



# **Youth Social Entrepreneurship Support Programme:**

## **Youth as agents of Community Development**

### **Application Guidelines**

**Deadline for receipt of Applications: 12<sup>th</sup> August 2013 at 16:00 hrs**

# YOUTH SOCIAL ENTREPRENEURSHIP PROGRAMME INFORMATION & GUIDELINES

## 1. BACKGROUND

The role of youth in society has been getting higher on the agenda in the last several years across the globe. Major international organizations, such as the UN and the EU, have been developing strategies<sup>1</sup> for stronger youth inclusion, longer strategic planning and job creation for youth, understanding that sustainable solutions for development largely depend on how the youth is encompassed in the governance and development processes. With the development of new technologies and the emerging of young entrepreneurs, the role of young people as agents for change is growing larger. At the same time the need for youth participation in governance processes is increasing and young people globally are starting to get a chance to participate in planning, creation and execution of policies aimed at youth.

The need for introducing adequate and inclusive systems for all stages of public service delivery including planning and outreach to all representative groups in society – should be treated as priority issue. Addressing young people and their needs is a necessary but complex process which involves a wide range of policy fields and requires integrated actions that need to be taken by governments, youth, the private sector and donor organizations<sup>2</sup>.

Looking at reports and data across the world, the following challenges have been identified as most pressing in the list of young people's concerns: **education, employment, social inclusion, and health**<sup>3</sup>. There is a need for greater collaboration between institutions and youth in the areas of youth policies, youth employment and provision of adequate social services.

In particular in the context of decentralized governance, the municipal/communal level appears to be the first and most important instance in terms of enabling both participatory democracy and partnerships for development, as well as efficient delivery of the above mentioned services. That also makes it seriously relevant in terms of integrating youth in the governance and service delivery processes.

Relevant strategic documents of the country, such as the Government Programme 2011 – 2015, the Decentralization Programme 2011-2014 and the 2015 Action Plan for Youth Employment confirm the need of integrating specific social groups in addressing local and regional development issues and the promotion of mechanisms for participation in governance processes. This includes improvement of the access to social service delivery at local level, including specific groups like the youth.

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<sup>1</sup> [Moving Youth into Employment](#), European Commission 2012, [Global Employment Trends for Youth 2013](#) and [The employment crisis: A call for action](#), ILO

<sup>2</sup> UN World Youth Report 2011 and Have Your Say – Manual on the revised European charter on the participation of young people in local and regional life

<sup>3</sup> UN World Youth report 2011

On the other hand, the municipalities still face many development challenges, mainly due to limitations of the resources and potential for outreach. Following the global trends mentioned above, it is evident that it is worthwhile to look for development solutions based on social partnerships, in this case of partnerships with the most prominent resource- the youth.

The emerging appearance of social entrepreneurship in the last couple of years has initiated a new way of thinking and solving societal problems. "While a business entrepreneur might create entirely new industries, a social entrepreneur comes up with new solutions to social problems and then implements them on a large scale".<sup>4</sup> The concept of social entrepreneurship is in the inception phase in the country, hand in hand with corporate-social responsibility and community service work. Screening and capacity development activities have been undertaken to explore the concept and the potential need of a law on social entrepreneurship. This makes it even more important to create partnerships that can serve as models for creation of social entrepreneurship platform in the future.

Social enterprises are becoming the new leaders of societal change instigating creative approaches and larger community involvement while producing various benefits to the community and reducing the strain on public funds, donations and grants by international organizations. As social needs continue to rise among populations while government budgets are being reduced, social enterprises are emerging as a self-sustaining, business-oriented and highly effective method of meeting social needs.

With this support programme it is expected that the youth at community level will come with concepts that will bring a positive change in their community by finding new and creative approaches to sustainably engage themselves in the local governance platform and the societal life at local level.

Therefore this support programme aims at creating opportunities that bring the local authorities, the youth and the local business community together into partnerships for common benefit, and create platforms for pro-active engagement of the young people in the development of their community. The basic assumption of this concept is that municipalities are critical for building the pillars of participatory democratic governance, including work with youth. This is not referring only on general participatory processes, but encouraging participation of specific youth groups, young women and other groups with specific interests.

Given the fact that municipalities remain relatively dependent on state transfers to finance service provision, the conceptual idea behind this support programme is to encourage alternative service delivery mechanism such as outsourcing service delivery to CSOs and the private sector.

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<sup>4</sup> Ashoka ([https://www.ashoka.org/social\\_entrepreneur](https://www.ashoka.org/social_entrepreneur))

## 2. OBJECTIVES OF FUNDED INITIATIVES

The main goal of the Youth Social Entrepreneurship (YSE) Support Programme is to **build partnerships** between CSOs working with **youth**, local self-governments and the private sector for creation of **social enterprises** aimed at successful delivery of social services through engagement of youth at community level.

The **establishment of social partnerships between the civil society sector, the local-self-government and private sector** is a mandatory criteria for participation under this programme.

For achieving the goals of the Support Programme and emphasizing the role of youth as agents of community development, a call for proposals that represent a new and innovative approach to an existing local problem, is being launched. The proposals should be based on the principles of work of social entrepreneurs<sup>5</sup> and represent a form of social partnership. The **focus of the projects** should be on **enhancing youth capacities** either through provision of services aimed at youth or direct involvement of youth in the output level of social service delivery, including youth targeting services.

The idea behind this call for proposals is to support ideas that will be sustainable after the completion of the initial 6 month project period. This support is meant to serve as a start up of a joint collaboration between the three different sectors, where municipalities will get the necessary help in provision of social services to citizens, CSOs will get involved in the process of delivery and the private sector will gain from its investment in such initiatives. Furthermore, these established social partnerships are expected to serve as a basis or turn into appropriate youth social entrepreneurship models that will remain functional after the project has ended.

*Social entrepreneurs find what is not working and try to solve the problem by changing the system, spreading the solution, and persuading entire societies to take new leaps. They try to instigate change with their ideas rather than leave societal needs to the government or the business sector<sup>6</sup>. Youth social entrepreneurship is an increasingly common approach to engaging youth voice in solving social problems. Therefore this approach will be used to help educate today's youth about the fundamentals of socially responsible initiatives so that they may become progressive leaders of tomorrow.*

## 3. PROJECT DURATION

The Youth as agents of Community Development Support Programme will be open from 11<sup>th</sup> July 2013. Proposed activities have to be carried out within six months, starting from 1<sup>st</sup> September 2013 and end no later than 10<sup>th</sup> March 2014.

A **consultation meeting** will be organized for interested organizations and will be used for transferring additional knowledge and clarification of expectations of project ideas related to social innovation and potential service provision for youth. The open meeting will be held on Thursday, July 18<sup>th</sup> at 12:00 **at UNDP country office premises**.

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<sup>5</sup> Social entrepreneurs are individuals with innovative solutions to society's most pressing social problems. They are ambitious and persistent, tackling major social issues and offering new ideas for wide-scale change.(as defined by Ashoka, network of social entrepreneurs)

<sup>6</sup> Ashoka ([https://www.ashoka.org/social\\_entrepreneur](https://www.ashoka.org/social_entrepreneur))

#### 4. PROJECT FUNDING, CO-FUNDING AND IN KIND CONTRIBUTION

The YSE Support Programme is open to applications from registered **civil society organizations** (CSOs) working with **youth**, interested in finding innovative approaches for improving the situation of youth at community level, through their engagement in provision of social services and creating youth employment opportunities.

Interested organizations may apply with more than one idea for funding of the call for proposals. However, **only one proposal may be funded from a leading applicant**. Project funds will be transferred in Macedonian Denars (MKD) to the selected entity in 3 installments as shown in the table below:

<b>1<sup>st</sup> Installment</b>	45% of awarded budget	upon signing of contract
<b>2<sup>nd</sup> Installment</b>	45% of awarded budget	upon delivery and approval of Midterm report and spending of at least 70% of first installment
<b>3<sup>rd</sup> Installment</b>	10% of awarded budget	upon successful completion of Project and delivery of Final report

The first installment will be transferred upon signing of the agreement. The Second installment will be transferred upon delivery and approval of Midterm report and spending of at least 70% of the first installment. The Last installment will be transferred upon successful completion of the Project and delivery of Final report.

UNDP encourages CSOs to establish strategic links with various stakeholders, especially local self-governments and the private sector in order to ensure additional support for implementation of the activities. **For the purposes of this call, applicants need to secure at least 20 % of the overall budget through sources from their partners (in-cash contribution by partner is considered a must)**. Higher in cash contribution will result in higher points during evaluation of proposals. In kind contributions by the leading CSO can serve as additional co-funding method, but **cannot** be considered in the 20% co-financing of partners.

**CLARIFICATION: The 20% in-cash contribution can also come from CSOs own resources**

Additional cost share financing may be raised from international donors, national authorities, business sector, and individuals/own resources through various fundraising activities. The overall project budget can be higher if funds are available from other sources such as co-financing and/or in-kind contributions, as long as these contributions **are NOT** larger than the full amount financed by UNDP.

#### **Award Amount**

The YSE Support Programme will award **between US\$ 6,000 and up to US\$ 15,000 at the maximum** to prospective proposals. The overall indicative amount to be made available under this call for proposals is up to 60.000 USD. The applicants are obliged to provide information on all in-cash and in-kind contributions in their applications, as they are important elements to be taken into account in the qualitative and quantitative evaluation of the applications. However, the value of such contributions is not to be formally included as eligible expenditure in the project budget financed by UNDP. This contribution will be added in a separate column.



## Non-retroactivity

No support may be awarded retrospectively for programs/projects already completed. Support cannot be awarded for a project, which has already begun.

## Eligibility of costs

Only “eligible costs” can be taken into account for the award. 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.
- **Be recorded in the Applicant's or the Applicant's partners' accounts or tax documents**, be identifiable and verifiable, and be backed up by originals of supporting documents.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Applicant and his partners 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;
- **costs arising directly from the requirements of the contract** (dissemination of information, evaluation specific to the action, translation, printing, etc.).
- **travel and subsistence costs** for staff and other persons taking part in the action, provided they do not exceed those normally borne by the Applicant or his partners, as the case may be;
- **rental costs for equipment and supplies** specifically for the purposes of the Action, and **costs of services**, provided they correspond to market rates;

Non eligible costs for this call for proposals include:

- I. Investment costs
  - Office furniture and equipment
  - Infrastructure costs (reparation of doors, windows, wiring, etc.)
- II. Other costs such as:
  - VAT costs
  - Personal income tax of persons engaged for implementation of the project activities

## 5. SELECTION PROCESS

All applications received on time will be submitted to a UNDP panel for assessment. Assessment of applications will be done in 3 phases. Upon completion of the assessment, the panel will make a formal recommendation for funding of chosen projects.

Priority will be given to organizations that propose **innovative project ideas** that foresee creation of **social partnerships** and incorporate social entrepreneurship methods with a **focus on youth**.

Approval/Rejection/Conditional Approval letters should be sent to applicants within three weeks of the Meeting of the UNDP Panel. Approved applications will be invited to sign a Contract for the awarded proposal.

The selection process consists of the following 3 phases:

### 5.1 Pre-assessment phase

- Each timely received application is pre-assessed against the eligibility criteria - those not fulfilling the criteria are recommended for rejection. Those fulfilling the criteria enter the assessment phase.

### 5.2 Assessment phase

- UNDP team assesses all applications in means of level of innovation of proposal, existing and potential partnerships. Meetings with potential organizations may be conducted if there is a need for additional clarification.
- The UNDP Panel will meet to make final decisions upon full review of applications. Minutes of the Panel meeting will contain the final decision for each application – approval or rejection of the applicant.

### 5.3 Awarding phase

- After the UNDP Panel meeting, the applicants will be informed of the decision taken. An approval letter and a contract are then prepared for signing.
- Once both parties sign the contract the first instalment is then transferred into the contractor's bank account.

## 6. ELIGIBILITY

The call for the YSE Support Programme is open to registered **civil society organizations** working with **youth**, interested in finding innovative approaches for solving youth related problems aimed but not limited to provision of social services and youth employment opportunities. Local self-governments, the private sector and other institutions can apply as partner organizations to a leading CSO applicant.

### ***Evaluation criteria:***

- Level of innovation of project idea
- Established social partnerships with local self-government and/or private sector
- How this project addresses youth problems, need and priorities
- Use of social entrepreneurship methods for project outcome and sustainability
- Quality of the proposed project
- Cost-effectiveness/ reasonableness of the project budget



- Past work of the organization
- Organizational capacity sufficient to achieve Results - administrative, financial and managerial capacities
- Level of local self-governments involved
- Level of business entities involved
- % of in cash and in kind cost sharing by all involved project partners

## **7. APPLICATION PROCESS**

### ***How to apply?***

Applications must be submitted in accordance with the instructions included in the Application Form.

Applicants must apply **in English**. Partnership statements (including financial and non-financial commitments) with local self-governments, other institutions or the private sector may be submitted in Macedonian.

**Hand written Applications will not be accepted!**

### ***Where and how to send the Applications?***

The Application together with the Checklist must be submitted in **one (1) original in A4 size, bound**.

Applications must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

#### **Postal address**

**For:**

**Youth as agents of Community Development**

**United Nations Development Programme**

**8ma Udarina Brigada 2**

**1000 Skopje**

Deliveries by hand or courier are to be submitted to UNDP **Registry Office**, located on the 4<sup>th</sup> floor at United Nations Development Programme, 8ma Udarina Brigada 2, 1000 Skopje

Contact person: Dejan Dokuzovski, Project Assistant, phone: +389 2 55 12 983

### ***Deadline for delivery of the Applications***

The deadline for receipt of Applications is **12<sup>th</sup> August, 2013 at 16:00 hours local time**.

**Any Application received after the deadline will automatically be rejected.**

## 8. CHECKLIST

This checklist should help you to make sure that your application contains all necessary forms and documents. Incomplete applications will not be taken into consideration.

- Complete application (with budget) should include the form and the signed statement by your organization, as well as all other appendixes.
- Statute of CSO
- Copy of the official document for registration of the organization
- Signed statements from ALL partners
- Biography of the project coordinator
- Any approvals from the authorized institutions that are needed for realization of the project (if you have not obtained the letters of consent, be certain that you explained this in the section Assumed risks/restrictions in the project realization.)
- Other additional materials not necessarily in printed version that you find appropriate to prove the importance of your organization for the project idea you are applying for.

## 9. IMPLEMENTATION SCHEDULE

No	Activities	Time
1.	Announcement of the call for applications	11 <sup>th</sup> July 2013
2.	Deadline for submission of proposals	12 <sup>th</sup> August 2013
3.	Evaluation and selection	12 <sup>th</sup> -23 <sup>rd</sup> August
4.	Negotiation and contracting	by end of August
5.	Start of implementation and transfer of the first installment to the projects	beginning of September 2013
6.	Transfer of second installment of the projects	beginning of December 2013
7.	Closure of projects and transfer of the final installment	March 2014