabilities, sexual and gender minorities). The inclusive approach will ensure to receive inputs and contribution from all communities, which is key to encounter the issue of mis/disinformation beyond participation.

Through the development and promotion of digital tools/measures, solutions and skills that detect and counter false information, we will empower and support youth and women's organizations as influencers in tackling the negative effects of mis/disinformation, including gendered mis/disinformation, hate speech, community divisions, and gender inequality.   The project will contribute to social cohesion, governance, and information integrity by increasing the resilience of young women and men to recognize mis/disinformation, gendered mis/disinformation, bringing them as allies and agents of change in strengthening the information integrity ecosystem in Kosovo.

## II.     OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

This initiative will aim to strengthen capacities of 100 young women and men (18-29 years old) to identify fake news and counter mis/disinformation, including gendered mis/disinformation and sexist hate speech. It will also support the development of youth-led (digital) solutions to tackle mis/disinformation, with an extra focus on understanding the misogynist roots of mis/disinformation by exploring concepts such as gender equality, gender-based online violence and stereotyping, and raising awareness of gender-based digital threats. The intervention will include a combination of **training, networking, advocacy/awareness campaigning (including social media) and developing youth-led solutions**, while also seeking synergies with other relevant activities in the project.

UNDP is looking for a partner NGO who implement this activity of the project will be expected to train young people on *how to identify and address misinformation and disinformation,* and *how to challenge and counter misogyny and gendered mis/disinformation?* Through the development and promotion of digital tools/measures/solutions that detect and counter false information, the training is expected to empower and support youth as influencers in tackling the negative effects of mis/disinformation, including gendered mis/disinformation, online gender-based violence, misogyny, hate speech, and gender inequality.

By providing training of youth on media literacy, developing critical skills to identify false information,

supporting platforms to research and counter mis/disinformation, empowering youth to tackle gendered dis/misinformation, and voicing youth perspectives and solutions, this training will contribute positively to enhanced civic engagement and active participation of young women and men in improving information integrity and media literacy in Kosovo and contribute to social cohesion and gender equality.

The partner NGO will be expected to document the bootcamp activities, the participants learning experiences and generated initiatives through case studies, stories, videos, photos etc.

**Deliverables:**

**Deliverable 1.** Comprehensive methodology formulation to successfully organize bootcamps, including participant selection criteria, curriculum development, expert engagement, and implementation plans.

**Participant Selection**: Conduct an open call to recruit 100 participants aged 18 to 30, who represent diverse ethnic backgrounds, regions, and social demographics. Special efforts should be taken to achieve gender balance and inclusive representation.

**Curriculum Development**: Create a comprehensive curriculum focusing on media literacy, critical thinking, and information verification. The curriculum should also incorporate gender-sensitive discussions and strategies for combating mis/disinformation.

**Expert Facilitator Recruitment**: Identify and engage facilitators with proven expertise in media literacy, gender equality, and information integrity. These facilitators will play a crucial role in conducting interactive sessions, leading discussions, and coordinating group activities.

**Implementation Plan:** Outline the structure and format of the bootcamps, featuring interactive workshops, role-playing exercises, and case studies to encourage active participation and deepen attendees' comprehension of the subject matter.

**Deliverable 2:** Organize two multi-community bootcamps, each lasting two days, bringing together 100 young women and men from various ethnic backgrounds to learn, deliberate and provide solutions to addressing mis/disinformation, including gendered mis/disinformation, hate speech, community divisions, and gender inequality. The bootcamps will focus on enhancing media literacy of young participants, while also supporting them to develop and deliver youth-led solutions (under deliverable 2 below) to counter gendered mis/disinformation, promote information integrity and embrace diversity.

**Deliverables 3:** Develop four youth-led initiatives (generated through the second bootcamp) aiming to research, raise awareness and address mis/disinformation related to hate speech, including gendered mis/disinformation. The initiatives will be selected by a joint panel composed by UNDP and the NGO and will receive small scale grants (up to 3000 USD) for implementation and mentorship support.

Examples of possible solutions

- Peer learning platform for sharing knowledge, data, and approaches/tools to tackling mis/disinformation.
  - Including a free access toolkit and a series of short educational/informative videos (explore social media tools ex. TikTok)
- Using digital tools to counter gendered mis/disinformation.
  - Mini campaigns against sexist hate speech.
  - Videos against online gendered-based violence
  - Develop alternative and counter narratives tackling misogyny and sexist hate speech.

**Deliverable 4:** Prepare a final report that summarizes the key findings and takeaways from the bootcamps, achievements, challenges, and lessons learned from the initiatives. The report should also include recommendations coming out of participants for future activities in the field of Information Integrity.

### III.   ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether the NGO is eligible to be considered by UNDP will be based on the following criteria:

- Be legally registered as NGO/ CSO in Kosovo and have in possession a valid registration certificate.
- Demonstrate that its mandate and founding document are in line with the activities as per ToR Requirements.
- A proven track record of experience in the implementation of similar/related type of activities (at least 3 years), such as democracy events, assemblies, workshops, focus groups, etc.
- Knowledge and experience working on youth empowerment, gender equality, human security, social cohesion and peacebuilding is a distinct advantage.
- Experience in engaging with different communities through coordination and organization with similar activities and above-mentioned area of focus.
- Previous experience in working with international organizations/ donors should be considered as an advantage.

*Key qualifications of the staff:*
- Key project management team should have relevant experience in related fields for a minimum of three (3) years.
- Key staff should have excellent oral and written communication skills in Albanian and/or Serbian languages.
- For the reporting purposes to UNDP, the selected NGO/CSO should report in English language.

### IV. 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.)*

The service provider should develop a tailored methodology for the tasks, including a holistic approach from research to action.
The service provider will be responsible to develop and propose its own methodology to carry out the tasks described above by, including, but not limited to:

- Researching and developing the structure, content and learning objectives of the training.
- Designing the methodology for the training (group-work, role of facilitators and mentors, objectives of the sessions and specific how to ensure these will be achieved.
- Recruiting and training participants, mentors, trainers, and facilitators (with relevant experience in the fields of hate speech, bullying, misogyny, misinformation, disinformation, media, information integrity).
- Networking and collaborating with relevant stakeholders (e.g., schools, local NGOs, social media experts/influencers, youth groups and organizations)
- Ensuring quality of delivery and proposing a clear timetable.
- Identifying suitable locations for all activities.
- Planning, with the help of UNDP Kosovo, how to develop or implement the best ideas for campaigns.
- Monitoring and evaluating the effectiveness of the actions in achieving their objectives.
- Documenting the activities, outputs, and outcomes of the intervention.

Participants: Youth 18-29 years old from across Kosovo (50% women, 30% non-majority); Young people belonging to or representing vulnerable or marginalized groups (young people in rural areas, NEET, LGBTQI+, ethnic/religious minorities, young people with disabilities etc.); members of youth-led and community based CSO working on how to address hate speech and gender equality. It is desirable for participants to have experience in the use of social media and IT skills, and strong interest in human rights, gender equality and peacebuilding.

Facilitators: proven track record in providing training and coaching in design thinking and innovation. Demonstrated previous experience with running youth workshops.

Mentors: background in media monitoring, information integrity and countering mis/disinformation, and good knowledge of topics such as gender equality, hate speech, gender-based violence and misogyny. It can include academics, researchers and practitioners from youth/women organizations.

Social Media Experts: experience with designing and leading youth-focused online campaigns, preferably in the areas of hate speech, information pollution, online gender-based violence, inter-ethnic relations, and gender equality.

Notice on Visibility and Campaigns: Collaborative communication with the UNDP project team is essential to ensure cohesive messaging during events. Decisions regarding media involvement will be a joint effort. UNDP project team will be consulted about the joint messages that will be conveyed to participants and public during the activities/events and decide about participation of the media, journalists, influencers etc.

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.

## V.    EVALUATION CRITERIA & METHODOLOGY

### a)   Proposals will be evaluated based on the following criteria:

1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.

2) High impact interventions directly targeting and responding to the needs established in the ToR.

3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.

4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

| | 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 Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
| | **Total** | | **1,000** |

### b)   Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

QB-FBS methodology implies that the proposal has the overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the NGO/ CSO proposed approach and methodology. NGO/ CSO have to provide their best technical proposal and financial breakdown (within the budget) in one email (clearly stating proposed overheads). Evaluation of the technical proposal 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.

Proposals have to translate community needs into implementable activities by the NGOs/CSOs. Under <u>QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.</u>

### c) Budget size and duration

The total proposed amount for the activity should not exceed EUR 45,500 for direct interventions for all four (4) deliverables which includes micro grants for youth-led initiatives (Deliverable 3).

The administrative costs must not exceed 15% of the total budget. The amount in the proposal should be commensurate with the organization's administrative and financial management capabilities.

**The work must be completed by 15<sup>th</sup> December 2023 and _no extensions are allowed_. Non-compliance with this requirement will carry financial implications for the selected organisation.** The NGO/ CSOs are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

| # | Milestone and deliverables | Payment |
|---|---|---|
| 1 | Upon signature of contract | 20% |
| 2 | Upon successful implementation of the first, second and fourth deliverables: | 60% |
| | **Deliverable 1.** Comprehensive methodology formulation to successfully organize bootcamps, including participant selection criteria, curriculum development, expert engagement, and implementation plans. | |
| | **Participant Selection**: Conduct an open call to recruit 100 participants aged 18 to 30, who represent diverse ethnic backgrounds, regions, and social demographics. Special efforts should be taken to achieve gender balance and inclusive representation. | |
| | **Curriculum Development**: Create a comprehensive curriculum focusing on media literacy, critical thinking, and information verification. The curriculum should also incorporate gender-sensitive discussions and strategies for combating mis/disinformation. | |
| | **Expert Facilitator Recruitment**: Identify and engage facilitators with proven expertise in media literacy, gender equality, and information integrity. These facilitators will play a crucial role in conducting interactive sessions, leading discussions, and coordinating group activities. | |
| | **Implementation Plan:** Outline the structure and format of the bootcamps, featuring interactive workshops, role-playing exercises, and case studies to encourage active participation and deepen attendees' comprehension of the subject matter. | |
| | **Deliverable 2:** Organize two multi-community bootcamps, each lasting two days, bringing together 100 young women and men from various ethnic backgrounds to learn, deliberate and provide solutions to addressing mis/disinformation, including gendered mis/disinformation, hate speech, community divisions, and gender inequality. The bootcamps will focus on enhancing media literacy of young participants, while also supporting them to develop and deliver youth-led solutions (under deliverable 2 below) to counter gendered mis/disinformation, promote information integrity and embrace diversity. | |
| | **Deliverables 3:** Develop four youth-led initiatives (generated through the second bootcamp) aiming to research, raise awareness and address mis/disinformation related to hate speech, including gendered mis/disinformation. The initiatives will be selected by a joint panel composed by UNDP and the NGO and will receive small scale grants (up to 3000 USD) for implementation and mentorship support. | |
| | Examples of possible solutions | |
| | • Peer learning platform for sharing knowledge, data, and approaches/tools to tackling mis/disinformation.<br>    ○ Including a free access toolkit and a series of short educational/informative videos (explore social media tools ex. TikTok) | |

| | | |
|---|---|---|
| | • Using digital tools to counter gendered mis/disinformation.<br>   o Mini campaigns against sexist hate speech.<br>   o Videos against online gendered-based violence<br>   o Develop alternative and counter narratives tackling misogyny and sexist hate speech. | |
| 3 | **Deliverable 4**: Prepare a final report that summarizes the key findings and takeaways from the bootcamps, achievements, challenges, and lessons learned from the initiatives. The report should also include recommendations coming out of participants for future activities in the field of Information Integrity. | 20% |

3) **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) Low Value Grant Agreement (LVGA) signature.

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

### 4) 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.
   - Experience and expertise in the implementation of similar/related type of activities, such as democracy events, assemblies, workshops, focus groups, etc.
   - Knowledge and experience working on youth empowerment, gender equality, human security, social cohesion and peacebuilding is a distinct advantage.
   - Experience in engaging with different communities through coordination and organization with similar activities and above-mentioned area of focus.
   - Proven experience on working with youth empowerment and gender equality in Kosovo a distinct advantage.
   - Experience in working with different regions in Kosovo in similar projects/activities.
   - Experience in working with international organizations/donors is an advantage.
   - Audited financial statements for the past two years.

Submission Deadline
Proposals, with supporting documents, should be submitted by 18 September 2023 at 17:30 via email **only** at
**procurement.ks@undp.org**

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

NGO/ CSOs will need to follow the UNDP 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 NGO/ CSOs 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.**

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail
**procurement.ks@undp.org**

*Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals*

**Estimate Competition Timeline**
Below is an estimated timeline for this Call for Proposals.

18 September 2023*:* Deadline for organization/s to submit proposals under this Call.
*21 September 2023:* Assessment and selection processes will take place.
*29 September 2023:* Selected applicant 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.

**Terms of References (TOR) for partnership engagement with NGO/CSOs**, to strengthen the capacity of youth from diverse ethnic backgrounds in Kosovo to address mis/disinformation and gendered mis/disinformation, promote information integrity, and embrace diversity.

**Project:**  Strengthening Information Integrity through Youth Empowerment
**Expected duration of contract:**  01 October – 15 December 2023

### 1.        Background/Project Description

This project aims to address the issue of misinformation and disinformation in Kosovo by empowering young women and men activists, and youth and women's organizations with necessary skills and tools to collect data, raise awareness and expose false information, including digital content targeting girls and women. Given the impact of mis/disinformation on long-standing tensions and legacy of conflict, the project will also engage young people as agents of change in building positive peace and contributing to social cohesion and governance and promoting overall information integrity. Improving information integrity in Kosovo requires the expansion of efforts by the civil society and institutions to enhance critical thinking, particularly among young people.

The project will focus on addressing misinformation and disinformation including gendered disinformation and respond to gender-based discrimination, sexism, and misogyny in the media as well as ethnically-based discrimination – from an intersectional perspective (different gender, inter-ethnic relations, and the integrity of those in most vulnerable situations, such as women and men among Roma, Ashkali and Egyptian communities, people with disabilities, sexual and gender minorities). The inclusive approach will ensure to receive inputs and contribution from all communities, which is key to encounter the issue of mis/disinformation beyond participation.

Through the development and promotion of digital tools/measures, solutions and skills that detect and counter false information, we will empower and support youth and women's organizations as influencers in tackling the negative effects of mis/disinformation, including gendered mis/disinformation, hate speech, community divisions, and gender inequality.  The project will contribute to social cohesion, governance, and information integrity by increasing the resilience of young women and men to recognize mis/disinformation, gendered mis/disinformation, bringing them as allies and agents of change in strengthening the information integrity ecosystem in Kosovo.

### 2.        Scope of Work and Specific Objectives

This initiative will aim to strengthen capacities of 100 young women and men (18-29 years old) to identify fake news and counter mis/disinformation, including gendered mis/disinformation and sexist hate speech. It will also support the development of youth-led (digital) solutions to tackle mis/disinformation, with an extra focus on understanding the misogynist roots of mis/disinformation by exploring concepts

such as gender equality, gender-based online violence and stereotyping, and raising awareness of gender-based digital threats. The intervention will include a combination of **training, networking, advocacy/awareness campaigning (including social media) and developing youth-led solutions**, while also seeking synergies with other relevant activities in the project.

UNDP is looking for a partner NGO to implement this activity and will be expected to train young people on *how to identify and address misinformation and disinformation,* and *how to challenge and counter misogyny and gendered mis/disinformation?* Through the development and promotion of digital tools/measures/solutions that detect and counter false information, the training is expected to empower and support youth as influencers in tackling the negative effects of mis/disinformation, including gendered mis/disinformation, online gender-based violence, misogyny, hate speech, and gender inequality.

By providing training of youth on media literacy, developing critical skills to identify false information, supporting platforms to research and counter mis/disinformation, empowering youth to tackle gendered dis/misinformation, and voicing youth perspectives and solutions,   this training will contribute positively to enhanced civic engagement and active participation of young women and men in improving information integrity and media literacy in Kosovo and contribute to social cohesion and gender equality.

The partner NGO will be expected to document the bootcamp activities, the participants' learning experiences and generated initiatives through case studies, stories, videos, photos etc.

**Expected deliverables/outputs are:**

**Deliverable 1.** Comprehensive methodology formulation to successfully organize bootcamps, including participant selection criteria, curriculum development, expert engagement, and implementation plans.

**Participant Selection**: Conduct an open call to recruit 100 participants aged 18 to 30, who represent diverse ethnic backgrounds, regions, and social demographics. Special efforts should be taken to achieve gender balance and inclusive representation.
**Curriculum Development**: Create a comprehensive curriculum focusing on media literacy, critical thinking, and information verification. The curriculum should also incorporate gender-sensitive discussions and strategies for combating mis/disinformation.
**Expert Facilitator Recruitment**: Identify and engage facilitators with proven expertise in media literacy, gender equality, and information integrity. These facilitators will play a crucial role in conducting interactive sessions, leading discussions, and coordinating group activities.
**Implementation Plan:** Outline the structure and format of the bootcamps, featuring interactive workshops, role-playing exercises, and case studies to encourage active participation and deepen attendees' comprehension of the subject matter.

**Deliverable 2:** Organize two multi-community bootcamps, each lasting two days, bringing together 100 young women and men from various ethnic backgrounds to learn, deliberate and provide solutions to addressing mis/disinformation, including gendered mis/disinformation, hate speech, community divisions, and gender inequality. The bootcamps will focus on enhancing media literacy of young participants, while also supporting them to develop and deliver youth-led solutions (under deliverable 2 below) to counter gendered mis/disinformation, promote information integrity and embrace diversity.

**Deliverables 3:** Develop four youth-led initiatives (generated through the second bootcamp) aiming to research, raise awareness and address mis/disinformation related to hate speech, including gendered mis/disinformation. The initiatives will be selected by a joint panel composed by UNDP and the NGO and will receive small scale grants (up to 3000 USD) for implementation and mentorship support.

Examples of possible solutions

- Peer learning platform for sharing knowledge, data, and approaches/tools to tackling mis/disinformation.
  - o Including a free access toolkit and a series of short educational/informative videos (explore social media tools ex. TikTok)
- Using digital tools to counter gendered mis/disinformation.
  - o Mini campaigns against sexist hate speech.
  - o Videos against online gendered-based violence
  - o Develop alternative and counter narratives tackling misogyny and sexist hate speech.

**Deliverable 4:** Prepare a final report that summarizes the key findings and takeaways from the bootcamps, achievements, challenges, and lessons learned from the initiatives. The report should also include recommendations coming out of participants for future activities in the field of Information Integrity.

**Proposed Methodology for the Completion of Services:**

The service provider should develop a tailored methodology for the tasks, including a holistic approach from research to action.

The service provider will be responsible to develop and propose its own methodology to carry out the tasks described above by, including, but not limited to:

- Researching and developing the structure, content and learning objectives of the training.
- Designing the methodology for the training (group-work, role of facilitators and mentors, objectives of the sessions and specific how to ensure these will be achieved).
- Recruiting and training participants, mentors, trainers, and facilitators (with relevant experience in the fields of hate speech, bullying, misogyny, misinformation, disinformation, media, information integrity).
- Networking and collaborating with relevant stakeholders (e.g., schools, local NGOs, social media experts/influencers, youth groups and organizations)
- Ensuring quality of delivery and proposing a clear timetable.
- Identifying suitable locations for all activities.
- Planning, with the help of UNDP Kosovo, how to develop or implement the best ideas for campaigns.
- Monitoring and evaluating the effectiveness of the actions in achieving their objectives.
- Documenting the activities, outputs, and outcomes of the intervention.

**Participants:** Youth 18-29 years old from across Kosovo (50% women, 30% non-majority); Young people belonging to or representing vulnerable or marginalized groups (young people in rural areas, NEET, LGBTQI+, ethnic/religious minorities, young people with disabilities etc.); members of youth-led and community based CSO working on how to address hate speech and gender equality. It is desirable for participants to have experience in the use of social media and IT skills, and strong interest in human rights, gender equality and peacebuilding.

**Facilitators:** proven track record in providing training and coaching in design thinking and innovation. Demonstrated previous experience with running youth workshops.

**Mentors:** background in media monitoring, information integrity and countering mis/disinformation, and good knowledge of topics such as gender equality, hate speech, gender-based violence and misogyny. It can include academics, researchers and practitioners from youth/women organizations.

**Social Media Experts:** experience with designing and leading youth-focused online campaigns, preferably in the areas of hate speech, information pollution, online gender-based violence, inter-ethnic relations, and gender equality.

***Notice on Visibility and Campaigns:*** Collaborative communication with the UNDP project team is essential to ensure cohesive messaging during events. **UNDP project team must be consulted in advance about the messages that will be conveyed to participants and the public during the activities/events and will decide about the participation of the media, journalists, influencers, etc.**

## 3.      Request for Proposals

UNDP invites NGOs to submit proposals for the project's activity mentioned above. The NGO's are encouraged to present joint proposals with partner organizations such as youth-led, women-led, or multi-community organization.

The proposal should contain the following sections outlining the activities that will be implemented and the methodology of implementation. Namely, it should contain information about, but should not be limited to, the following sections:

GENERAL INFORMATION ABOUT APPLICANT ORGANISATION
- Main areas of expertise - describe your organization's main competencies.
- Main types of activity that your organization carries out
- Explain what kind of in-house or outside experts your organization plans to involve.

RELEVANT EXPERIENCES
- Provide evidence of your organization's experience in the area of work relevant to this call: including previous experience with diverse youth groups,
- Explain how your organization's experience will help to reach project's goals.
- Demonstrate the previous experience with conflict-sensitive topics including on social cohesion, gender equality and democratic processes.

PURPOSE OF THE GRANT
- a. Describe the problem and context analysis.
- b. Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.

PROPOSED ACTIVITIES AND WORKPLAN
- Describe the activities that will be completed to achieve the objectives.
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted. groups/geographical area and how will any potential beneficiaries be selected?
- State the indicators for measuring results that will be achieved using the grant.
- Indicate the consultation process with youth, institutional and non-institutional actors which will inform the overall approach and objective of the project.

RISK ANALYSIS
- Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

BUDGET
- Financial Proposal should present the budget by component and activity, indicating clearly the budget items, no. of beneficiaries and unit costs whereas aggregate administrative, monitoring and overhead costs should be shown separately. If contribution from any other partners is foreseen, information should be clearly stipulated. The small-scale grants for youth-led initiatives generated from second bootcamp must be included in the financial proposal.

TARGET AUDIENCE
- Describe project's main target audience as well as other stakeholders. Please also describe how they will be engaged and specify the group of people whose interests and rights your project will help to promote (indicate their age, gender and ethnicity when relevant).
- Describe the selection criteria for participating youth, including outreach to non-majority communities, and vulnerable groups.

## 4. Reporting

Reports must be in line with UNDP reporting formats, include implemented activities as per the agreed work plan, results achieved, and any issues during implementation, performance targets, risks, lessons learned, including cross-cutting issues such as gender and environment. The report must be written in a clear, concise and sufficient level of detail, in English.

Frequency of reporting:
-During the contracting period there should be at least one update to UNDP (as per LVGA specifications)
-The final report after completion of activities, in line with UNDP reporting formats shared by UNDP project team.

**Payment Schedule**

- 1st installment (20%) upon signature of the LVGA
- 2nd installment (60%) report on organization of activities'
- 3rd installment (20%) after approval of final report

Note: the financial transfer of installments will be executed after all submitted documents are approved and cleared by the UNDP's management.