**Call for Project Proposals**

**Grants for youth awareness activities on waste management**

UNDP would hereby like to invite interested Civil Society Organizations (CSOs) / Non-Governmental Organization (NGO) to submit proposals, not later than on **23th February 2017, 17:30pm** at the address indicated below.

Detailed information on the Guidelines and the required documents (Application form, Budget form), including the evaluation criteria, can be found at this link [www.ks.undp.org](http://www.ks.undp.org).

**NOTE:** Failure to provide documentation/information which is essential to evaluate the proposal reliability or failure to provide timely clarification upon request may result in disqualification

**Proposal submission: in a sealed envelope** addressed to:

**UNDP Office**

**Project “*Të Kujdesemi për Gjakovën*”**

**Grants for Civil Society Organizations**

**Arberia Place, Zagrebi 39, 10000 Prishtinë**

**“Do not open before 23st  February 2017”17:30pm**

Late proposals shall be rejected, thus please indicate the name of your CSO for the return of the late proposal

Please read and complete this form with all due care, in accordance with the guidelines for applicants.

**Your application** will be evaluated according to the described evaluation criteria. The eligibility conformity check will be performed for the proposals on the basis of the supporting documents requested by UNDP Project “Keep it tidy - A human-centred approach to waste management” and the Declaration by the applicant signed and sent together with the application.

## 1.1 Project Background

The project “Të Kujdesemi për Gjakovën” aims to tackle the problem of informal dumps and litter in the streets in Gjakova/Djakovica. It is based on open stakeholder meetings attended by the municipality staff, waste collection company representatives, local NGOs, and interested public. These meetings serve to identify, discuss, and propose solutions to the causes of the persisting informal dumps. These causes are likely to be perceived differently by various stakeholder but one of the revolving and repeatedly mentioned issues is awareness among citizens.

The first stakeholder meeting was held on the 14th December 2016, which mostly looked at the main causes of the problem. The second meeting will take place on the 27th February 2017, and it will focus on possible solutions to the selected causes that can be addressed at the level of city or municipality. A final stakeholder meeting will take place in April 2017 and will close the project with final decision on which solutions should a fund within the project be spent. The project will be symbolically closed with a final volunteer clean-up on 22nd April 2017.

**1.2 Objectives of intervention**

This open call aims to select a partner CSO/NGO to implement a youth awareness component of the project. The proposed intervention is focused in municipality of Gjakova/Djakovica, and should design an original approach to reach youth (elementary school to high school students) and raise their awareness on the issue of informal dumps and their implications on public health, citizen safety, environment, floods, etc. The activities should be appealing for the youth, involving them in the implementation, search for more information, and spreading the information further. In the evaluation table listed below, a special emphasis will be put on the innovativeness, involvement of the target group, and communications strategy that will allow for reaching a bigger audience.

Synergy of the proposed activities with other project components is appreciated and encouraged. There are two ongoing components with which potential applicants can create synergies. One of them is application Lokalizo (that will be presented at the meeting on 27th February), allowing users to report informal dumps or other problems. Anyone can create a pin on the map of Gjakova/Djakovica and point out an issue. The pin will be publicly visible but the report will also go directly to municipality where responsible staff will address it. This can be a useful tool for the youth who care about their surroundings.

Another activity is the final clean-up where informal dumps and littered streets will be cleaned by volunteers. Youth participating in the awareness activities who is willing to do more is welcome to join this event so information about it should be spread during the awareness raising project.

## 1.3 Financial allocations

The total amount made available is **3,000** EUR. This result in awarding the funds the best applicant as per the evaluation criteria listed below according to the required amounts.

## 2. Guidelines for the grant programme

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

## 2.1 Eligibility criteria

In order to be eligible for a grant, applicants **must**:

* be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.
* demonstrate relevant experience in youth activities and/or youth involvement.
* have experience with projects including environmental topics
* have past or present experience with projects in Gjakova/Djakovica.

Duration

The initial planned duration of a project should be for maximum 2months. All planned project activities must be finished by the end of April 2017.

Location

The project activities and awareness raising projects are to be implemented in the municipality of Gjakova/Djakovica.

Gender and minority communities  
All applicants are expected to employ a gender-sensitive approach and equal treatment of all participants regardless of their ethnicity or religion in line with the values promoted by UNDP.

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

## 2.1.2 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;
* **actually be 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 their 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 their 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, etc.), provided they do not exceed those normally borne by the Applicant or their 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 (Annex I). 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:

* NGO/CSO registration certificate
* Fiscal certification *(certifying good standing with tax authorities)*
* Applicant’s ID
* NGO/CSO Staff CV (information about the staff directly responsible for the project)
* Partners of the Applicant and Partnership Statement (if applicable)

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 Submission of applications and deadline**

Applications containing all the above mentioned documents must be sent in a sealed envelope addressed to:

**UNDP Office**

**Project “*Të Kujdesemi për Gjakovën*”**

**Grants for Civil Society Organizations**

**Arberia Place, Zagrebi 39, 10000 Prishtinë**

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**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 Mr. Mentor Berisha at [mentor.berisha@undp.org](mailto:mentor.berisha@undp.org).

**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**

**STEP 1: 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.

**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 their partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

**Evaluation Grid**

|  |  |
| --- | --- |
| **Section** | **Max. score** |
| **1. Financial and operational capacity to organize planned events/actions** | **10** |
| 1.1 Does the applicant (and partners if any) have sufficient **experience in activities oriented on awareness raising or related to environmental issues,** including implementation of such events – event management, project management, planning, etc.? | 6 |
| 1.2 Do the applicant and partners have sufficient **management capacity** to organize envisioned action/event?  (Including staff, equipment and ability to handle the budget for the action)? | 4 |
| **2. Project design (relevance and methodology)** | **55** |
| 2.1 How relevant is the proposal to the objectives and the prioritiesof the call for proposals? | 7 |
| 2.2 Is the proposal clearly **described**, **aim** of the project is reachable and the **results** are measurable and quantifiable? *Are the* ***activities*** *proposed appropriately, practically, and consistently with the objectives and expected results?* | 15 |
| 2.3 Does the proposal consider the needs and interests of the target group and does it foresee an **original approach** that is likely to be positively accepted among them? *Are the planned activities likely be seen as fun and worth participating in by the audience?* | 20 |
| 2.4 Is the **work plan** clear and feasible? *Are the proposed actions timely manageable and are they consistent with the main aim and design of the project?* | 5 |
| 2.5 Will the actions be sufficiently promoted and visible? *Does the organizer provide adequate information about the event, sufficient outreach and communicates accordingly with the target groups and beneficiaries?* | 8 |
| **3. Sustainability of the project** | **11** |
| 3.1 Are the expected results of the proposed action sustainable? *Is the action likely to have a tangible impact on its target group including multiplier effects?* | 11 |
| **4. Budget and cost-effectiveness (Budget III)** | **19** |
| 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? | 8 |
| 4.3 Are multiple (other) sources for the action secured? | 5 |
| **5. Partnership** | **5** |
| 5.1 Is the action implemented in a partnership? *Is the structure of the partnership enabling to achieve all of the planned results? Does the partnership facilitate contact with the target audience?* | 5 |
| **Maximum total score** | **100** |

**Information on the decision**

Applicants will be informed in writing by the UNDP staff about the Project’s decision concerning their application.

**The UNDP “Të Kujdesemi për Gjakovën” Project’s decision to award or reject an application of a grant is fin****al.**

**2.4 Conditions applicable to implementation of the actions following the UNDP “Të Kujdesemi për Gjakovën” Project’s decision to award a 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 **1st March 2017** (this date is indicative only).

Final amount of the grant

The amount of the grant will be stipulated in the contract in accordance with the 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, UNDP reserves the right to suspend payments, and/or to terminate the contract. The UNDP “Të Kujdesemi për Gjakovën” Project's contribution may be reduced, and/or it 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.

Payments

The payment process will be realized in milestones. The Applicant will receive pre-financing which will be 80% of the grant 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 “Të Kujdesemi për Gjakovën”.

**3. LIST OF ANNEXES**

**ANNEX I: GRANT APPLICATION FORM**

**ANNEX II: PARTNERSHIP STATEMENT**

**ANNEX I: GRANT APPLICATION FORM**

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° |  |
| E-mail address |  |
| Website |  |
| Bank Account |  |

1. Description of the applicant

|  |
| --- |
| 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)* |
|  |

|  |
| --- |
| 2.2 Resources.  *Describe the various resources at the disposal of your organization including:*   * *The annual budget for last year* * *The number of staff* * *Other relevant resources (if any) to be allocated to the project* |
|  |

1. **Project Description**

|  |
| --- |
| 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)* |
| Aim  Description (including activities)  Results |

|  |
| --- |
| * 1. *Target groups*   *Describe how the project is particularly relevant for raising awareness among youth and how the needs and interest of this group will be met through the activities. (max. 15 lines)* |
|  |

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| 3.3 Publicity  How will the information about your action/event be presented? How will you communicate with the target groups and beneficiaries? What measures will be taken to ensure multiplication of the impact? *(max. 10 lines)* |
|  |

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 |
| TOTAL | EURO |  | 100 % |

4.2 Detailed budget table

*{Insert detailed budget here}*

4.3 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 (if applicable)

5.1 Description of the partners

*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° |  |  |
| 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: If you are applying jointly with partners, a signed and dated partnership statement (ANNEX II) must be submitted from the main applicant and every partner in accordance with the model provided on the next page.*

6. Work plan

*(Fill in the activities and highlight duration as applicable)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Month** | **March** | | | | | **April** | | | |
| **Week** | **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** |
| **Planned Activity** | |  |  |  |  |  |  |  |  |  |
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**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.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Signature: |  |
| Date and Place: |  |

**ANNEX II: Partnership statement[[1]](#footnote-1)**

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 “*Të Kujdesemi për Gjakovën*” 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 “*Të Kujdesemi për Gjakovën*”.
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 “*Të Kujdesemi për Gjakovën*”. Where no such agreement can be reached, the applicant must indicate this when changes are submitted for approval to the UNDP Project “*Të Kujdesemi për Gjakovën*”.

*Statement of partnership*

We have read and approved the contents of the project submitted to the UNDP Project “*Të Kujdesemi për Gjakovën*”. We undertake to comply with the principles of good partnership practice.

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

1. To be provided by the applicant and each partner in all cases where there is a partner in addition to the applicant [↑](#footnote-ref-1)