



## **CALL FOR PROPOSAL**

### **Rapid Response to Community Stabilization Phase 2 (RRP2)**

### **Guidelines for grant applicants responding to the call for proposals for 2016**

**Component 2: GRANTS for Cultural, economic and environmental actions promoting stability and inter-ethnic tolerance and cooperation between communities (focus on women and youth)**

#### **Reference:**

Deadline for receipt of FINAL applications: 25<sup>th</sup> of April 2016, 17:00h



## Contents

<b>1. Rapid Response to Community Stabilization Phase 2</b> .....	3
1.1 Background.....	3
1.3 Key Areas for intervention.....	4
1.4 Financial allocations .....	4
<b>2.Guidelines for the Call for proposal</b> .....	5
<b>2.1 Eligibility Criteria</b> .....	5
2.1.1.Call is opened to NGOs/CSOs registered in Kosovo .....	5
2.1.2 Eligible Actions.....	5
2.1.3 Eligibility of costs: costs which may be taken into consideration for the grant .....	5
<b>2.2 How to apply</b> .....	7
2.2.1 Application form.....	7
2.2.2 Where and how to send the applications .....	7
2.2.3 Further information.....	8
<b>2.3 Evaluation and selection of applicants</b> .....	9
2.4 Notification of the UNDP “Rapid Response to Community Stabilization.....	11
2.4.1 Information on the decision.....	11
2.4.2 Indicative time table .....	11
<b>APPLICATION</b> .....	<b>Error! Bookmark not defined.</b> 13
Declaration by the applicant .....	18
Annex 2a. partners of the applicant participating in the project (if applicable).....	20
Annex 2b. Partnership Statement .....	20
Annex 2c. Bank details of Partner .....	22
Annex III - Budget .....	23

## 1. Rapid Response to Community Stabilization Phase 2

### 1.1 Background

According to OSCE reports' data, the non-majority communities of Serbs, Turks, Bosniaks, Roma, Ashkali, Egyptian and Goran are estimated to form around 10% of the population residing in Kosovo.<sup>1</sup> The key recommendations of the OSCE Community Rights Assessment Report<sup>2</sup> indicate that there is insufficient funding for implementation of community strategies, the access to services at municipal level is inadequate to effectively encourage returns and integration of displaced and repatriated persons, and the fundamental importance of interethnic dialogue is not yet fully recognized. According to the same document, insufficient funding is allocated by the municipalities to promote the cultures of the smaller communities, and activities to promote tolerance and understanding between communities are mainly done by the civil society, international organizations and individuals in municipalities – but not by the central institutions.

Based on these findings, United Nations Development Programme (UNDP) and Office of Community Affairs (Office of the Prime Minister) are introducing the **Rapid Response to Community Stabilization project (phase 2)**. This project provides support to vulnerable individuals and communities that are at risk of social exclusion because of underdeveloped livelihoods, poor living conditions and lack of social protection. The aim of the project is to support the needs of non-majority communities in Kosovo in its complexity, in three major aspects:

- **Component 1:** Low-income households (families) will receive assistance to secure additional and steady revenue
- **Component 2:** Local non-governmental organizations will receive support to organize their community activities
- **Component 3:** Vulnerable families will be supported by Rapid Response Fund in emergency situations

### 1.2 Objectives of Intervention

This particular call is opened for provision of grant support under **Component 2** of this project. UNDP will support **local NGOs** in organizing small-scale events or actions in order **to promote inter-ethnic dialogue, actively engage local population and strengthen social capital of the communities.**

The supported events or actions will be directly implemented by local NGOs or associations representing both majority and non-majority communities. These organizations will also benefit from capacity building activities/ trainings that will enable them to successfully implement and organize their activity/event.

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<sup>1</sup> Exact minority population data is missing because North Kosovo was excluded, and there was a partial boycott by the K-Serb and Roma communities in the census 2011.

<sup>2</sup> Third edition, 2012



### 1.3 Key Areas for intervention

The project will support all activities related to the promotion of *inter-ethnic dialogue, actively engage local population and strengthening the social capital of the communities* such as, but not limited to:

- Traditional festivals, community events, public space events,
- Environmental awareness,
- Sports tournaments,
- Concerts, music entertainment,
- Theatre events.

### 1.4 Financial allocations

The overall indicative amount made available under this call for proposal is **17 900 EUR**. “Rapid Response to Community Stabilization” project reserves the right not to award all available funds.

The grants consist of:

- Financial support of max. **3,500 EUR** for selected application, to enable the chosen beneficiaries to implement their requested activities.
- Beneficiaries will also receive capacity building training and mentoring on skills such as branding, marketing of a NGO, rights and responsibilities of the civil society, event management, project management and reporting on results



## 2. Guidelines for the Call for Proposal

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call.

### 2.1 Eligibility Criteria

#### 2.1.1 This call is opened to NGOs/CSOs registered in Kosovo.

In order to be eligible, applicants must:

- Be legally registered,
- Be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary,
- Possess the sound managerial, technical, financial and institutional capacities to achieve the results of the project,

#### 2.1.2 Eligible Actions

##### Duration

The planned duration of a project should be max 2 months. All planned project activities must be finished by end of **June 2016**.

##### Location

Activities are to be implemented only on the territory of Kosovo.

##### Type of actions

Description of the types of action which may be financed under this call must be aimed to address the issues listed under section 1.3 - *Key areas for interventions*.

**Note: An applicant may submit only one proposal under this call for proposals. Applicants may include partner organization and apply in partnership.**

#### 2.1.3 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. Note that the eligible costs must be based on real costs, not lump sums. It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

### Eligible direct costs

To be eligible under the call for proposals, costs must:

- **be necessary for carrying out the action** and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- **have actually been incurred by the beneficiaries or their partners** during the implementing period for the action.

The cost realism review will be primarily concerned with whether an applicant's budget is a reasonable and realistic representation of the applicant's proposal. Whether individual cost elements have been under or over-estimated will be considered. The cost effectiveness analysis will consider the elements of the programme, its approach and/or budget that indicate thoughtful utilization of funds.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Applicant and his partners, covered by this grant may include:

- **the cost of staff assigned to the action**, corresponding to actual honoraria; honoraria and costs must not exceed those normally borne by the Applicant or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;
- **travel and subsistence costs** for guests providing specific services for completion of the action (i.e. performers, musicians, etc.), provided they do not exceed those normally borne by the Applicant or his partners, as the case may be;
- **purchase/ rental costs for equipment and supplies** specifically for the purposes of the Action, and **costs of services**, provided they correspond to market rates;
- **costs arising directly from the requirements of the contract** (dissemination of information, translation, printing, evaluation specific to the action, etc.).

### Illegible costs

- Purchase or maintenance of any transportation vehicles;
- Purchase of any office equipment;
- Purchase, rent or leasing of real estate (land, buildings, etc.);
- Currency exchange losses;
- taxes, including value added taxes;
- bank charges, debts and debt service charges (interest), sanctions, contractual penalties, fines, audits, etc.;
- Any investment within the aim of creating an income;
- Any other activities not in line with the aims and objectives of the call for proposal and the project

## 2.2 How to apply

### 2.2.1 Application form

Applicants should submit **signed** full application form by using the application form annexed to these Guidelines. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. The full application form must be filled in English and as clearly as possible so that it can be assessed properly. Application has to consist of all necessary attachments and documents as requested below:

#### (a) Formal documents:

- NGO/CSO registration certificate
- Fiscal certification (*certifying good standing with tax authorities*)
- Applicant's ID

#### (b) Documents regarding the project (attached to the application):

- What are the main activities of your organization at present?  
(*max. 2 pages pages, per each activity briefly mention - the object and location of each project, the results of the project, your organization's role, the project cost, project duration, the donors of the project (name, address and e-mail, telephone number, amount contributed)*)
- NGO/CSO Staff CV (information about the staff directly responsible for the project)
- Work Plan (please provide a detailed timeframe of your activities – start and end of each activity/action including basic description) (no template provided)
- Budget (**Annex III**)
- Partners of the Applicant and Partnership Statement (if applicable) (**Annex II**)

Any error related to the points listed or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) will lead to the immediate rejection of the proposal. **No supplementary annexes than mentioned should be sent.**

### 2.2.2 Where and how to send/submit the applications

Application (full application form + attachments) must be submitted (by post or personal delivery) in one original and 1 (one) hard copy. The complete application form and attachments (Documents regarding the project) must also be supplied in electronic format (CD). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

As to facilitate the processing of applications, please present the original dossier and the copy in A4 size, each bound. The outer envelope must bear the reference number **and the title of the call for proposals** and the full name and address of the applicant.



**Attn: UNDP Kosovo**  
**Rapid Response to Community Stabilization (phase 2)**  
**Arberia Place, Zagrebi 39 Pristine, Kosovo**

### **Deadline for applications**

The deadline for the receipt of applications is **25<sup>th</sup> April 2016, 17:00h**. *Any application received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.*

It is essential that you visit our website:

[http://www.ks.undp.org/content/kosovo/en/home/operations/projects/poverty\\_reduction/rapid-response-to-community-stabilization--phase-2-.html](http://www.ks.undp.org/content/kosovo/en/home/operations/projects/poverty_reduction/rapid-response-to-community-stabilization--phase-2-.html), where you can find and download the required documents for this call.

### **2.2.3 Further information**

In the interest of equal treatment of applicants, the UNDP Project cannot give a prior opinion on the eligibility of an applicant, a partner or a project. ***Only questions on the procedures may be addressed, not on the context of the application.***

In case of an inquiry contact UNDP Office Str.: Zagrebi 39 Tel. No: +038 249 066 ext. 316 or email address; [shkelzen.hasani@undp.org](mailto:shkelzen.hasani@undp.org), **no later than 3 days before the deadline.**



## 2.3 Evaluation and selection of applicants

Applications will be examined and evaluated by a nominated Evaluation Committee.

All project proposals submitted by applicants will be assessed according to the following steps and criteria:

### Selection Criteria

#### (1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The application form satisfies all the criteria mentioned in the section 2.2.1. If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

#### (2) STEP 2: EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budget, and the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

### Evaluation Grid

Section	Max. score
<b>1. Financial and operational capacity to organize planned events/actions</b>	<b>15</b>
1.1 Does the applicant (and partners if any) have sufficient <b>experience in community oriented activities</b> , including implantation of such events – event management, project management, planning, etc.?	6
1.2 Do the applicant and partners have sufficient <b>management capacity</b> to organize envisioned action/event? (Including staff, equipment and ability to handle the budget for the action)?	5
1.3 Does the applicant have stable and sufficient sources of finance?	4

<b>2. Project design (relevance and methodology)</b>	<b>45</b>
2.1 How relevant is the proposal to the objectives and the priorities of the call for proposals?	7
2.2 Is the proposal clearly <b>described</b> , <b>aim</b> of the project is reachable and the <b>results</b> are measurable and quantifiable? <i>Are the <b>activities</b> proposed appropriately, practically, and consistently with the objectives and expected results?</i>	20
2.3 How clearly defined and strategically chosen are final beneficiaries and target groups? <i>Have their needs been clearly defined and does the proposal address them appropriately, including gender sensitivity?</i>	7
2.4 Is the <b>work plan</b> clear and feasible? <i>Are the proposed actions timely manageable and are they consistent with the main aim and design of the project?</i>	6
2.5 Will the actions be sufficiently promoted and visible? <i>Does the organizer provide adequate information about the event, sufficient outreach and communicates accordingly with the target groups and beneficiaries?</i>	5
<b>3. Sustainability of the project</b>	<b>12</b>
3.1 Are the expected results of the proposed action sustainable? <i>Is the action likely to have a tangible impact on its target groups including multiplier effects? Will structures allow the activities to continue be in place at the end of the action?</i>	12
<b>4. Budget and cost-effectiveness (Budget III)</b>	<b>21</b>
4.1 Is the ratio between the estimated costs and the expected results satisfactory?	6
4.2 Is the proposed expenditure necessary for the implementation of the action?	10
4.3 Are multiple (other) sources for the action secured?	5
<b>5. Partnership</b>	<b>7</b>
5.1 Is the action implemented in a partnership? <i>Is the structure of the partnership enabling to achieve all of the planned results?</i>	7
<b>Maximum total score</b>	<b>100</b>

## 2.4 Notification of the UNDP “Rapid Response to Community Stabilization” project’s decision

### 2.4.1 Information on the decision

Applicants will be informed in writing by the UNDP “Rapid Response to Community Stabilization” Project Officer for the Project’s decision concerning their application. **The UNDP “Rapid Response to Community Stabilization” Project’s decision to award or reject an application of a grant is final.**

### 2.4.2 Indicative time table

The date on which the UNDP “Rapid Response to Community Stabilization” project plans to announce the award decision after having verified the eligibility of applicant and partners is **29<sup>th</sup> April 2016**.

## 2.5 Conditions applicable to implementation of the actions following the award of the grant

Following the decision to award a grant, the Applicant will be offered a contract based on the UNDP standards. The date planned for the start of actions, following the signing of the contract by the parties, is **April 2016** (this date is indicative only).

The contract will, in particular, establish the following rights and obligations:

- Final amount of the grant

The amount of the grant will be stipulated in the contract in accordance with the proposed project proposal. No additional funds should be expected.

- Failure to meet the objectives

If the Applicant fails to implement the action as proposed in the project proposal and agreed in the contract, the UNDP Project “Rapid Response to Community Stabilization” reserves the right to suspend payments, and/or to terminate the contract. The UNDP “Rapid Response to Community Stabilization” Project’s contribution may be reduced, and/or the UNDP “Rapid Response to Community Stabilization” Project may demand a full or a partial repayment of the sums already paid, if the Applicant does not fulfil the terms of the contract.

- Amendments to the contract



Any amendment to the contract must be set out in a written addendum to the original contract. However, some amendments (addresses, bank account, etc.) may simply be notified to the UNDP Project Manager “Rapid Response to Community Stabilization”.

- Reports

Reports must be drafted in English language provided for in the contract (English). Narrative and financial reports are to be supplied together with payment requests (other than the first instalment of pre-financing).

- Additional information

UNDP Project “Rapid Response to Community Stabilization” may request additional information.

- Payments

The payment process will be realized in milestones. The Applicant will receive pre-financing which will be 30% of the grant, 50% after receiving mid-report and 20% after receiving the final report on implemented project activities.

- Accounts of the project

The Applicant must keep accurate, regular records and transparent accounts of the implementation of the project. It must keep these records for three years after payment of the balance. Also, copy of all developed documents, payments and other relevant documentation would be delivered to the UNDP Project “Rapid Response to Community Stabilization”.

- Publicity

Appropriate credit must be given to the grant made by the UNDP Project “Rapid Response to Community Stabilization”, with funding from Office for Community Affairs.



## APPLICATION

### 1. Applicant (leading partner)

Project Name	
Full legal name :	
Acronym (where applicable):	
Legal status:	
Official address:	
Postal address:	
Contact person for the project :	
Telephone n° :	
Fax n°:	
E-mail address:	
Website:	
Bank Account	

### 2. Description of the applicant

<p>2.1 What are the main activities of your organization at present? Please describe the type of activities and the area of interest your organization is currently involved in. (max. 15 lines)</p>

### 2.2 Resources.

Describe the various resources at the disposal of your organization including:

- the annual budget over the past three years
- The number of full-time and part-time staff
- equipment and offices (if any) to be allocated to the project
- other relevant resources (if any) to be allocated to the project

## 3. Project Description

Location of the Project:

*Municipality, city (the exact location where the project will take place)*

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### 3.1 Project

Describe the project (including the activities), the main aim and planned results.

How will the action be implemented (structure), explain the content of the project. Describe your aim and the expected results of the project – define main results, quantify and describe how will you measure them? (max. 30 lines)



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Aim

Description (including activities)

Results

**3.3 Target groups**

*Identify (describe) the main target groups and beneficiaries of your project, including their needs and constraints. (max.15 lines)*



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**3.4 Publicity**

How will the information about your action/event be presented? How will you communicate with the target groups and beneficiaries? *(max. 10 lines)*

**3.5 Sustainability**

How will your actions ensure sustainability of the results amongst the community after the end of the project *(max. 10 lines)*



<p><b>3.6 Capacity Building</b>  <i>What capacities do you think should be improved in your organization? (max.10 lines)</i></p>

**4. Budget and Resource mobilization**

4.1 Amount Requested for the project

Amount requested from UNDP	EURO		% of total project cost
Amount provided by project partners ( or in kind contribution)	EURO		% of total project cost
Amount provided by others	EURO		% of total project cost
<b>TOTAL</b>	<b>EURO</b>		<b>100 %</b>

4.2 Grants and contracts obtained during the last three years from UNDP or other Donors (including 2016)

Title of project	Source	Amount (EUR)	Date of award



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## 5. Partnership

### 5.1 Partnership (if applicable)

*Please describe the division of roles and responsibilities amongst your partners. (max. 10 lines)*

## 6. Declaration by the applicant

I, the undersigned, being the person responsible in the applicant organization for the project, certify that:

(a) the information given in this application is correct; and

(b) the applicant organization and the partner organization(s) (where applicable) are eligible in accordance with section 2.1.1 of the Guidelines for Applicants.



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Name:	
Position:	
Signature:	
Date and Place:	

## ANNEX 2A. PARTNERS OF THE APPLICANT PARTICIPATING IN THE PROJECT (IF APPLICABLE)

### 1. Description of the partners

**Please, complete this section only if applying in partnership.** This section must be completed for each partner organization. You may duplicate this table as necessary to create entries for more partners.

	Partner 1	Partner 2
Full legal name (business name)		
Nationality		
Legal status		
Official address		
Contact person		
Telephone n°		
Fax n°		
E-mail address		
Number of staff (permanent and non-permanent)		
History of co-operation with the applicant		
Role and involvement in preparing the proposed project		
Role and involvement in implementing the proposed project		

**Important:** This application form must be accompanied by a signed and dated partnership statement from the main applicant and every partner in accordance with the models provided on the next page.



## Annex 2b. Partnership statement (if applicable)<sup>3</sup>

### *Partnership*

A partnership is a relationship of substance between two or more organizations involving shared responsibilities in undertaking the project activities. In order to assist the smooth operation of the project, the Project “Rapid response to Community Stabilization ” requires all partners (including the main applicant which signs the contract) to acknowledge this by agreeing to the principles of good partnership practice set out below.

### *Principles of Good Partnership Practice*

1. All partners should have read the application form and understood what their role in the project will be.
2. The applicant should consult regularly with its partners and should keep them fully informed of the progress of the project.
3. All partners should receive copies of the reports - narrative and financial - made to the Project “Rapid response to Community Stabilization”.
4. Any possible substantial changes proposed to the project (activities, partners, etc) should be agreed by the partners before submitting the proposals to the UNDP Project “Rapid response to Community Stabilization”. Where no such agreement can be reached, the applicant must indicate this when changes are submitted for approval to the UNDP Project “Rapid response to Community Stabilization”.

### *Statement of partnership*

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<sup>3</sup> To be provided by the applicant and each partner in all cases where there is a partner in addition to the applicant



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We have read and approved the contents of the project submitted to the UNDP Project “Rapid response to Community Stabilization”. We undertake to comply with the principles of good partnership practice.

Name:	
Organization:	
Position:	
Signature:	
Date and Place:	



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**Annex II c. Bank details of applicant**

In a bank operating in Kosovo.

Account name:	
Bank account no:	
Bank code:	
SWIFT code:	
Bank name:	
Bank address:	
Name(s) of signatory(ies):	
Position(s) of signatory(ies):	



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**Annex III.**

Applicant's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

**ACTIVITY BUDGET LINES**

Item/Activities	Unit #	Cost (EUR)	Total	UNDP Contribution	NGO Contribution (other contribution and funds)
Description of items/activities					
<i>Subtotal</i>					
Description of Operating costs					
<i>Subtotal</i>					
<b>GRAND TOTAL</b>					