

Civil Society programme for Albania and Kosovo

Call for project proposals and guidelines for application

The Kosovar Civil Society Foundation (KCSF) and Partners Albania for Change and Development (PA), invite domestic Non-Governmental Organizations (NGOs)¹ from Albania and Kosovo to apply for project grants. Applications that comply with all the requirements presented below will be considered. The deadline for application is **5 November 2018 at 24:00hrs** local time.

I. BRIEF OVERVIEW OF THE CIVIL SOCIETY PROGRAMME FOR ALBANIA AND KOSOVO

The 'Civil Society programme for Albania and Kosovo' is financed by the Norwegian Ministry of Foreign Affairs, represented by the Royal Norwegian Embassy in Prishtina.

The overall goal of the programme is to support the democratic participation and development of a strong and vibrant civil society in Albania and Kosovo, by supporting NGOs that advance the EU accession process through contribution to one of the following five thematic areas:

1. Non-discrimination and gender equality;
2. Independent media;
3. Minorities and marginalized groups;
4. Environment protection;
5. Anti-corruption.

Grants will be awarded to active NGOs with mission and demonstrated experience in at least one of the five thematic areas of the programme. Applicants should present complete and convincing project proposals.

Subject to the quality of applications, maximum efforts will be given to ensure equal distribution of grants across the thematic areas.

¹ As per the definition of the Law nr. 8788, dated 7.5.2001 On Non for Profit Organizations in Albania and Law on Freedom of Association in Non-Governmental Organizations in Kosovo.



i. Introduction

The contribution of the civil society to European Agenda in Albania and Kosovo, through engagement in the targeted thematic areas of this programme, needs intensification. Although some NGOs are active in these areas, to ensure coherence and maximize potential, the number of NGOs that explicitly relate their work to the European Integration process should increase.

In Kosovo, despite advancement of the legal framework, gender equality remains weak in terms of social, political and economic rights. Independent media are rare, mainly due to lack of financial independence and capacities for quality reporting. Ethnic minorities continue to be vulnerable, in particular Roma, Ashkali and Egyptians, while many other societal groups are marginalized and discriminated. Air pollution, forest cutting, construction in protected areas, waste management, pollution of rivers and lakes, are few among many serious environmental problems Kosovo faces today. Regarding corruption, despite the slight improvement in 2017, Corruption Perception Index places Kosovo amongst countries with high corruption, leaving the country with a long way to go in its anti-corruption efforts².

Similarly, Albania faces many challenges in fully displaying and utilising women's potential in the economy, politics, and social life. Media outlets often display a political bias, and their reporting is influenced by economic or political interest of their owners. Ethnic minorities continue to be vulnerable, in particular Roma and Egyptians, while social exclusion and discrimination needs to be tackled through better policy implementation and inter-institutional cooperation. All environmental problems listed for Kosovo are valid also for Albania, with this area being highly problematic at all levels. In order to succeed in its path towards opening the EU accession negotiations, Albania needs to further consolidate progress made on judicial reform and to deliver further tangible results to efficiently fight corruption at all levels³.

While the above challenges are general and cover the wide scope of thematic areas, the EU reform processes would benefit from a targeted civil society involvement. Thus applicants are expected to present proposals that address specific issues within the respective thematic areas.

II. RULES FOR THIS CALL FOR PROPOSALS

i. Eligibility criteria

To be eligible for financing, applicants should:

1. Be active NGOs;

² <https://www.coe.int/en/web/corruption/anti-corruption-digest/kosovo>

³ <https://www.coe.int/en/web/corruption/anti-corruption-digest/albania>



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2. Be registered as a domestic non-governmental/non-for-profit organization, according to the Albanian and Kosovo legislation (branches of foreign and international NGOs registered in Albania and Kosovo are not eligible to apply);
3. Be fully responsible for project implementation. Partnerships with other NGOs are allowed only if the leading organization takes full responsibility for project implementation and management, including execution of all project expenditures;
4. Have a mission that is in line with the thematic area(s) to which the application corresponds, and
5. Show relevant capacity and experience with regards to the proposed project.

The applicant may act alone or in partnership with another partner organization. Potential partner organization must satisfy the second eligibility criteria as applicable to the applicant himself.

ii. Number of applications and grants per applicant

Organizations may apply with only one application as a lead applicant. An application may have only one lead applicant and one partner organization.

iii. Levels of intervention

Applicants may propose interventions that address relevant issues at local and/or central level.

Projects shall be country specific and address challenges within the selected country. NGOs can apply for interventions only in their respective country. Cross border projects will not be considered under this call.

iv. Targeted beneficiaries

Regardless of the principal beneficiaries'/target groups, the final beneficiaries should be citizens of the community where the project is implemented or the country in general. For the principal beneficiaries, equal gender participation should be targeted. Whenever possible, a similar approach is to be followed also for the inclusion of under-represented groups.

v. Financial allocation for this call

The overall indicative amount made available for this call for project proposals is EUR 650,000 with 60% of funds dedicated to Kosovo and 40% to Albania. Approximately 20 organizations/grants are planned to be supported. Yet, subject to the fulfilment of eligibility criteria and evaluation, KCSF and PA reserve the right not to distribute all the available funds.



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The total proposed budget size of the applications to be financed by this programme must fall between the following thresholds:

Minimum amount: EUR 25,000

Maximum amount: EUR 40,000

The budget should be realistic and ensure qualitative implementation of the activities. Subject to a clear elaboration of the proposal and genuine needs, up to 15% of the total proposed budget can be allocated for organizational capacity building (i.e. internal systems, staff capacity building, office equipment, etc.).

Co-funding is not mandatory for this call for project proposals. The programme will cover 100% of the total budget of the project.

When financial support for organizational capacity building is requested, information provided should explain the grounds and type of the requested support. In addition, a clear and concise plan justifying the request along with the benefits that this support brings to the organization should be provided.

vi. Timeframe

The minimum duration for the implementation of the proposed projects is 12 months and maximum 24 months. The implementation of the selected projects is expected to start in January 2019.

vii. Eligibility of operations and costs

a. Eligible interventions/actions

The proposed interventions (projects) should target one of the thematic areas of the call for proposals and aim to deliver concrete results that feed the overall goal of the programme.

Note that the call does not provide suggestions for intervention so that it does not affect your proposals. However, regardless of the proposed intervention and thematic area(s) to which it relates, the proposal should seek proactive and direct contribution in the respective area.

Project results:

Applications should present clear, measurable and achievable project results that ensure accomplishment of the proposed project overall objective. Also, the logic of intervention and activities should be clearly interlinked with the achievement of the project results within the proposed deadline.

b. Ineligible interventions / activities

The following interventions / activities will not be supported:

- Interventions that are directly affiliated with or supportive of political parties;



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- Emergency assistance or charities;
- Capital Investments;
- Same or very similar interventions to those supported by KCSF and PA through other implemented grant schemes;
- Projects composed entirely or mostly of preparatory work and/or studies;
- Cross border projects between Albania and Kosovo and proposals for activities to be implemented outside Kosovo and Albania;
- Activities which are of service nature and rather belong to the Technical Assistance;
- One shot events/ activities;
- Awareness raising campaigns without proper follow up;
- Interventions which are subject to multilevel dependency and approval, thus posing high risk for achieving results;
- Sub granting to third parties. Small scale financial support to beneficiaries is allowed only in cases when all expenditures are executed by the implementing organization;
- Scholarships.

Unless they are imperative for the achievement of the intended project results, in principle, the activities outlined below will not be supported:

- Conferences or round table discussions;
- Research and feasibility studies, especially as a tool to design the rest of the intervention;
- Study trips outside the country.

c. Eligible costs

To be considered eligible, costs should meet the following criteria:

- are necessary for the successful implementation and achievement of the indicated project results;
- are reasonable, justified and comply with the requirements of sound financial management including fair and market-based calculations and cost-efficiency;
- comply with the requirements of applicable tax and social legislation;
- will incur during the implementation of the project;
- are indicated in the proposed budget;
- are identifiable and verifiable;
- Value Added Tax – VAT will be considered as an eligible cost only for Albania.



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d. Ineligible costs

The costs presented below are considered ineligible:

- Costs associated to organizational capacity building that exceed 15% of the total budget to be supported by the programme;
- Customs and import duties;
- Debt or payments for losses;
- Value Added Tax - VAT (applicable only for Kosovo NGOs, for invoices above EUR 200);
- Loan interest;
- Money exchange fees;
- Equipment depreciation expenditures;
- Purchase of land or immovable property;
- Purchase of vehicle or generator;
- Payment of expenses covered by other donors;
- Credit to third parties.

Even though no limit for the budget categories is set, the biggest share of the budget should be dedicated to expenses related to direct project activities (category 2.0 in the budget template).

Applicants hold full responsibility for the correctness and accuracy of the proposed budget including arithmetical errors, inaccuracies, unrealistic costs and ineligible costs.



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III. APPLICATION PROCEDURE

i. Mandatory documents

NGOs from Albania:	NGOs from Kosovo:
<ul style="list-style-type: none">- Court decision/registration- Certificate of Registration released from the court with the latest updates, no older than 3 months- Statute and the Establishment Act of the organization- Certificate of tax payment obligations (no debt)- Latest two (2) Financial Statements of the organization (first five documents to be submitted in scanned copy)- Application form- Logical framework- Plan of activities- Budget- In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.)- When active participation/cooperation with other institutions, organizations or other entities is compulsory for the implementation of the project, the scanned copy of the Memorandum of Cooperation, Letter of support or any other document indicating clearly the commitment of the respective entity	<ul style="list-style-type: none">- Certificate of registration issued by the Ministry of Public Administration- Statute of the organization- Fiscal number certificate (first three documents to be submitted in scanned copy)- Application form- Logical framework- Plan of activities- Budget- In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.)- When active participation/cooperation with other institutions, organizations or other entities is compulsory for the implementation of the project, the scanned copy of the Memorandum of Cooperation, Letter of support or any other document indicating clearly the commitment of the respective entity

Whenever applicable, certificate of registration (first document for both Albania and Kosovo) of the partner organization to be submitted as well.

Application form, Logical framework, Plan of activities and Budget should be filled out in full compliance with the provided instructions and respective templates.



ii. Submission of applications

Applications can only be sent in electronic form in .doc or .pdf format. NGOs from Kosovo should submit the completed applications at norapplication@kcsfoundation.org whereas NGOs from Albania at norapplication@partnersalbania.org.

Applicants will be required to verify that their application is complete using the checklist presented in the application form.

Applications that are incomplete, that do not comply with rules and forms, and those submitted after **5 November 2018** will not be reviewed.

iii. Contact information

For any question on preparing the documents for application you can contact us **only** at kcsfnor@kcsfoundation.org and norapplication@partnersalbania.org no later than **25 October 2018**. All questions and answers will be published in the KCSF and PA website no later than **29 October 2018**.

To ensure equal treatment and full transparency, KCSF and PA cannot give a prior opinion on the eligibility of applicants, an operation or specific activity.

Please refrain from contacting KCSF or PA in any form aside of the above presented e-mails.

IV. EVALUATION AND NOTIFICATION

i. Administrative compliance (verification of formal criteria)

During this phase all applications are assessed if the following has been respected/submitted:

1. Deadline for submitting the call for proposals;
2. No. of applications submitted by the lead applicant;
3. Technical requirements indicated in the application form;
4. Mandatory documents;
5. Geographical coverage;
6. Budget size;
7. Project duration.

Applications that do not meet the specified rules will be automatically rejected.

The results of the administrative compliance are communicated to each applicant in written.



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ii. Evaluation of applications

Applications that pass the Administrative compliance will be evaluated in accordance with below presented criteria. Evaluation will be carried out by external Evaluation Boards composed of members with experience with similar programs and knowledge on the relevant areas and related developments.

A. Thematic compliance evaluation

To be eligible for full evaluation of proposals, applicants should meet the following mandatory requirements:

1. The mission of the organization is compliant with the thematic area to which the application corresponds;
2. Demonstrate relevant experience in the thematic area;
3. Project proposal is relevant to the thematic area.

This implies that only applications that meet these conditions are subject to the assessment of criteria set out below.

B. Full evaluation of project proposals

i. Capacities of the organization (20%)

Organizational and technical capacities:

- a. *Personnel;*
- b. *Infrastructure and technical capacities for implementing the proposed intervention/project;*
- c. *Administrative and financial management capacity.*

ii. Quality of application (50%)

- a. *Analysis of the need and possibilities relevant to the proposed intervention and implementation area. Relevant legislation, strategies, and/or plans at national, regional and/or local level should be referenced including a description of how the action relates to them.*
- b. *Description of the project including the overall objective and proposed implementation methodology and approach.*



- *In cases when the proposed project is a continuation of a previous or ongoing intervention (implemented by the applicant organization or other organization/entity), explanation on how it is intended to build on the corresponding activities and results.*
 - *If the proposed project is part of a larger programme, explanation on the suitability or coordination with that programme or any other planned project.*
- c. *Definition of clear, measurable and achievable project results that ensure accomplishment of the proposed project objective;*
 - d. *Proposed activities including information on timeframe, implementation method and interconnections. In case of partnership, the role of the partner;*
 - e. *Principal beneficiaries'/target groups and final beneficiaries including their benefit from the proposed intervention. Data on the distribution of beneficiaries by gender and under-represented group whenever applicable;*
 - f. *Identified project stakeholders and their role in project implementation;*
 - g. *Monitoring plan including clear indicators to measure the implementation quality and timing;*
 - h. *Potential risks that may negatively impact project implementation including information on the probability of occurrence (high, medium or low) and mitigation measures.*
 - i. *Methodology for visibility and outreach;*
 - j. *Possibility for replication and expansion of activities.*

iii. Budget (30%)

- a. *Justification of the need for organizational capacity building, plan and benefits of the organization;*
- b. *Realistic and cost-effectiveness of the proposed budget.*

The maximum evaluation per application is 100 points. The minimum passing threshold is 70 points, as well as the half of available points in each broad category.

iii. Final decision

Applications with maximum evaluation scores, up to the expense of the allocated budget for this call, will be supported. However, KCSF and PA will give maximum efforts to ensure a balanced representation of each thematic area in the list of awarded grants.



The Royal Norwegian Embassy in Prishtina will be consulted before any final decisions are made. The Embassy reserves the right to reject the project proposals.

For successful applicants, eventual checks preceding the signature of the contract shall not imply changes to the application documents but only minor technical modifications to address mistakes or inaccuracies.

In terms of the budget such corrections shall not in any circumstance lead to an increase of the budget to be supported by the programme.

iv. Notification of the decision

Each applicant will be informed on the overall assessment/total scores in writing. Unsuccessful applicants believing that they have been harmed by an error or irregularity during the evaluation process may complain within 3 (three) working days from the day when the rejection letter/email has been sent. In such case, KCSF and PA will inform the applicant(s) on the achieved scores per broad category.

Information on the selected applications, will be published in KCSF and PA websites after the contracts are signed.

V. IMPORTANT TENTATIVE DATES

Process	Tentative date
Launch of the Call for Proposals	8 October 2018
Information sessions - Albania:	
Tirana	12 October 2018
Fier	18 October 2018
Shkodër	19 October 2018
Information sessions - Kosovo:	
Gjakova (presentation in Albanian)	17 October 2018
Mitrovica North (presentation in Serbian)	18 October 2018
Prishtina (presentation in Albanian and Serbian)	19 October 2018
Deadline for requesting clarifications/questions	25 October 2018
Last date on which answers are published	29 October 2018
Deadline for submission of applications	5 November 2018
Information on administrative compliance	12 November 2018
Information on evaluation	15 December 2018
Contract signature	end of December 2018

