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**Inter-community Dialogue through Inclusive Cultural Heritage Preservation**

**Call for Proposals for low value Grants**

The UNDP implemented project “Inter-community Dialogue through Inclusive Cultural Heritage Preservation”, financed by the European Union’s Instrument contributing to Stability and Peace (IcSP), is soliciting a call for proposal for the selection of NGOs/CSO’s to facilitate community engagement on confidence-building through promotion and awareness raising activities on intangible cultural heritage in Kosovo.

1. **BACKGROUND INFORMATION**

Cultural heritage has been recognized as a vital tool in the post-conflict peacebuilding process. In Kosovo, where inter-community exchange is limited, and the understanding of the others’ heritage is restricted, tangible and intangible cultural heritage protection may serve as an instrument to build inter-community trust. Even though common elements can be found with regard to intangible cultural heritage, and communities share the same space, the 2016 survey noted that approximately 70% of surveyed youth are not familiar with cultural heritage of different ethnic groups, therefore, the importance of initiating inter-ethnic exchange is even more evident in Kosovo.

Intangible heritage is an intrinsic part of tangible heritage and is becoming more fragile in an ever globalized and standardized world, yet, it is an important factor in maintaining cultural diversity. Transmitted through generations and constantly recreated, it provides a sense of identity and continuity. Moreover, its understanding helps with intercultural dialogue, and encourages mutual respect for other ways of life. The importance of intangible cultural heritage is not merely the cultural manifestation itself but rather the wealth of knowledge and skills that is transmitted through it from one generation to the next.

The “*Inter-community Dialogue through Inclusive Cultural Heritage Preservation”* project implemented by UNDP and financed by the European Union’s Instrument contributing to Stability and Peace (IcSP) aims to build trust between the communities in Kosovo, through improved inter-community acceptance and respect for the cultural identity and heritage of all Kosovo communities. Further, this project will develop the capacities of institutional mechanisms to protect and promote shared cultural heritage. While the project will support the rehabilitation and restauration of important cultural and religious sites, the project will also promote cultural and rural tourism, as well as engage communities to work together on cultural heritage protection.

More specifically, the C*ommunity engagement on confidence-building through intangible cultural heritage* component will focus on the promotion and protection of intangible cultural heritage as a confidence-building measure between communities while preserving certain aspects of crafts and skills which may be under threat. By engaging youth on intangible cultural heritage, the project will provide a platform for exchange of information between communities. This will be achieved through partnering with local NGOs/CSOs focusing on:

Activity 2.1: Promotion and awareness raising activities on intangible cultural heritage will be implemented through two sub-activities, namely: (i) Sub-activity 2.1.1: Inter-community confidence building measures which will focus on deepening people’s understanding of other communities’ intangible cultural heritage, leading to greater trust and confidence building.

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

The overall objective of this Call for Proposal is to facilitate community engagement on confidence-building through promotion and awareness raising activities on intangible cultural heritage in Kosovo. The Project will provide grants to finance activities that will contribute on deepening people’s understanding of other communities’ intangible cultural heritage, leading to greater trust and confidence building in Kosovo. The grants will be organized in two main areas:

1. Community engagement activities; and
2. Cultural and social events contributing to inter-ethnic cooperation and trust building.

The applying organizations should develop ideas which correspond to the two areas, namely the *community engagement activities* and *cultural and social events contributing to inter-ethnic cooperation and trust building*.

The applying organizations are free to develop the format of the events, the duration, and frequency, including the type of events, which ***may include but it is not limited to*** inter-ethnic group discussions on cultural heritage, the role of cultural heritage in economic development, cultural events highlighting intangible cultural heritage, open day tour events, promoting arts and crafts through “meet and greet” with craftspeople, interventions which encourage improved information and services on cultural heritage, folkloric fairs, multi-ethnic events/workshops which will combine visual arts (theatre, exhibitions, movie screening) with panel discussions on interethnic cooperation, trust-building and understanding the view-points of “the others”.

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

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

Interested NGOs/CSOs must meet the following criteria to be eligible for the selection:

* Be legally registered as CSO/NGO in Kosovo and have in possession a valid registration certificate;
* Demonstrate that its mandate and founding document are in line with the activities for which the fund is being sought;
* A proven track record of experience in the implementation of similar/related type of activities (at least 3 years);
* Experience in implementation of activities in cultural heritage, community engagement, confidence-building and organization of cultural events is an advantage.
* Key project management team should have relevant experience in the related field for a minimum of three (3) years.
* Previous experience in working with international organizations/donors is an advantage.
* Staff should have excellent oral and written communication skills in English, Albanian and/or Serbian.

1. **PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

1. **EVALUATION CRITERIA & METHODOLOGY**
2. **Proposals will be evaluated based on the following criteria:**

* The proposals should demonstrate understanding of the objectives to be attained, must be realistic, well‐structured and addresses the problems stated in the background information;
* The proposal should clearly define its strategy for implementation, detailing a step-by-step project plan, target groups, and clear time lines for activity duration;
* The proposals should define its strategy for monitoring and evaluation plans that will contribute to building as sense of ownership among communities and capture the potential impact created as a result of the intervention;
* The proposal should demonstrate sustainability after the grant period and in the absence of external funding;
* The proposal should demonstrate the ability of the organization to effectively manage grant funds as well as the institutional capacity (equipment, facilities, competence and experience of personnel, and past record of managing such projects) necessary for project implementation;
* Previous experience in related fields, availability of skills and capacities to ensure trainings to beneficiaries when relevant;
* High impact interventions directly targeting and responding to the needs established in the ToR;
* Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.

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| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
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| 1. | CSO/NGO Eligibility and qualifications | 30% | 300 |
| 2. | Proposed Methodology, Approach and Implementation Work Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | | 1000 |

Detailed sub-criteria are provide in Annex II

1. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/NGO proposed approach and methodology.

CSO/NGO have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. NGOs/ CSOs exceeding the established fixed budget in their financial proposals will be rejected.

1. **Budget size and duration**

The overall indicative amount made available under this call for proposal is EUR 51,000. UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria.

The administrative costs must not exceed the 10% of the total budget. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

The administrative costs must not exceed the 10% of the total budget.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

**The duration of proposed activities should not exceed the period of 10 (ten months).** The anticipated implementation period is 1 October 2018 – 31 July 2019. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

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| **#** | **Milestone and deliverables** | **Payment** |
| 1 | Upon signature of contract | 20% |
| 2 | Upon delivery of 50% of the planned activities | 60% |
| 3 | Upon completion of all activities, submission of final report and receiving the invoice and UNDP acceptance. | 20% |

1. **SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Grant Agreement (GA) signature.

UNDP reserves itself the right to reject proposals. Submitting a proposal does not guarantee the allocation of a grant.

1. **SUBMISSION PROCESS**

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

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

1. Applications (project proposals) in the form of the template attached (**Annex III – Low value Grant Proposal Template)**, with corresponding Work Plan, Budget and Performance Targets;
2. Proof of registration as a non‐governmental/non‐commercial organization including copies of registration certificate;
3. Information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
4. Organizational profile with the following details:

* A clearly defined management structure of the organisation;
* Experience and expertise in the implementation of similar/related type of activities;
* Experience in implementation of activities in cultural heritage, community engagement, confidence-building and organization of cultural events is an advantage;
* Proven experience on/with cultural heritage project in Kosovo a distinct advantage;
* Experience in working with different regions in Kosovo in similar projects/activities;
* experience in working with international organizations/donors is an advantage;
* Details of the local partners if application is made jointly by more than one organizations;
* Audited financial statements for the past two years.

**Once the application is complete and submitted, revised versions of proposal documents will not be accepted.** **Partial application will not be accepted.**

Proposers shall submit their proposals in a Hard Copy with the supporting documents in one (1) sealed envelope and as well one (1) soft copy in a form of a CD or USB:

Address: **UNDP, Kosovo**

**Zagrebi Street no. 58,**

**10000 Pristina, Kosovo**

Interested CSOs/NGOs and other grass-root level organisation may obtain further information or clarification by contacting the UNDP office in Kosovo through the following address:

E-mail address: [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

Submission Deadline

Proposals, with supporting documents, should be submitted by **14 September 2018 on 16:00 hrs.**

**Estimate Competition Timeline**

Estimated timeline for this Call for Proposals.

*30 August 2018:* Call for Proposal opens, and relevant documents are posted online.

*14 September 2018:* Deadline for organizations to submit proposals under this Call.

*24 September 2018:* Assessment and selection processes will take place.

*30 September 2018:* Selected applicants will be notified.

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies) In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.

**Annex I**

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**TERMS OF REFERENCE**

**for**

**NGOs/CSOs and other grass-root level organizations for implementation of**

**promotion and awareness raising activities on intangible cultural heritage in Kosovo**

1. **BACKGROUND INFORMATION**

Cultural heritage has been recognized as a vital tool in the post-conflict peacebuilding process. In Kosovo, where inter-community exchange is limited, and the understanding of the others’ heritage is restricted, tangible and intangible cultural heritage protection may serve as an instrument to build inter-community trust. Even though common elements can be found with regard to intangible cultural heritage, and communities share the same space, a 2016 survey noted that approximately 70% of surveyed youth are not familiar with cultural heritage of different ethnic groups, therefore, the importance of initiating inter-ethnic exchange is even more evident in Kosovo.

Intangible heritage is an intrinsic part of tangible heritage and is becoming more fragile in an ever globalized and standardized world, yet, it is an important factor in maintaining cultural diversity. Transmitted through generations and constantly recreated, it provides a sense of identity and continuity. Moreover, its understanding helps with intercultural dialogue, and encourages mutual respect for other ways of life. The importance of intangible cultural heritage is not merely the cultural manifestation itself but rather the wealth of knowledge and skills that is transmitted through it from one generation to the next.

The “*Inter-community Dialogue through Inclusive Cultural Heritage Preservation”* project implemented by UNDP and financed by the European Union’s Instrument contributing to Stability and Peace (IcSP) aims to build trust between the communities in Kosovo, through improved inter-community acceptance and respect for the cultural identity and heritage of all Kosovo communities. Further, this project will develop the capacities of institutional mechanisms to protect and promote shared cultural heritage. While the project will support the rehabilitation and restauration of important cultural and religious sites, the project will also promote cultural and rural tourism, as well as engage communities to work together on cultural heritage protection.

More specifically, the C*ommunity engagement on confidence-building through intangible cultural heritage* component will focus on the promotion and protection of intangible cultural heritage as a confidence-building measure between communities while preserving certain aspects of crafts and skills which may be under threat. By engaging youth on intangible cultural heritage, the project will provide a platform for exchange of information between communities. This will be achieved through partnering with local NGOs/CSOs focusing on:

Activity 2.1: Promotion and awareness raising activities on intangible cultural heritage will be implemented through two sub-activities, namely: (i) Sub-activity 2.1.1: Inter-community confidence building measures which will focus on deepening people’s understanding of other communities’ intangible cultural heritage, leading to greater trust and confidence building.

1. **OBJECTIVES**

The overall objective of this Call for Proposal is to facilitate community engagement on confidence-building through promotion and awareness raising activities on intangible cultural heritage in Kosovo. The Project will provide grants to finance activities that will contribute on deepening people’s understanding of other communities’ intangible cultural heritage, leading to greater trust and confidence building in Kosovo. The grants will be organized in two main areas:

1. Community engagement activities; and
2. Cultural and social events contributing to inter-ethnic cooperation and trust building.

To achieve this objective, UNDP will work with NGOs/CSOs and other grass-root level organizations who will be invited to apply for grants, through this call for proposals.

**All interested parties, with experience in the above fields are invited to attend a short presentation on the overall concept of the project and this call for proposal. The presentation will be held at UNDP’s office in Prishtina/Pristina, starting at 14.00h, on Tuesday 4th of September 2018, at the following address:**

**UNDP, Kosovo**

**Zagrebi Street no. 58,**

**10000 Pristina, Kosovo**

1. **EXPECTED OUTPUTS/DELIVERABLES**

The applying organizations should develop ideas which correspond to the two areas, namely the *community engagement activities* and *cultural and social events contributing to inter-ethnic cooperation and trust building*.

The applying organizations are free to develop the format of the events, the duration, and frequency, including the type of events, which ***may include but it is not limited to*** inter-ethnic group discussions on cultural heritage, the role of cultural heritage in economic development, cultural events highlighting intangible cultural heritage, open day tour events, promoting arts and crafts through “meet and greet” with craftspeople, interventions which encourage improved information and services on cultural heritage, folkloric fairs, multi-ethnic events/workshops which will combine visual arts (theatre, exhibitions, movie screening) with panel discussions on interethnic cooperation, trust-building and understanding the view-points of “the others”.

**Key considerations and principles.** In designing and implementing proposed activities, the following considerations should be taken into account:

* Proposed events should ensure a confidence-building approach between communities;
* Apply a novel approach to the promotion and/or use of cultural heritage;
* Ensure that women’s and youth perspectives are actively sought and represented;
* The proposed activities should reflect community needs.

1. **BUDGET AND DURATION**

The overall indicative amount made available under this call for proposal is EUR 51,000. UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria.

The administrative costs must not exceed the 10% of the total budget. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

**The duration of proposed activities should not exceed the period of 10 (ten months).** The anticipated implementation period is 1 October 2018 – 31 July 2019. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

1. **REPORTING REQUIREMENT AND MANAGEMENT ARRANGEMENTS**

The organizations are required to report in written form (e-mails, summary of progress, narrative reports, etc.) to the Project Manager as follows:

1. Dynamic Work Plan with clear objectives, activities, resources and indicators for the implementation of all expected activities;
2. Progress Reports documenting the progress of the deliverables, achievements or potential issues affecting implementation. Reporting on resources utilization should also be included. The format of bimonthly reports is subject to approval by UNDP’s Project Manager;
3. Final Project Implementation Report covering progress, deliverables and achievements for each activity. The format of the final report is subject to approval by Project Management.
4. Other ad hoc reporting or updates on specific component activities or progress may also be requested.
5. **ELIGIBILITY AND QUALIFICATION CRITERIA**

Interested organisations (NGOs/CSOs and other grass-root level organizations) must meet the following criteria to be considered for selection:

* Be legally registered as CSO/NGO in Kosovo and have in possession a valid registration certificate;
* Demonstrate that its mandate and founding document are in line with the activities for which the fund is being sought;
* A proven track record of experience in the implementation of similar/related type of activities (at least 3 years);
* Experience in implementation of activities in cultural heritage, community engagement, confidence-building and organization of cultural events is a distinct advantage;
* Key project management team should have relevant experience in the related field for a minimum of three (3) years;
* Previous experience in working with international organizations/donors is an advantage;
* Staff should have excellent oral and written communication skills in English, Albanian and/or Serbian.

*Technical and Financial Proposal*

Technical Proposal should provide among others a contextual analysis/background information, proposed approach, including objectives and clear outputs that will be achieved within the lifecycle of each suggested activity;

* Work Plan for the designing and implementation of the activity/ies to include target groups and outreach approach;
* Information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
* Dynamic/implementation plan;

The financial proposal must provide a clear budget, with itemised costs, for designing and implementing activities.

1. **PAYMENT SCHEDULE**

The payment will be processes as follows for each of the sub-grants:

* 20% of the grant amount upon signature of the contract;
* 60% of the sub-grant amount upon delivery of 50% of the planned activities;
* 20% of the contract amount upon completion of all activities, submission of final report and receiving the invoice and UNDP acceptance.

1. **OTHER**

**Other Requirements.** It shall be the organizations responsibility to respect deadlines, consider comments/suggestions and to apply them in a professional manner during the implementation phase.

The work conducted by the organization must be unique, original and not a copy of other products or have similarities to it whatsoever. The organization is required to cooperate closely with UNDP to ensure that the right message is conveyed through the implementation of the activities.

The organizations’ proposal must clearly specify if it is applying for *community engagement activities* or *cultural and social events contributing to inter-ethnic cooperation and trust building*. Organizations can also apply for both.

12. CLOSING DATE OF THE SUBMISSION

A completed **CSO/NGO LOW VALUE GRANT PROPOSAL TEMPLATE [Annex III** with requested supporting documents must be submitted to UNDP Kosovo no later than Friday, 14 September 2018, 16:00pm.

Proposers shall submit their proposals in a Hard Copy with the supporting documents in one (1) sealed envelope and as well one (1) soft copy in a form of a CD or USB:

Address: **UNDP, Kosovo**

**Zagrebi Street no. 58,**

**10000 Pristina, Kosovo**

**Annex II – Detailed Sub-Criteria**

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| Technical proposal Evaluation Breakdown | | Points Obtainable |
| 1. Organization eligibility and qualifications | | |
| A | **General Organizational Capability:**   * Total operational years (10 points); * CSO/NGO Registration (10 points); * Number of organization staff / Working members (20 points); * Skills & Key competencies (40 points); * Project Management Capacity (40 points); * Experience with engaging in partnership for project implementation (30 points); * Proven experience on/or with similar/related type of activities a distinct advantage (30 points); * Experience in implementation of activities in relevant areas (community engagement, confidence building and organisation of cultural events with focus in youth engagement) – (30 points); * Experience in working with different regions in Kosovo in similar projects/activities (30 points); * Experience in working with international organisations/donors is an advantage (10 point). | 250 |
| B | **General Financial Capability which is likely to affect implementation:**   * Financial / Accounting system in place (25 points); * Experience with successful management of funding from government and/or development partner funding (25 points). | 50 |
| 2. Proposed Methodology, Approach, Implementation Plan | | |
| A | **Appropriateness of Proposed Methodology, Approach and Implementation Plan:**   * Alignment of project to Terms of Reference (ToRs) (60 points); * Clear articulation of proposal elements (objectives, activities, outputs, budget, etc) (60 points); * Methodology must clearly lay out the implementation timetable and a quality assurance (100 points); * Proven experience on/with cultural heritage project in Kosovo a distinct advantage (35 points); * Previous experience working with proposed target population(s) and/or community(ies) identified (35 points); * Project is inclusive of all communities living in Kosovo (particularly youth and women) (35 points); * Innovativeness of project – Sustainability (25 points); * Clear articulation of target groups and geographic coverage (25 points); * Linkage between budget, resources, activities and objectives of project (25 points). | 400 |
| 3. Management Arrangement, Resources and Qualifications of Key Personnel | | |
| A | **Management Arrangement, Resources and Qualifications of Key Personnel**   * Competence of the organization’s staff (100 points); * Qualification of key personnel (70 points); * Previous experience in related fields (70 points); * Availability of skills and training including CV (60 points). | 300 |
| Total | | 1000 |

**Annex III – Low value Grant Proposal Template**

**NGO/CSO LOW VALUE GRANT PROPOSAL TEMPLATE**

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| Please complete the following proposal template as part of the NGO/CSO Low value grant application process providing responses where relevant to the applying organization or group of organizations, and the overall project.   |  | | --- | | **Organization Profile** | | For this section, provide a summary of the organization to include the following information, where relevant. For proposals that bring together two or more organizations, please complete with the information of all organizations. Where possible, please provide supporting documents when requested. | | **1. Name of (s):**  Insert the name of the NGO/CSO. In cases with two or more organizations, indicate the name of the lead organization with responsibility for the operations and financial management of the project, followed by other organizations. | | **2. Organization Summary**  Provide a summary about the organization(s) to include the primary advocacy area, mandate, vision, and purpose. (no more than 2 paragraphs for each organization) | | **3. Date of Establishment & Total Years of Operation**  State the date the organization was founded and number of years it has been operating. | | **4. Registered in Kosovo**  Indicate whether the organization is legally registered in Kosovo. (Please provide supporting documentation)  Yes / No | | **5. Financial system**  Indicate whether the organization or lead organization has an accounting system in place. (E.g. possesses an accounting software or process)  Yes / No  Explain: | | **6. Internal Human Resources**  Identify the internal human resources and corresponding skill set and key competencies that the organization(s) possess relevant to the TOR. | | **7. Official presence and resources**  Identify other resources that the organization(s) has at its disposal. This may include (field offices, equipment, software, technical data bases, etc.). | | **8. Government and/or development partner funding**  List any funding received from government and/or development partners and the corresponding areas of support over the last 2 years. This may include operations and management support, project support, and/or staffing together with the names of key donors. (Please provide any audit reports, if available, and/or any project evaluation documents, etc.) | | **9. Partnerships**  Describe any partnerships established or joint projects undertaken by the organization(s). This may include partnerships with other CSOs, NGO’s, private sector or government or development institutions. | | **10. Main beneficiaries**  Indicate the major beneficiaries of the products and/or services provided by the organization(s). This would include target groups and communities/parishes/ electoral divisions, if relevant. | |
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| **PROJECT’S NAME**  (Please, describe the essence of your project in one short and precise sentence)  **PROJECT PROPOSAL**   1. **General information about applicant organisation (maximum of 2 pages)**   2.1 Main areas of expertise – describe your organization’s main competencies. Describe your organization’s mission.  2.2 Describe main types of activity that your organization carries out.  2.3 Describe main target audiences and partners of your organization.  2.4 Explain what kind of in-house or outside experts your organization involves in its usual work.  2.5 Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).  2.6 Describe your organization’s main assets: number of full-time staff, office space, and equipment.   1. **Relevant experiences (maximum of 1 page)**   3.1 Provide evidence of your organization’s experience in the area of community engagement, confidence building and or similar activities in the cultural heritage area. Describe the work performed by your organization that demonstrates its capability to work with target groups.  3.2 Describe specific results achieved by your organization in the areas of work relevant to this call for proposal.   * 1. Explain how your organization’s experience will help to reach project’s goals.  1. **Project Summary (maximum of ½ page)**   Describe project’s objectives, main activities, stakeholders and expected results.   1. **Problem analysis (maximum of ½ page)**   Describe main problem(s) that your project will address and why these issues are important to the target groups and Kosovo society in general.   1. **Project objectives (maximum of ½ page)**   Describe your project’s goals and objective.   1. **Expected results (maximum of 1 page)**   6.1 Describe specific short-term and long-term results that you plan to achieve with your project.  6.2 Explain what positive changes in the life of the target groups will be achieved through your project.   1. **Target audience (maximum of ½ page)**   7.1 Describe project’s main target audience as well as other stakeholders. Please also describe how they will be engaged.  7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age and gender when relevant.  7.3 Explain if and how your project will cooperate with relevant institutional bodies.  7.4 Explain if and how your project will ensure gender mainstreaming.  7.5 Explain if and how your project will ensure youth integration.   1. **Project Activities (maximum of 2 pages)**   Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.   1. **Communication strategy (maximum of ½ page)**   Describe your project’s key messages, audiences, information products and communication channels.   1. **Work plan (maximum of 4 pages)**   Provide project’s work plan according to the following format:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Timeline | Activity | Location | Topic | Implementers | Panned Results/deliverable | |  |  |  |  |  |  | |  |  |  |  |  |  |   Results shall not be merely actions taken but progress in the solution of the problem addressed by your project, and specific positive changes in the life of the target audience.   1. **Events (maximum of 2 pages)**   Provide more details on agendas and format of the project’s activities and other public events.   1. **Project Monitoring and Evaluation (maximum 1 page)**   Please include a monitoring and evaluation framework (preferably in table form) that describe how you will monitor project implementation and evaluate its results, as well as means and moments of verification.   1. **Future activities (maximum of ½ page)**   How will your organisation will ensure sustainability in its support to the issue targeted by your project after its completion? How will it further develop the project’s achievement?   1. **Budget (maximum of 2 pages)**   Provide project budget in according to the following format:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Description of activity/item | Staff/Units | Rate/Cost | Estimated amount | |  |  |  |  |  | |  |  |  |  |  | | TOTAL |  |  |  |  |  1. **Staff (maximum of 2 pages)**   Briefly describe education, qualification and relevant experience of each project staff person and invited expert. |
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