**Call for Proposals**

**for Local Partner**

**Delivery of Green Energy Solutions proposals of Women-Led MSMEs/Farms and Raising Climate Resilient and Sustainable Food Systems Awareness in Prizren and Suharekë/Suva Reka**

**INSTRUCTIONS**

1. **BACKGROUND**

This Call for Proposals (CFP) is specifically related to the UNDP Strengthening Local Climate Action project, aiming to promote awareness, and selecting women led Micro Small and Medium Enterprises for green solution support within the Sustainable Food System. The focus will be on increasing awareness for climate resilience and sustainable food system and empower eight women-led Micro, Small, and Medium Enterprises (MSMEs) and agricultural farms in Prizren and Suharekë/Suva, emphasizing GHG reduction through renewable energy and eco-friendly practices.

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

The objective of this Call for Proposals is to support the implementation of SLCA activity in promoting awareness and selecting women led MSMEs for green solution support within the SFS initiative. The local partner will:

1: Support UNDP Kosovo to empowering Women-Led MSMEs/Farms with Green Energy Solutions pilot project

2: Raising Climate Resilient and Sustainable Food Systems Awareness in Prizren and Suharekë/Suva

3: Final report on the summary of the results and impact reached through the activities/project.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference **– Annex I**

*Final Beneficiaries*

Eligible proposals from MSMES will be those focused on business acceleration in Food Sustainable transformation to Sustainable Food System and targeting 8 MSMEs as the direct and final beneficiaries. While the Raising Climate Resilient and Sustainable Food Systems Awareness will target 500 direct and an estimated 5000 indirect individuals from diverse backgrounds.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The parameters that will determine whether an NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template.

Request for Information template – **Annex II**

1. **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**

**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. | NGO Eligibility and qualifications  | 30% | 300 |
| 2. | Proposed Methodology, Approach, and Implementation | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | 1000 |

Detailed sub-criteria are provided in Annex III

**b) 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 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. CSOs/ NGOs 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 QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

**c) Budget size and duration**

The proposed amounts should range to a maximum of EUR 35,000.00 .

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed 5 months.

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) Responsible Party Agreement (RPA) signature.

1. **SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one document to: **procurement.ks@undp.org**

**- Number of copies:**

The following documents must be submitted in order for the submission to be considered:

1) Proposal Template

2) Project Synopsis

3) Documentation requested in the Request for Information (RFI)

5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

**Submission Deadline**

Proposals, with supporting documents, should be submitted by **[17:00 CET] on 23.10.2023.**

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website.

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.

09.10.2023: Call for Proposal opens, and relevant documents are posted online.

23.10.2023: Deadline for organizations to submit proposals under this Call.

25.10.2023: Assessment and selection processes will take place.

30.10.2023: 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.

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 ac t 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**

**Duration:** November O1, 2023 – March 30, 2024 (5 months)

**Expected Starting Date:** November 2023

**Offerors:** NGOs/CSOs

**Duty Station:** Prishtinë/Priština,Kosovo

**Department/Unit:** UNDP Kosovo Strengthening Local Climate Action Project, Inclusive Growth and Climate Resilience

1. **Project Background**

The Strengthening Local Climate Action (SLCA) project supports Kosovo municipalities in transitioning to zero-emission development pathways, building upon the successful "Urban NAMAs" project in Prizren and expanding to include sustainable rural development and Suharekë/Suva Reka municipality.

Kosovo's agricultural sector, including Prizren and Suharekë/Suva Reka municipalities, constituting 7.4% of the 2020 GDP, faces challenges in food supply chain monitoring, promoting healthy diets, and managing food waste. Transforming these systems into sustainable food systems (SFSs) is imperative, involving farm productivity, sustainable value chains, eco-friendly practices, nutrition education, and sustainable diets.

Kosovo's 2022 Report highlights its early-stage efforts in environmental and climate change issues. Kosovo has committed to aligning its food chain sectors with European Union (EU) standards and sustainable agriculture through regional agreements, including the "Sofia Declaration."

Public finance, led by the Ministry of Agriculture, Forestry, and Rural Development (MAFRD), plays a significant role. MAFRD provides annual subsidies and incentives to the agriculture and food sectors, mainly aiming to promote economic growth, reduce unemployment rates, and improve food quality. In recent years, MAFRD has started considering applicants' investments in renewable energy systems or wastewater treatment plants when allocating grants.

Food waste is a pressing concern in Kosovo, with each person generating 253 kg of waste, including 80 kg of food waste. Initiatives like "pop-up food banks" can be introduced gradually through community and municipal awareness campaigns. Currently, household waste is unsorted.

Greenhouse gas emissions from agriculture, forestry, and land use sectors contribute 8% of Kosovo's total emissions, with Prizren and Suharekë/Suva Reka municipalities sharing similar values in food systems.

Under the support of the UNDP, the municipalities of Prizren and Suharekë/Suva Reka have developed the Sustainable Food Systems Roadmap. This roadmap includes mapping the current food systems and outlines a vision to accelerate the transition towards more sustainable food systems in both municipalities.

Women from rural areas have played a crucial role in Kosovo for centuries, cultivating land, securing good food for all, caring for family members, and providing work for other women in the community. However, women remain underrepresented in the agriculture sector, as only 4.9% are agriculture landowners, while another 3% of registered employed women are active in agriculture, forestry and fishing. However, this number is likely to be much higher since most women work in agriculture without registering. Beyond the lack of property ownership or control over assets, poor access to information about subsidies and socialized gender roles also undermine women’s official participation in the sector.

For many decades, the area of Prizren and Suharekë/Suva Reka Municipalities has served as a focal point for the production, processing, trading, and consumption of food. In addition, agricultural and food products from these two municipalities have supplied and continue to supply the market of Kosovo and beyond. These two municipalities, apart from being geographically adjacent to each other, share many similar values in terms of food systems.

Kosovo – including Prizren and Suharekë/Suva Reka Municipalities – is facing many challenges and lags behind in terms of the safety-driven food supply chain, efficient food waste management and the promotion of healthy and nutritious diets. Illegal construction, poorly regulated land use planning, insufficient wastewater treatment and lack of public environmental awareness contribute to serious air and water pollution and environmental degradation.

The SLCA project aims to expedite green and sustainable development through Municipal Green Growth Centres (MGGCs) and transform food systems as a model for Kosovo.

The project focuses on women-led initiatives across two components:

* Support UNDP Kosovo to empowering Women-Led MSMEs/Farms with Green Energy Solutions pilot project
* Raising Climate Resilient and Sustainable Food Systems Awareness on climate and sustainable food systems, targeting 500 direct and an estimated 5000 indirect individuals from diverse backgrounds.

Pilot green solutions will demonstrate cost-effective environmental improvements for future replication and scaling. The "Call for Green Energy for Sustainable Food System" Support Initiative for Women-Led MSMEs will launch in October 2023, with a 5-month identification, selection, and support monitoring period, running until February 2024.

1. **Scope of Work, Terms and Conditions**

The objective of this work is to support UNDP Kosovo in promoting awareness and selecting women led MSMEs for green solution support within the SFS initiative.

**The local partner will support the UNDP Kosovo on the following activities:**

**Output 1: Support UNDP Kosovo to empowering Women-Led MSMEs/Farms with Green Energy Solutions pilot project.**

* Assist in designing the open call for participants, including selection criteria and the process for choosing MSMEs.
* Ensure effective outreach to generate interest among MSMEs, aiming for a competitive number of applicants.
* Arrange venues and catering for information session events, with locations in Prizren and Suharekë/Suva Reka, Kosovo.
* Provide technical equipment, such as projectors and internet access, needed for the information session events.
* Maintain file records of all applicants and forward the file of selected MSMEs to UNDP.
* Supports UNDP with monitoring visits of the Green Energy Solutions pilot projects**.**
* Ensure that all documents and activities are developed and delivered with prior approval from UNDP Kosovo.

**Output 2: Raising Climate Resilient and Sustainable Food Systems Awareness in Prizren and Suharekë/Suva**

* Develop engaging and informative content that effectively educates the target audience on climate and sustainable food systems concepts.
* Create educational materials like brochures, pamphlets, infographics, and videos that visually explain these principles and components of sustainable food systems. Ensure that the materials are accessible and appealing to a diverse audience.
* Organize awareness events to disseminate knowledge about climate and sustainable food systems concepts. These events can include presentations, panel discussions, festivals, and interactive activities to engage the target audience and facilitate learning and discussions. Collaborate with experts in the field, local farmers, environmental organizations, and relevant stakeholders to gather insights and perspectives. Invite guest speakers to share their expertise during these events.
* Communicate through channels like social media platforms, websites, local media outlets, and community networks to disseminate information about climate and sustainable food systems concepts. All educational materials and internal and external communications must refer to UNDP.

**Output 3: Final report on the summary of the results and impact reached through the activities/project.**

* Summarize and present results and learnings in a final impact report.

All documents and activities designed and delivered require prior approval by UNDP Kosovo.

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1. **Expected Outputs**

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| --- | --- | --- |
| **#** | **Outputs/Deliverables** | **Due date** |
| 1. | Support UNDP Kosovo to empowering Women-Led MSMEs/Farms with Green Energy Solutions | December 05, 2023 |
| 2. | Raising Climate Resilient and Sustainable Food Systems Awareness Prizren | December 20, 2023 |
| 3. | Raising Climate Resilient and Sustainable Food Systems Awareness Suharekë/Suva | December 21, 2023 |
| 4. | Final report on the summary of the results, monitoring and impact reached through the activities/project. | 28 February, 2024 |

1. **Institutional Arrangements**

Given the complexity of the tasks, strong cooperation and clear communication are essential with UNDP, Municipal Authorities, MGGCs. Therefore, the local partner will work under the overall guidance of the designated officer at the UNDP Kosovo office. By coordinating our efforts, the project will advance smoothly and on schedule. This guarantees that everyone on the team is clear on the project's objectives and knows exactly what is required of them. Therefore, the UNDP Kosovo team and the local partner will have periodic meetings to align their activities and plans.

The official language for all documents will be English.

1. **Reporting**

The local partner is required to report to UNDP on a monthly basis. This report shall include information conforming to the proposed work plan. In addition, the report shall include information on backlogs or possible delays, for which UNDP has full right to inquire and change the contractor’s working schedule and priorities to contain possible extensions of the final product delivery date. In any case, cumulative delays cannot exceed 2 weeks from the proposed time plan. If the contractor faces these problems, it shall be reported separately, and UNDP reserves the right to reconsider the situation and take the necessary actions. UNDP reserves the right to visit the contractor during business hours, and the contractor is responsible for being transparent in providing project updates.

1. **Schedule of payments**

Payment will be made in four (4) installments upon timely completion and acceptance of each respective output as described above, based on the signed acceptance acts and narrative reports for each deliverable. The time allocated for each deliverable should realistically reflect its percentage relation to the entire task.

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| **#** | **Outputs/Deliverables** | **Payment percentage to be made to the Contractor** |
| 1 | Support UNDP Kosovo to empowering Women-Led MSMEs/Farms with Green Energy Solutions. | 20% of the total contract amount will be paid upon certification of UNDP. |
| 2 | Raising Climate Resilient and Sustainable Food Systems Awareness in Prizren. | 40% of the total contract amount will be paid upon certification of UNDP. |
| 3 | Raising Climate Resilient and Sustainable Food Systems Awareness in Suharekë/Suva. | 30% of the total contract amount will be paid upon certification of UNDP. |
| 4 | Final report on the summary of the results and impact reached through the activities/project. | 10% of the total contract amount/final payment will be made upon certification of UNDP. |

Evaluation of outcomes is the responsibility of UNDP Kosovo.

In case the conditions of the Terms of Reference are not met the contract may be terminated or the fee charged by the local partner may be reduced.

1. **Required qualifications and application package.**

The local partner should demonstrate its capability and thorough understanding of the work outlined in the Terms of Reference. It should present a clear methodology for task implementation, as well as the ability to mobilize resources and experts to successfully carry out the tasks as per the Terms of Reference.

**The bidding local partner is required to submit the following:**

***Presentation of Expertise:***

* At least three years of proven experience in the fields of Sustainable Food Systems and designing and delivering awareness campaigns.
* A team comprised of qualified experts, with a demonstrated track record in the area of smart agriculture, food systems, awareness campaigns etc.
* Proven experience in successful completion of at least three similar assignments within the last three years. References and examples of past work of the last 3 years should be included in the proposal.
* Have a portfolio of projects of at least 50,000.00 EUR during the last year or a cumulative portfolio of projects of 120,000.00 EUR during the last three years.

***Proposed methodology, approach, and implementation plan:***

The proposal should include a proposed task implementation approach, including detailed description of implementation methods, milestones, and steps to carry out the task; and a detailed work plan with timelines for the Deliverables/Outputs.

***Management structure and key personnel:***

The local partner should have a strong team of experts with professional capacities. To be provided: curriculum vitae (CV) for a minimum of three key experts in the fields of Food Systems, Public Relations/Event Organizing, each with a demonstrated track record in the development of educational learning content/materials and the execution of awareness events. Among these experts, one individual should assume the role of Team Leader. All of the experts engaged should provide a written availability note for the activities engaged during the certain contracted time.

***Financial Proposal:***

Detailed budget breakdown per main expenditures. The local partner should identify all the detailed budget table expenditures including venue, local and international experts, lecturers, mentorships, and grant distribution cost.

**Annex II**

**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

1. **OBJECTIVE**

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

* Demonstrated proficiency in guiding farmers/MSMEs in transitioning to best agri-practices, adopting optimal agricultural practices and transitioning to sustainable food systems. .
* Proven track record in supporting innovative solutions that enhance Sustainability, Efficiency, and Circularity within the context of sustainable food systems and climate initiatives. Emphasis should be on practices that reduce environmental impact and promote eco-friendly business practices in the face of climate change.
* Demonstrated ability to engage communities, educate them about sustainable food systems. This involves organizing awareness campaigns, festivals, workshops, educational events, building partnerships, and actively advocating for policies that enhance sustainable practices at various levels of governance.
1. **INFORMATION REQUESTED**

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in Kosovo.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO’s alignment with UNDP requirements.

All CSOs/NGOs whose information is found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only. Please do not submit the CACHE form at this stage.**

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| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations
 | *1. Is the CSO/NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?**2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account
 | 1. *Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO?* *Please provide copies of all relevant documents evidencing legality of operations.*

*2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation
 | *Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:** Leadership and Managerial Skills
* Project Management
* Financial Management
* Organizational standards and procedures
* Other
 |  |
| 1. Date of Establishment and Organizational Background
 | *1. When was the CSO/NGO established?**2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)**3. Who are your main donor/ partners?**4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.**6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.*  |  |
| 1. Mandate and constituency
 | 1. *What is the CSO/NGO’s primary advocacy / purpose for existence?*
2. *What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*

3. *Is the CSO/NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise
 | 1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?*
2. *What other areas of expertise does the CSO/NGO have?*
 |  |
| 1. Financial Position and Sustainability
 | 1. *What was the CSO/NGO’s total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.*
2. *What is the CSO/NGO’s actual and projected inflow of financial resources for the current and the following year?*
3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).*
 |  |
| 1. Public Transparency
 | 1. *What documents are publicly available?*

*2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 1. Consortium
 | 1. *Do you have the capacity to manage a consortium?*
2. *Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.*

*3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.* |  |
|  |

1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted to: procurement.ks@undp.org

United Nations Development Programme

procurement.ks@undp.org

They should be received no later than 20 October 2023 .

**Annex III – 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) has 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 IV –NGO/CSO Proposal Template**

**NGO/CSO PROPOSAL TEMPLATE**

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| Please complete the following proposal template as part of the NGO/CSO 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 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 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 describes 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 will your organization 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description of activity | Unit/staff | Rate/Cost | Estimated amount |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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).  |
|  |