



Global Accelerator for Jobs and Social Protection

Lifelong Empowerment and Protection in Albania (LEAP Albania)

CALL FOR PROPOSALS

GUIDELINES FOR APPLICATION

This Call for Proposals is issued in the framework of the **“Global Accelerator for Jobs and Social Protection”** United Nations Development Programme action, to support projects in the field of **“Skills Development, Integrated Employment and Long-Term social care services”**, proposed by Civil Society Organizations based and/or operating in Albania.

Overview of the Call for Proposal (CfP)

CFP objective	<p>This CfP is expected to contribute to:</p> <p>1) extend social protection coverage, integrating systems to enhance the quality and accessibility of services.</p> <p>2) boost employability for social assistance beneficiaries by enhancing access to decent jobs through targeted and integrated employment and skills development initiatives.</p>
Programme area	UNDP Inclusive Growth and Employment and UNDP Social Protection
Duration of the action	<p>Minimum: 9 months</p> <p>Maximum: 12 months</p>
Estimated Start date	The indicative start date of the activities is 2 nd of December 2024
Estimated End date	The indicative end date of the grant is 30 th of November 2025
Minimum amount financed	1,000,000 ALL per grant
Maximum amount financed	2,000,000 ALL per grant
Location	Any municipality in Albania
Request for clarification deadline	<p>25.09.2024</p> <p>email address for submitting request for clarification: registry.al@undp.org</p>
Info Session	<p>24 September 2024 at 11.00-12.30 online:</p> <p>https://undp.zoom.us/j/81521477762?pwd=dG1DRRw7O3xSgy1tT5L1pkf0SXBT.1&from=addon</p>
Application deadline	07.10.2024

Notification of results	30.10.2024
Objectives of the call for proposal	<p>Specific objectives of each lot are as follows:</p> <p>Lot 1. Integrated Long-term care management and delivery through improved outreach and intersectionality, and capacitated workforce engaged in delivering new social care services models, ensuring that services address the specific needs of both women and men</p> <p>Lot 2. Innovative policy solutions designed to improve labor market inclusivity and care service quality through partnerships among NAES, private and temporary employment agencies, and/or skills providers, with integrated pathways created.</p>
Eligible Applicants	Civil Society Organizations and/or Social Enterprises.
Final Beneficiaries	<p>Lot 1: 100 individuals, beneficiaries of economic aid, will receive integrated care support and new Long-Term Care services.</p> <p>Lot 2: 30 beneficiaries of economic aid prepared and placed into jobs available in the care sector.</p>

1. BACKGROUND INFORMATION

Albania, an upper-middle-income country, faces significant development challenges. Political instability, economic diversification, and social inclusion remain critical areas of concern. High emigration rates, particularly among the youth, and a declining birth rate have resulted in a decreased population of children aged 0-14 from 21.6% in 2011 to 16.3% in 2022 (INSTAT). This demographic shift predicts a significant impact on the labour force in the coming decades. Additionally, approximately 25% of young people are not in education, employment, or training (NEET), exacerbating labour market challenges (INSTAT 2022). Poverty and social exclusion remain pressing issues, with 27.4% of children living in poverty, compared to 20.6% of the general population (EU-SILC 2022). Furthermore, 50.1% of children are at risk of poverty or social exclusion (Eurostat 2021), highlighting the urgent need for comprehensive social protection and care services.

Albania's population has been on a declining trend since the early 1990s, standing at 2.4 million in 2023. The 2023 Census shows that almost one in five persons (19.7 percent) is 65 years of age or older, compared to one in nine persons (11.3 percent) in the 2011 Census and 7.5 percent in the 2001 Census. The transition of the population towards a much older population structure is also observed in the dependency ratios. The young-age dependency ratio decreased to 24.0 percent – from 30.4 percent in 2011 – and the old-age dependency ratio increased to 30.4 percent – from 16.7 percent in 2011. The rise in the geriatric population majorly drives the long-term care (LTC) market in a similar course. Moreover, an increase in life expectancy impels the need for services. The unmet needs of older adults and of persons with disabilities also contribute to the industry growth over the upcoming years and the need to invest in long term care skills development. The aging population, with an increasing old-age dependency ratio, poses challenges for government budgets in funding pensions and social security. Social insurance spending is a significant portion of government expenditures, projected to be 42% of recurrent expenditures in 2025.

Care services in Albania and dominantly in the Western Balkans traditionally rely on the family. Social norms and regulations dealing with family relations establish the obligation to support the closest relatives. According to a recent assessment, women bear the bulk of unpaid work on their shoulders (85.8 percent of the total amount of unpaid work), given that they spend 5 hours and 14 minutes per day in domestic and care tasks, whereas men spend only 52 minutes in these same tasks. The time spent in indirect care (domestic tasks) is six times greater for women (270 minutes) compared to men (45 minutes). Long Term Care is officially recognized for individuals with disabilities who receive cash transfers and services, including caregiver support. Law 57/2019 on Social Assistance extends these services to people aged 65+, yet home services remain unavailable, and non-public centers primarily provide social services. These services vary regionally and are often limited to people with disabilities or those abandoned by their families. Collaboration between social care and healthcare is minimal, with many municipalities facing challenges in service provision, especially in rural areas.

Social and health insurance schemes do not cover cash and in-kind benefits for those requiring care (except for certain categories of formal acknowledged persons with disabilities) and informal caregivers. Health insurance offers free access to primary healthcare for those aged 65+, but the basic services focus on disease identification and preventive care. The elderly healthcare program offers limited services and lacks sufficient trained personnel in geriatrics and gerontology. Traditional family values have historically emphasized family caregiving, but a shift is occurring due to changing family structures, resulting in physical and social isolation for many seniors. While pensions and remittances from relatives abroad support some elderly individuals, families with greater financial stability often rely on informal care provided by unemployed women. Unfortunately, data on the informal caregiving workforce are unavailable, and caregiving within families is largely unpaid work, affecting the well-being of families. However, this traditional family caregiving model is evolving, and a new "culture of distance" is emerging as caregiving responsibilities become more challenging to fulfil. Regulations in the field of social protection are based on the individuals' primary responsibility for taking care of themselves and their families, while state assistance is provided when support within the family is not available.

The care sector is estimated to employ over 150,000 individuals formally in Albania. However, it is widely recognized that formal employment represents just the tip of the iceberg in the care sector. Most care workers, particularly domestic workers, are employed informally and typically lack adequate social protection and security benefits.

Equipping workers with the necessary skills and certifications required by employers prior to job placement is already an identified gap. This preparatory function not only enhances the employability of individuals but also ensures that the labor supply meets the specific demands of the market, thereby optimizing the efficacy of the employment mediation process.

Many individuals and families face economic hardships, leading to poverty and social exclusion. This results in limited access to essential services such as education, healthcare, employment, social protection and other vital social care services, perpetuating their disadvantaged status. Insufficient social protection system and limited access to quality care services are among the key challenges of the sector. This is accompanied by: Inadequate long-term care (LTC) services, particularly in rural areas; and Insufficient support for professional care occupations and integration of care services, impact the quality and outreach of care.

1.1 Project Objective

The project is expected to: 1) extend social protection coverage, integrating systems to enhance the quality and accessibility of services; 2) boost employability for social assistance beneficiaries by enhancing access to decent jobs through targeted and integrated employment and skills development initiatives. This

includes a substantial focus on providing integrated employment and upskilling and reskilling support, particularly in sectors *like long term care services*.

Through this project, 100 individuals, beneficiaries of economic aid, will receive integrated care support and new Long-Term Care services, while at least 30 of them will be prepared and placed into jobs available in the care sector.

The proposed projects by civil society organizations are expected to address issues at many levels: a) policy level, by providing technical expertise on key reforms of the sectors, and strong municipal focus on Long Term Care services, and 2) pilot model demonstrations on long term service delivery and enabling the workforce creation of the sector, to foster scalable national reforms linking social protection to employment.

2. THE GRANTS SCHEME FOR “ Skills Development, Integrated Employment and Long-Term social care services”

This Call for Proposals (CfP) is part of the “Global Accelerator for Jobs and Social Protection” project.

Under this Call for Proposals, it is important that all applications foresee close consultation and collaboration with National Agency for Employment and Skills, Local Employment Offices, Municipalities, business community and local communities, from the project design stage and throughout their implementation. This ensures that the interventions, implemented through these grants, will contribute to implementation of the Local Social Care Plan (LSCP) activities in each Municipality.

2.1 Aim and priorities

The selected Applicants are expected to implement the services in partnership with Local Employment Offices and business community and can partner/ create synergies with any of the governmental employment promotion programmes (through official partnership with NAESs, e.g. the Wage Subsidy programme; the On-the job Training; the Internship Programme; the Self-employment programme, the Community Works programme).

The main focus of the organization will be to tailor and deliver long term care services, upgrade skills of potential workforce of the sector, and empower the individuals and create the enabling environment so that the vulnerable individuals get involved successfully into integrated employment.

The NGOs can apply for Lot 1 or Lot 2, or for the two lots together.

Objectives:

Lot 1: Long term care services demand - Innovative local solution on long-term care piloted through civil society organizations, private companies, and other local partners. This work package involves engaging stakeholders in testing models of long-term care in 1-6 pilot municipalities.

Lot 2: Long term care services supply - Innovative policy solutions designed to improve labour market inclusivity and long-term care service quality through partnerships among NAES, private and temporary employment agencies, and/or skills providers, with integrated pathways created. This target projects designed to provide community-based care, focusing on marginalized populations like the elderly, disabled, or economically disadvantaged.



2.2 Beneficiary group

Target groups, i.e., beneficiaries under this Call for Proposal shall be persons that meet the following requirements:

- At least 100 individuals in need of social care services (+65 years old or people with disabilities, including beneficiaries of economic aid, will receive integrated care support and new services on long term care, while 30 individuals within these households will be prepared and placed into jobs available in the care sector.
- Leave no one behind lenses and gender balance and inclusiveness should be considered as very important principles in the selection the targeted beneficiaries.

2.3 Type of services and activities funded

Definition: According to WHO *“Long-term care includes a broad range of personal, social, and medical services and support that ensure people with, or at risk of, a significant loss of intrinsic capacity (due to mental or physical illness and disability) can maintain a level of functional ability consistent with their basic rights and human dignity. Long-term care is provided over extended periods of time by family members, friends or other community members (also called informal caregivers) or by care professionals (also called formal caregivers). Formal long-term care aims to prevent, reduce, or rehabilitate functional decline and it can be provided in different settings, such as home care, community-based care, residential care, or hospital care.”*

According to the EU Care Strategy (2020) *“Long-term care empowers people, who as a result of old age, illness and/or disability depend on help for daily activities, to maintain their autonomy and live with dignity. However, for many people these services are still not affordable, available or accessible”.*

The lack of a clear definition of long-term care (LTC) and related needs in Albania constitutes an impediment for effective provision of care services. Although the national regulations define the procedures for the needs assessment and case management, municipalities are facing difficulties in assessing the needs and determining the amount of required care services for citizens. Also there is a gap in legal definitions and standards for long-term care. However referring to the international standards and EU Care Strategy (2022) services may include:

- continuous LTC in institutions
- daily LTC in institutions
- LTC at home
- care provided by a family member, and
- right to monetary transfers.

Civil society organizations can propose interventions in line with any of the following Lots of this call for proposals:

Lot 1: Long term care services demand – Design and implement long-term care services through civil society organizations, private companies, and other local partners. This work package involves engaging stakeholders in designing and testing models of long-term care in 1-6 pilot municipalities.

Activity 1.1. Integrated care management through improved outreach and effective use of electronic registers.

Design and deliver three LTC models in 1-6 targeted municipalities, combining care with employment and training opportunities (combining new LTC models with the Community Employment and Training programmes).

Expected Target:

At least one innovative local solution for long-term care designed and developed;
100 individuals benefit LTC services in the targeted municipality;

Lot 2: Long term care services supply - Design and develop innovative policy solutions that leverage partnerships among the National Agency for Employment and Skills (NAES), private employment agencies, temporary work agencies, and skills development providers to facilitate the creation of integrated pathways that not only improve labor market inclusivity for vulnerable groups such as women, people with disabilities, and the youth, but also enhance the overall quality of care services provided.

Activity 2.1. Implemented targeted employment and skills development programs to transition targeting NE households, with a focus on inactive women, to the Long Term Care sector workforce

Support inactive women and men (NE beneficiaries) with intensive counselling and placement services in the long-term care employment sector.

Expected Target:

30 economic aid beneficiaries activated and placed in decent jobs in the Long Term Care sector.
At least 200 NE beneficiaries upgrade their vocational skills for the care sector.

Indicative activities:

- ✓ Develop the model by making use of existing models LTC and Employment Promotion Programmes, combining care with employment and training opportunities, with a focus on the Community Employment Programme.
- ✓ Prepare individual training plans.
- ✓ Provide on-the job training and support.
- ✓ Provide case management services, ensuring harmonisation with the services offered by the municipal social services and employment offices.
- ✓ Provide counselling and placement services in the long-term care sector, aimed at increasing labour market participation.
- ✓ Deliver capacity-building initiatives for care professionals, which include training programs designed to enhance the skills and competencies required in the care sector.
- ✓ On-the-job training programs and the creation of training plans to prepare individuals for employment in care services.
- ✓ Coordinate with existing public and private employment agencies and temporary work agencies.

During the implementation process, the NGO will document the process to gain insights on the procedures, tools utilized and impact of the approach. The success of the implementation will be measured through the following indicators:

- Number of beneficiaires in the programme vs the cost (cost-efficiency);
- Number of beneficiaries who finalize the programme;
- Number of beneficiaries employed at the end of the programme;
- Number of beneficiaries and their families who receive long term care services;
- Number of beneficiaries who have benefited from governmental financed programmes (EPPs, Vocational courses etc.);
- Number of partner employers.

2.4 Duration of the project proposal

The duration of a Project should be **not less than 9 months** and **not longer than 12 months**.

2.5 Budget proposal

The project should include a budget proposal from a **minimum of 1,000,000 ALL** to a **maximum of 2,000,000 ALL**.

Cost sharing with in-kind contributions or up to 10% of budget covered by the applicants are encouraged. Applicants shall indicate the entire budget in Albanian LEK by detailing all costs including those financed from the Applicant's or partners' own resources (e.g. wages, social security charges, rent and any other recurrent and capital costs) and specifying sources of finance.

The funds will be disbursed to the CSO (hereinafter the applicant) in compliance with their proposed project budget. Although each applicant may submit more than one proposal, each recipient cannot be granted more than one project. The project teams are expected to have measures in place to guarantee and demonstrate that the end beneficiaries targeted are those described in Section 2.2.

The final allocation decisions will be endorsed by the Grants Management Committee. More information concerning specific parties' roles and responsibilities and regarding the rules and regulations of disbursement are found in other sections of these Guidelines.

2.6 Eligibility criteria

The applicant shall be:

- A non-profit organisation or a social enterprise established in Albania.
- An applicant that exercises its activity in the Municipalities of Albania.

The applicant shall possess:

- A court decision certifying the registration of the organisation.
- A Tax ID Certificate.
- A bank account in ALL in the name of the Applicant. *(Note: In case of a successful application, the applicant should open a separate bank account in ALL for all transactions under this CfP).*

Applicants from working in the same Municipality are encouraged to synergise their interventions and avoid overlapping in terms of persons/families targeted to work, type of service provided to each returnee' family

or individual, and (whenever applicable) the geographic locations of their projects. The Grants Management Committee will consider these as an advantage, while scoring the applications.

Applicants shall not be able to participate in this CfP, nor will they be awarded funds, under the following circumstances:

- (a) if they are under insolvency or bankruptcy/liquidation proceedings, if they have entered the procedure of negotiating an agreement with creditors, if they have suspended their business activities;
- (b) if they have been convicted of unprofessional conduct and if they have been the subject of a final court decision (res judicata), i.e., decision they cannot appeal;
- (c) if they are guilty of unprofessional conduct that can be proven;
- (d) if they have not settled their debt related to social insurance contribution or tax payments, pursuant to legal provisions in the Republic of Albania;
- (e) if they have been issued a final decision equal to res judicata for fraud, corruption, involvement with criminal organisations or any other illegal activity.

Applicants shall also not be able to participate in the CfP and they shall not be awarded funds if during the CfP it is established that:

- (g) the applicant is in conflict of interest (for the purpose of this document, conflict of interest shall mean the existence of a private interest of the applicant that affects or may affect his/her function in the project, as well as if the applicant has a public function that affects or can affect his/her function in the project, the application itself, or the project);
- (h) the applicant is guilty of misinterpretation or giving false information required as eligibility criteria for the CfP; or has not submitted the requested information;
- (i) the applicant has attempted to reach confidential information or influence the evaluation panel during the process of evaluation of projects within this CfP.

Applicants shall submit, alongside their application, a hand-signed statement of not falling under any of the above-mentioned categories (a) to (i).

Projects must be implemented ONLY in municipalities in Albania. Applicant may apply individually or in partnership. Anyhow, the Applicants should be directly responsible for the preparation and management of the Project with their partners, not acting as intermediary.

2.7. How to apply

Proposals must be submitted using the **Grant Application Form (Annex A)**. Clarifications will only be requested by the project staff and/or Grants Management Committee, when the information provided is unclear.

Please fill in the application forms clearly and precisely, so your applications can be evaluated in the best possible way.

Documents to submit alongside the application package:

- a) Applicant Statute.

- b) Memorandum of Understanding, signed and authorised by the applicant and partner institutions (municipality or any other partner institution selected from the applicant), specifying the roles and responsibilities of cooperating partners.
- c) Court Registration of the applicant;
- d) Financial statements of the two last years (accounts receivables and payables, and balance sheet for the previous financial year).

Other desirable documents may include consents, recommendations, letter of support or recommendation from local level institutions in the quality of former partners, as well as any other documents that can help the evaluation of your project proposal. These documents are not required, but desirable.

2.8. How and where to send the Proposals

Full Proposals must be submitted signed and scanned electronically. The submitted Project Proposals should be in English.

Electronic address: registry.al@undp.org

United Nations Development Programme
Rruga Skenderbej,
Gurten Building, 2nd floor,
Tirana, Albania
(Re: “Global Accelerator for Jobs and Social Protection” Project)

The subject of the email should be: **GA – [Applicant name] – [Specify Lot]**

The deadline for the receipt of complete proposals is 7 October 2024

Incomplete Proposals will be rejected.

3 EVALUATION AND SELECTION OF THE PROPOSALS

The evaluation and selection of proposals will be carried out by a Grants Management Committee.

All members of the Grants Management Committee are requested to sign a declaration of impartiality and commit to preserve the confidentiality of the data and results during and after the evaluation process, as well as any conflict of interest with the applicant.

The results of all submitted Proposals will be assessed by the Grants Management according to the following steps and criteria:

Step 1: Administrative Verification

In carrying out the Administrative Verification the following will be assessed:

- Missing or incorrect documentation and/or information. If any of the requested documents (including annexes) or information is missing the proposal may be rejected.

Step 2: Evaluation of Eligibility and Evaluation of Proposals/Scoring Criteria

Projects not eligible

The following types of Projects are ineligible:

- Projects concerned only or mainly with sponsorships for participation in workshops, seminars, conferences, congresses;
- Projects concerned only or mainly with scholarships for studies, part of long-term study programmes;
- Projects which consist entirely or in most part of preparatory works or studies;
- Projects supporting political parties;
- Purchase of land, building and offices;
- Projects consisting only of reconstruction and rehabilitation works;
- Retroactive financing for projects that are already in implementation or completed.

Scoring criteria

The following criteria will be used in the evaluation of the project proposals:

(a) The Project Proposal quality

a.1 Relevance – the proposal is in line with the Project activities under which this CfP is launched.

The proposal should seek to address needs for: 1) Innovative local solution on long-term care piloted through civil society organizations, private companies, and other local partners; and 2) Pilot Innovative solutions through strategic partnerships to improve labor market inclusivity and quality of care services with focus on private sector engagement.

a.2 Innovation and replicability

This criterion requires that the proposed projects and its activities are both innovative and with the potential to be replicated or upscaled. Innovation is defined as the process of introducing methods or ideas of work that are new to a territory. Replicability of good practices identified and tested elsewhere is supposed to produce similar results and is anticipated by the expressed support of relevant authorities within the benefiting municipality.

a.3 Effectiveness

According to this criterion, it will be assessed to what extent: a) the activities included in the Project Proposal are appropriate, practical, and consistent with the objectives and expected results, and b) the identified results are measurable through objectively verifiable indicators.

a.4 Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after external funding has been withdrawn. The results of the Project need to be institutionally, socially as well as financially sustainable. Therefore, the application must contain detail regarding the institutional arrangements in place that guarantee sustainability beyond the lifetime of the project,

and, finally, discuss how the final beneficiaries will be involved in execution, monitoring, and evaluation of the final project results.¹

(b) Applicants' capacities

b.1 Demonstrated experience in managing or coordinating integrated employment and social care interventions

This criterion serves to assess the degree of the applicant's commitment/engagement to manage employment and social care projects and activism by itself, with little or no support from external partners. The discussion on engagement should comprise those technical, human and financial. The applicant brings convincing evidence (including data and relevant information, e.g. organigrams, CVs, etc.) of being led by or involving human resources expertise of long terms care services.

b.2 Commitment for co-financing the proposed project

The Applicants are encouraged for cost-sharing and direct contribution of financial nature or in kind consisting in project inputs and/or activities. Each applicant is encouraged to commit their own resources up to 10% of the total budget value of the proposal in order to match those requested from the grant scheme. Clearly stated and trackable commitments will receive higher scores. Direct contributions of financial nature or in kind for the staff assigned to the Project may also be considered as co-financing in the budget for the Project when paid by the Applicant or its partners. The in-kind contributions should be clearly identifiable in the project proposal and its budget.

b.3 Degree of direct management and implementation responsibility

The applicant that keeps management and implementation responsibility regardless the implementation modality – by the Applicant alone or in partnership with a third party and that keeps the main responsibility for the delivery of the services, will receive higher scores.

Step 3. Short-listing and final selection

The project proposals that will be short-listed for the final selection will be ranked according to the highest scores received. The best rated proposals will be proposed for funding. A report with full details on all proposals received and proposals proposed for grant funding will be submitted to the UNDP hierarchy for endorsement.

Step 4. Notification of the Grants Management Committee's decision

Upon endorsement of the proposals that will receive grant funding, all applicants will be informed in writing by the Project team.

Standard Low Value Grant Agreement will be signed between UNDP and Applicant regarding the realization of the activities foreseen in the proposal.

Assessment scale

The total maximum score that a project proposal can get is 100. The assessment scale is provided in this CfP, at Annex D.

¹ For more details please refer to Annex D: Scoring Matrix

Important Deadlines

- Date of Launching the call: **17 September 2024**
- Deadline for receipt of questions: **25 September 2024** (not later than 10 days from application deadline)
- Deadline for receipt of Applications: **7 October 2024**

Further information

Questions may be sent only by e-mail to this address registry.al@undp.org indicating clearly the reference of the call for proposals. Replies will be given to questions submitted no later than 10 days before the deadline of the receipt of applications.

4 ANNEXES

ANNEX A: Grant Application Form

Name of applicant:	
Official postal address:	
Official e-mail address of the Applicant:	
Website of the Applicant:	
Contact person for this project:	
Contact person's telephone number and email address:	
Targeted municipality	
Name of Partners²	Partner (s)
Full legal name	
Legal status	
Official postal address	
Contact person	
Telephone number	
E-mail address	

I. PROJECT NARRATIVE

1. Title

2. Location

3. Cost of the project and amount requested from the UNDP grants scheme

Total cost of the Project	Amount requested from the UNDP grants scheme	% of requested grant
..... Albanian LEK Albanian LEK	... %

4. Summary (in English language)

Maximum 1 page. Please fill in the table below.

² This section must be completed for each partner organisation, if any.

Project Goal	
Duration of the Project	... months
Partner(s), if any	
Target group(s)	
Beneficiaries	
Key expected results	
Main activities (<i>bullet points</i>)	

From here and onwards, the proposal will be in Albanian language

5. Brief description: Maximum one page

- What is this project about?

6. Situation Analysis and Justification: Maximum 1 Page

- Why is the project being undertaken?
- Describe an opportunity or problem that the project is to address and the relevance of the Project to the Objectives of this grants scheme;
- Key information on the context (economic, social, environmental) relevant for the project and linked with the intended changes of the intervention

7. Objectives: Maximum 1 page

- specific & measurable objective 1
- specific & measurable objective 2
- specific & measurable objective 3 (include as many objectives as relevant for your project)

8. Expected Results: Maximum 1 page.

- For each project objective, include a detailed description of the expected impact on target groups/beneficiaries. Be specific and quantify results as much as possible.

9. **Direct and indirect beneficiaries:** Maximum 1 paragraph

- Who will benefit from the implementation of the project - direct and indirect. Be specific and quantify as much as possible.
- How will the project ensure, or intends to ensure, gender equality, inclusiveness, equal ease of access to resources and opportunities for both men and women or different age groups, as well as plan to ensure they can have the opportunity to benefit from all activities.

10. **Description of Activities:** Maximum 2 pages

- For each project objective include a detailed description of activities to be undertaken to produce the results.

11. **Monitoring and Evaluation:** Maximum half page

- Describe how progress will be evaluated throughout and at the end of the project. For each objective formulate clear indicators for measuring results.

12. **Organization and Management:** Maximum half page

- Explain the organizational structure and the roles and responsibilities within the applicant structure and its partners (if any) and of the key project personnel involved in the project.

13. **Work Plan:**

- Use the table format (below in the following page)

14. **Sustainability:** Maximum half page

- How will the activities proceed after the end of the project?

15. **Detailed budget:** Annex C

16. **Experience in managing or coordinating social cohesion programs or programs for returnees:**

Maximum 1 page.

Provide a short description of similar projects managed by your institution over the past three (3) years in the field covered by this Grants scheme

Work Plan									
EXPECTED and indicators	PLANNED ACTIVITIES <i>List activities and associated</i>	TIMEFRAME							
		Q1	Q2	Q3	Q4	Q5	Q6	Budget Description	Amount
Result 1 <i>Indicators:</i>	1.1. Activity								
	1.2. Activity								
	1.3. Activity								
	1.4. Activity								
Result 2: <i>Indicators:</i>	2.1. Activity								
	2.2. Activity								
	2.3. Activity								
	2.4. Activity								
Result 3: <i>Indicators:</i>	3.1. Activity								
	3.2. Activity								
	3.3. Activity								
	3.4. Activity								
								Total	

ANNEX B: Supporting Documents for the Applicant and Partners

I. SUPPORTING DOCUMENTS FOR THE APPLICANT

1. MANDATORY SUPPORTING DOCUMENTS FOR THE APPLICANT

- *A court decision certifying the registration of the organisation*
- *A Tax ID Certificate*
- *A bank account in ALL in the name of the Applicant. (Note: The applicant should open a separate bank account in ALL for all transactions under this CfP).*
- *Applicant Statute.*
- *Memorandum of Understanding, signed and authorised by the applicant and partner institutions (municipality or any other partner institution selected from the applicant), specifying the roles and responsibilities of cooperating partners.*
- *Court Registration of the applicant;*
- *Financial statements of the two last years (accounts receivables and payables, and balance sheet for the previous financial year).*

2. OPTIONAL SUPPORTING DOCUMENTS FOR THE APPLICANT

- a. *Any other documents containing data or information, concisely pointing out the applicant's capacities relevant to the implementation of the proposed project and its established partnership with local institutions as service providers*

II. SUPPORTING DOCUMENTS FOR THE PARTNERS (IF APPLICABLE)

3. MANDATORY SUPPORTING DOCUMENTS FOR THE PARTNERS

These documents are additional to the Partnership statement(s) requested in and submitted as part of Annex A (section 17) which is also mandatory.

- a. *A copy of the official document attesting to the establishment of the partner Entity by the National Authorities (the Court registration if the partner Entity is a NGO)*
- b. *An official document indicating the NIPT of the partner Entity*

ANNEX C: Budget (Excel Format)



Annex%20C%20-%20
0Budget%20Form_EN

Detailed Budget:

Project title:

Project duration:

Applicant:

Municipality:

Please give the necessary details to show how you arrived at the stated sums. Please delete lines and zeros not needed and then calculate the sums.

No.	Cost Items	Unit (e.g. piece, working hour/ day, person month, month, year, sum up to)	Quantity	Costs per unit in ALL ²	Total costs in ALL	Contribution requested from UNDP	Own contribution (if)	Budget justification
1.	Human resources (up to 20% of overall total project budget)							<i>Please explain the character of each cost involved, for what will be used and how calculations are made</i>
1.1	Salaries and related costs (please list and specify all positions, e.g project coordinator, project finance assistant. Indicate the % of time working in this project) ¹		0	0.0	0.0			<i>Project coordinator 100% Project finance assistant 30-50% other staff needed and % of time dedicated in this project</i>
	<i>please enter additional lines and list each position</i>		0	0.0	0.0			
	Sub total				0.0			
2.	Equipment and supplies (only if they are purchased for activities with beneficiaries)							
2.1	Furntiures & equipment purchase/rent (<i>please specify</i>)		0	0.0	0.0			
	<i>please enter additional lines and list each item/group of items</i>		0	0.0	0.0			
2.3	Maintenance (include if relevant and please specify type of maintanance)		0	0.0	0.0			

	<i>please enter additional lines and list each item/group of items</i>		0	0.0	0.0			
	Sub total				0.0			
3.	<i>Costs for activities (according to the workplan)</i>							
3.1	Please specify according to the workplan matrix (include all costs involved under each activity, e.g. expertise, travel, training, workshops, materials and stationaries etc.		0	0.0	0.0			
	<i>please enter additional lines and list each item/group of items</i>		0	0.0	0.0			
3.2	Please specify according to the workplan matrix		0	0.0	0.0			
	<i>please enter additional lines and list each item/group of items</i>		0	0.0	0.0			
3.3	Please specify according to the workplan matrix		0	0.0	0.0			
	<i>please enter additional lines and list each item/group of items</i>		0	0.0	0.0			
	Sub total				0.0			
4.	<i>Visibility, publications, translation, etc.</i>							
	Please specify		0	0.0	0.0			
	Sub total				0.0			
	TOTAL (No. 1.-4.)							

1. Gross salaries including social insurance and other taxes.
2. The budget should be established in Albanian Lek.
3. Overhead costs should be charged only when the project is fully implemented.

Financing:

Detailed Budget:

Project title:

Project duration:

Municipality:

	in ALL	%
Total costs	0.00	
Contribution requested from UNDP	0.00	
Own contribution (if)	0.00	
Contribution from other partners - <i>please specify</i>	0.00	

ANNEX D: Scoring Matrix

SCORING CRITERIA	Points available	Points awarded
A. Quality criteria of the project proposals:		
<p>a.1. Relevance</p> <ul style="list-style-type: none"> • <i>Supports Innovative local solution on long-term care piloted through civil society organizations, private companies, and other local partners. This work package involves engaging NGOs in testing models of long-term care in 1-6 pilot municipalities.</i> • <i>Ensures Long term care services supply - Pilot Innovative solutions through strategic partnerships to improve labor market inclusivity and quality of care services with focus on private sector engagement.</i> • <i>The project proposal focuses in integrated employment and is in line with the proposed approach under Section 2.3.</i> • <i>Proposed project is consulted with Municipality and is in accordance with the Municipal Local Social Care Plan.</i> • <i>The proposed project will be implemented in close coordination and cooperation with local level institutions, particularly with Local Employment Offices and the Municipality.</i> • <i>The proposed project builds on the previous experience of the applicant' NGO on long term care services.</i> • <i>The proposed project ensures inclusiveness and is gender sensitive in selection of project beneficiaries and in conduction of its activities.</i> 	40	
<p>a.2. Innovation and replicability</p> <ul style="list-style-type: none"> • <i>The proposed project introduces methods or ideas of work that are new to the benefit of individuals and families in need of long term care services.</i> • <i>The good practices proposed can be replicated in the future by local authorities.</i> • <i>The benefiting municipality expresses written support to the proposed innovative services or ideas.</i> 	10	
<p>a.3. Effectiveness</p> <ul style="list-style-type: none"> • <i>The activities included in the project proposal are largely appropriate, practical, and consistent with objectives and expected results,</i> • <i>The identified outcomes are measurable through objectively verifiable indicators.</i> 	10	
a.4. Sustainability	10	

<ul style="list-style-type: none"> • <i>The project proposal puts forth convincing rationale that the proposed practices will continue after funding from this scheme has been withdrawn.</i> • <i>The project proposal puts forth convincing rationale that the proposed practices will become part of target institution(s) daily work.</i> • <i>The project proposal puts forth convincing rationale that the proposed practices will be reflected in the institutional policies and procedures at beneficiary level.</i> 		
<p>B. Capacities of the applicant to manage and deliver the proposal pursuant to the following criteria:</p>		
<p>b.1. Demonstrated experience in managing and coordinating employment and social care interventions for Roma and Egyptian returnees</p> <ul style="list-style-type: none"> • <i>The applicant brings convincing evidence (final evaluation reports of similar projects, etc.) of having delivered supporting programs for the supply and demand of long term care services.</i> • <i>The applicant brings convincing evidence (including data and relevant information, e.g. organigrams, approved and funded budgets, etc.) of having the technical, human and financial capacities in place to manage the proposed action.</i> 	<p>10</p>	
<p>b.2. Commitment for co-financing the proposed project</p> <ul style="list-style-type: none"> • <i>Share (in %) of the total budget value from the applicant's own resources or in-kind contribution</i> • <i>Clearly stated and trackable commitments of the applicant in the project proposal and budget</i> 	<p>10</p>	
<p>b.3. Degree of direct management and implementation responsibility</p> <ul style="list-style-type: none"> • <i>The extent to which the applicant is directly involved in the management of the proposed activities and services to deliver, regardless the project implementation modality – e.g. in partnership with the Municipality or in partnership with a third party</i> • <i>The extent to which the applicant is directly involved in the implementation of the activities and in facilitating the access to the social care services proposed by the project</i> 	<p>10</p>	
<p>MAXIMUM NUMBER OF POINTS:</p>	<p>100</p>	