



**Republika e Kosovës – Republika Kosovo – Republic of Kosovo**

*Qeveria – Vlada – Government*

**Zyra e Kryeministrit – Kancelarija premijera – Office of the Prime Minister**

**Zyra për Çështje të Komuniteteve – Kancelarija za pitanja zajednica – Office for Community Affairs**

## **Call for Proposals**

### **Protection and Promotion of Non-majority Community Rights and Interests - ACN**

#### **I. PURPOSE**

The purpose of this call for proposal is to solicit applications from municipalities for funding of projects which correspond to the Office for Community Affairs/Office of the Prime Minister (OCA/OPM) mission, i.e. that all Kosovo communities<sup>1</sup> enjoys fundamental rights and freedoms guaranteed for all citizens by the national legal framework of the Republic of Kosovo, as well as additional rights enabling them to preserve their identities and cultures and to fully participate into Kosovo society.

Specifically, the Addressing Non-majority Communities Needs (ACN) programme seeks to support implementation of the legal and policy framework for the protection and promotion of community rights in Kosovo municipalities and improving the delivery of public services to non-majority communities.

The OCA/OPM is seeking project proposals from municipalities to implement projects that meet the objectives of the ACN programme.

This call for proposals is issued to all Kosovo municipalities to ensure that all interested have a fair opportunity to submit applications for funding.

#### **II. OVERALL OBJECTIVES**

Through the ACN programme, the OCA/OPM seeks to improve seeks to support implementation of the legal and policy framework for the protection and promotion of community rights in Kosovo municipalities and improving the deliver of public services to non-majority communities.

#### **III. DESCRIPTION**

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<sup>1</sup> Non-majority communities are defined as communities which are in numerical minority at the municipal level.

### **III.1. ACN OUTCOMES**

This call for proposal is designed to solicit project ideas that support ACN's overall objectives. To be considered for funding, project ideas should help to mandatorily achieve the following:

- Improved engagement between the municipal authorities and communities in addressing one or more area of community concerns;
- Increased consideration for issues affecting women from communities and consideration for issues affecting women from communities (for example, higher rate of girls drop-out in education, equal opportunities for women in employment, representation of women from communities, etc.).

In addition, projects ideas could include one or more of the following outcomes:

- Increased implementation in one or more area of community rights protection, i.e. anti-discrimination, security and freedom of movement, identity rights, culture and religion, language, media, access to education, economic and social opportunities, health, and/or representation;
- Increased implementation of governmental strategies and action addressing or impacting on communities in particular the Strategy for the Integration of Roma, Ashkali and Egyptian Communities and its Action Plan;
- Increased in quality of life of the most vulnerable members of non-majority communities.

### **III.2. ACN ELEMENTS**

Possible project activities could include, among others:

- Establishment of sustainable mechanisms of engagement between civil society community-based organisations and municipal authorities;
- Development of infrastructures in non-majority communities inhabited areas;
- Support to access to education for members of non-majority communities, as well as interaction between pupils and students from various communities;
- Providing access to public services for non-majority communities;
- Promotion of the use of official languages and languages in official use at the municipal level;
- Promotion of non-majority identities, culture, religion, and languages;
- Development of economic opportunities for communities and/or enabling members of non-majority communities to identify and develop themselves new income generation opportunities;
- Engaging civil society in identifying specific concerns of communities and on developing concrete, actionable proposals to improve the situation at the local level;
- Implementation of one or more activities of the Action Plan on the Strategy for the Integration of Roma, Ashkali and Egyptian Communities in the Republic of Kosovo.

Projects that enable inter-ethnic dialogue and promote multi-ethnicity may be received favourably.

In addition, projects that involve youth, or address youth issues, will be positively considered.

Municipalities are strongly encouraged to seek partnerships from civil society community-based organisations. Networking and establishment of partnerships should not be forced or required, only encouraged where they may naturally occur.

Office for Community Affairs/Office of the Prime Minister  
**Call for Proposals: ACN Programme**

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**IV. INSTRUCTIONS TO APPLICANTS**

The following are detailed instructions to prospective applicants.

Any questions related to this call for proposal should be submitted in writing by email to [zck-kpz\\_grants@ks-gov.net](mailto:zck-kpz_grants@ks-gov.net), with the following subject "ACN"; or to the following address with the mention "ACN" on the envelope:

Office for Community Affairs  
Office of the Prime Minister  
Government Building  
Room 606  
Mother Teresa Str.  
10000 Pristina  
Republic of Kosovo

**IV.1. ELIGIBILITY**

Eligible applicants are Kosovo municipalities and/or their constituencies. Application can also be submitted by a consortium of the above.

**IV.2. APPLICATION SUBMISSION DEADLINE**

Applications may be submitted at any time before April 30, 2010.

Selection of applications will be made within four weeks after the end submission deadline, April 30, 2010. A neutral panel consisting of OCA/OPM staff and independent experts will review all applications. Final negotiations and award will be managed by the OCA/OPM.

The OCA/OPM reserves the right to make any number of awards or none at all. The OCA/OPM is not responsible for any costs associated with the development of project proposals.

**IV.3. FUNDING**

The total amount available for this call for proposal that ends on 30 April 2010 is 95,000 Euros. Funding for an individual grant under this call for proposal will range from 5,000 to 20,000 Euros, and the maximum period of performance is 12 months. The budget must be prepared in Euros and be based on activities described in the application.

**IV.4. SUBMISSION METHODS**

There are two possible submission methods:

1. Applications may be sent electronically to: [zck-kpz\\_grants@ks-gov.net](mailto:zck-kpz_grants@ks-gov.net), with the following title "ACN"
2. Applications may be delivered by hand to:

Office for Community Affairs  
Office of the Prime Minister  
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**Call for Proposals: ACN Programme**

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Republic of Kosovo

If submitting by hand, applicants must provide both a printed copy of the application as well as an electronic copy on a CD-ROM. The materials should be in a sealed envelope with the name and address of the applicant in the upper left corner and "ACN" in the lower right corner.

Applicants should retain copies for their records, as all applications received will not be returned.

#### **IV.5. REVIEW PROCESS**

The applicant will submit a full proposal and detailed budget by the given deadline. The OCA/OPM reserves the right to require modifications in the project narrative and detailed budget and will provide technical assistance to organisation to incorporate the required changes. Amended project proposals and detailed budget will then be evaluated for final decision.

##### **IV.5.1. Application and Detailed Budget**

Prospective partners should submit a full project proposal and detailed budget using the OCA/OPM templates following specific instructions as per below.

Applicants should develop their project ideas and draft their proposal based on understanding of the needs of communities, using their prior experience. Activities should be developed carefully, as the applicant will be held responsible for specified results, and future funding will be contingent on the achievement of the results proposed.

Applications should be in Albanian, Serbian or English.

Applications should be submitted using exclusively the template of the OCA/OPM. Applications submitted in other format will not be considered. Full project proposals should clearly address all the information requested. Full project proposal should not exceed 15 pages.

#### **1. Project Proposal (template attached)**

##### **1.1. Basic Information**

##### **1.2. Project Summary**

- Background (rationale/problem statement and activities implemented to date);
- Summary of specific objectives, geographical reach, direct beneficiaries, activities, expected results, including indicators, and long-term impact;
- Project implementation, including partnerships (if any); and
- Brief explanation of how proposed activities contribute to achievement of ACN overall objective and outcomes.

##### **1.3. Information on municipality**

- Population from non-majority-communities
- Main problems faced by non-majority communities in the municipality
- Projects for communities implemented since 2008 and planned in 2010
- Information on budget for community projects

Office for Community Affairs/Office of the Prime Minister  
**Call for Proposals: ACN Programme**

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- Project team

1.4. Project description

- Relevance: problem statement and link to ACN overall objective and outcomes
- Information on the selection of this project as priority and involvement of communities in the choice and development of this project idea.
- Your project overall and specific objectives

1.5. Activities and results

1.6. Beneficiaries

1.7. Local involvement

- Involvement of citizens
- Involvement of non-majority communities

1.8. Visibility of donor (OCA/OPM)

1.9. Sustainability: how your project results will be maintained in the long term

1.10. Monitoring and Evaluation Plan

1.11. Action Plan

**2. Detailed budget (template attached)**

**IV.5.2. Evaluation criteria**

The criteria presented below have been tailored to the requirements of this call for proposal. A total of 100 points are possible for the complete application. The relative importance of each criterion is indicated by approximate weight by points.

Applications will be evaluated in accordance with the technical evaluation criteria set forth below. An award will be made to the responsible Applicant whose application offers the best value to the OCA/OPM. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters, which applicants should address in their applications.

Applications will be evaluated on a 100 point scale, as follows:	
<b>Application Evaluation Criteria</b>	<b>Weight</b>
<b>Project target communities/beneficiaries</b> Evidence of linkages with existing non-majority programmes and local and institutional resources; Evidence of participation of non majority communities in the design, development, implementation, as well as monitoring and evaluation of the programme;	25 points

Office for Community Affairs/Office of the Prime Minister  
**Call for Proposals: ACN Programme**

Assurances that women and youth will participate and benefit from activities;	
<b>Project rationale/justification</b> Is the problem statement well explained and rationalised? Does the proposed initiative identify a problem, need or opportunity to address through the project?	25 points
<b>Project design and strategy</b> Does the project address the ACN programme objectives and intended outcomes? Does the project have a clearly stated and relevant overall goal? Proposed project design is likely to achieve the stated goal and results? Does the project design take into account existing interventions and explain how it will complement them? Is the proposed strategy feasible in relation to the organisational structure and budgetary requirements?	20 points
<b>Anticipated project results and benefits</b> Are the anticipated results linked to the overall goal? Are the benefits to the target population clearly articulated?	10 points
<b>Monitoring and evaluation plan</b> Does the project have a clear plan to measure project results? Will the monitoring and evaluation plan be conducted in a participatory manner?	5 points
<b>Cost effectiveness of proposed budget</b> Is the budget coherent to the proposed activities Is the budget cost effective? Are all budget items clearly described?	15 points
<b>Total</b>	<b>100 points</b>

A panel composed of staff members of the OCA/OPM and independent experts will review the proposals against the fulfilment of the objective and outcomes according to the criteria exposed above.

## **V. TERMS AND CONDITIONS**

### **V.1. GRANT AGREEMENT**

A grant agreement will include the approved project description, approved budget, reporting requirements and relevant provisions. Once executed it is a legally binding agreement between the OCA/OPM and the recipient organisation. Once the grant agreement is signed, it cannot be modified without prior written approval from the OCA/OPM.

### **V.2. GRANT DISBURSEMENT AND FINANCIAL MANAGEMENT**

The grants will be disbursed in Euro and transferred only through bank transactions. The grants will be disbursed in several instalments, upon approval of the interim and final reports. Size of and date to which each instalments will be disbursed will depend on the project activities and be fixed in the grant agreement.

### **V.3. REPORTING**

The grant agreement will detail the reporting requirements. Recipients must be willing to adhere to the reporting schedule and requirements for both programming activities and financial monitoring.

### **V.4. MONITORING**

The OCA/OPM staff will monitor programmatic performance. The OCA/OPM reserve the right to review finances, expenditures and any relevant documents at any time during the project period and for three years after the completion of the project and closeout. All original receipts must be kept for three years after the formal closeout has been completed.

### **V.5. STANDARD PROVISIONS**

THE OCA/OPM is required to respect the provisions of the Republic of Kosovo laws and regulations. The ACN will be administered according to the Office of the Prime Minister procedures.

## **VI. ATTACHMENTS**

The following attachments are considered part of this call for proposal. All templates and instructions as attachments listed below can also be received by e-mail at: [zck-kpz\\_grants@ks-gov.net](mailto:zck-kpz_grants@ks-gov.net).

1. Project proposal template
2. Detailed budget template