

**Call for Proposals for Sub-Grant “CONEX Balkan: Covid-19 Nexus response for improving the socio-economic situation of marginalized people in 6 Western Balkan countries”**

**To**

**Grass root micro-projects for economical support of PWD**

**The deadline for submission of applications is:**

**30th December 2022**

1. **Background**

Project “**CONEX Balkan: Covid-19 Nexus response for improving the socio-economic situation of marginalized people in 6 Western Balkan countries”,** funded by ADA and implemented by Caritas Kosova in partnership with Caritas Austria, is implemented in the municipality of Prizren and Gjakova.

The global objective of the Conex Project is to contribute to the alleviation of the humanitarian and socio-economic consequences of the COVID-19 crisis in 6 West-Balkan countries: Albania, Kosovo, Bosna and Hercegovina and Northern Macedonia.

More specifically project aims to support elderly persons, women, PwD and other marginalised groups affected by the COVID-19 crisis, having improved their resilience against crisis and socio-economic situation.

**Eligibility criteria**

Eligibility of applicants – WHO CAN APPLY

The call is opened for the local grass-root CSOs, which are exclusively assisting/working with people with disabilities.

In order to be eligible for a grant, the applicant must:

- be a legal person, established in Kosovo

- be non-profit-making;

- be a local grass-root CSO of or working with people with disabilities

- be directly responsible for the preparation and management of the proposed action;

Only organizations registered at least one year before the announcement of this Call can apply (registered before 30th September 2021).

**Partnership**

Partnerships are not necessary, but they are allowed and welcomed.

Partner organizations must meet the same criteria as the lead applicant.

Partners participate in the creation of the project and its implementation and use financial resources under the same conditions that apply to the project applicant.

**Associates**

Organizations other than the project applicant and the partner may also be involved in the implementation of the project. They have the status of “associates”. Associates have a role in project implementation, but shall not receive funding from the project budget.

Associates do not have to meet the criteria that apply to project applicants and partners. Associates can be public institutions, local governments, representatives of the business community, etc. Information on project collaborators should be presented in the document “Associates”.

**Eligible actions**

Eligible actions are:

- Activities supporting the start up or strengthening of community based social services for people with disabilities (PWDs) which foresee direct employment of PWDs.

- Activities supporting the recovery to CSOs/Social Enterprises (assisting/working with people with disabilities caused by Covid 19 virus, through support to their development toward stronger and more resilient structures and to innovate their services and/or products, so they can better face eventual next crisis periods.

**Eligible direct costs:**

- Salary costs are eligible as far as the staff is directly related to implementation of activities;

- Provision of material, supplies and equipment;

- on the job training;

- travel and subsistence costs for staff and other persons taking part in the action;

- costs for dissemination of information and results, printing promotional-informative-educational materials, evaluation specific to the action, etc.;

- other costs which are directly connected with project realization.

Administrative costs (office rent, utilities, telephone/internet, office supplies, etc.) are allowed up to 5% of the project value and don’t need to be justified;

Administrative costs, including salary costs, should not exceed 30% of the total amount.

Applicants must be able to guarantee the sustainability of the services or social business by presenting an adequate business plan or sustainability plan covering the period for which the grant is approved as well as the period after the end of the grant.

**Ineligible actions**

The following types of activity and costs are not eligible for financial support:

- actions that fall within the general activities of competent state institutions or state administration services, including local government;

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, and congresses;

- debts and debt service charges (interest);

- provisions for losses or potential future liabilities;

**Duration**

The planned duration of action must not be lower than 2 and shall not exceed 4 months.

**Number of proposals per applicant**

An applicant may submit one proposal under this Call for Proposals.

An applicant cannot be a partner in another application.

A partner may take part in one application.

**Financial allocation**

The maximum amount available under each Call for Proposal will be € 7500.

The maximum size of the sub-grant dedicated to a single proposal will be € 2500.

Co-Financing is not necessary, but it is allowed and welcomed.

1. **Application process**

**Documents to be submitted**

1. Application form (project proposal and budget)

2. Signed statement of applicant and partner organization

3. Copy of the certificate of registration of the organization

4. Copy of the balance sheet and income statement for the last fiscal years (2022)

5. If the project provides co-financing from other sources, the request should be accompanied by a relevant documentation.

Documentation in electronic version, word or pdf format, should be sent by email: [shqipe.kurti@caritaskosova.org](mailto:shqipe.kurti@caritaskosova.org)

Incomplete project proposals, project proposals submitted in any other way not prescribed by this Call will not be considered, as well as proposals submitted on inappropriate forms.

The application forms are made in local languages therefore, the submitted documents should be too.

Each applicant will receive a confirmation e-mail three days after the submission of the application.

**Deadline for submitting project proposals**

The deadline for submitting project proposals is **December 30th,** **2022.**  Applications submitted after the deadline will not be considered. The time of receiving the e-mail will be used to confirm the time of submitting the project proposal.

1. **Selection procedure**

The evaluation of project proposals will take place in two phases. In the first phase, an administrative check of the documentation will be performed. Only projects with all the necessary documentation, listed under point 2 of this Call, will enter the second evaluation phase.

Each applicant will be informed about the evaluation results.

**The criteria for the selection:**

- Relevance of the project design

- Final beneficiaries, target groups

- Sustainability of the action

- Budget and cost-effectiveness of the Proposal

- Social aspects

- Multi-stakeholders approach

- Relevance and competencies of the Applicant

|  |  |
| --- | --- |
| **Evaluation grid for social services** | Maximum score |
| Relevance and project design   * -  Relevance of the Proposal to the objectives of the Call for proposals * -  Coherence of the project design * -  Analysis of the problems identified * -  Action feasibility and consistency in relation to the objectives * - Action feasibility and consistency in relation to expected results * -  Innovation | 30 points |
| Final beneficiaries, target groups   * -  Clearly defined and strategically selected final beneficiaries, target groups * -  Number of final beneficiaries * -  Needs of final beneficiaries, target groups clearly defined * -  Proposal has a tangible impact on the target groups | 20 points |
| Sustainability of the action   * -  Financial self-sustainability of the service * -  Expected results of the Proposal are sustainable at institutional and policy level | 15 points |
| Budget and cost-effectiveness of the Proposal   * - The budget of the Project is realistic, in line with the Proposal * -  Activities are appropriately reflected in the budget * -  Satisfying ratio between the estimated costs and the expected results | 5 points |
| Social aspects   * -  Social benefits, such as: empowering people, involving stakeholders, creating relationships * -  Integration of people with disability (PWDs) * -  Awareness activities on behalf of the people with disability (PWDs) | 15 points |
| Multi-stakeholders approach   * -  Partnership (partnerships with institutions and / or other organizations) - Number and type of stakeholders involved * -  Quality of the relationships with them * -  Capacity of creating connections, participation in networks | 10 points |
| Relevance and competencies of the Applicant  - Experience in implementing project with/assisting people with disabilities | 5 points |
| Total maximum score | 100 points |

1. **Monitoring of granted initiatives**

**Induction meeting/training for granted CSOs**

Once the proposals are granted and the contracts with the Applicant are signed, an **Introductory meeting/training** for the granted CSOs will be organized. This training is mandatory for the granted CSOs. The goal of this training is to provide CSOs better guidance on how to conduct field activities and how to achieve project goals and results set out in the project proposals.

**Monitoring**

In order to make the Sub-granting of local grassroots CSO’s efficient and qualitative, the Action will provide mentoring and supervision to each awarded organization: Local coordinator will visit the sub-granted organization in their community and provide support and accompaniment at the site of the project implementation. They will offer support and guidance for the subgrantees on implementing their projects, how to report, reach goals and results. Moreover, the monitoring will allow a detailed analysis of the sustainability elements.

**Transfer of funds and reporting modalities**

The granted proposals will be awarded after the signature of a contract with the organization.

The granted beneficiaries will provide a financial and narrative report. In the case of partner projects, the Lead applicant will be directly responsible for managing the financial resources of all partner organizations on the project.

**Visibility**

The applicants must take all necessary steps to publicize the fact that Caritas Kosova has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the Caritas Kosova must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action, as well as the results and the impact of this support.

**Timeframe**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **Lunching Call** | 12st October 2022 | n/a |
| **Deadline for requesting any clarifications from the contracting authority** | 19th October 2022 | 20:00 (Prishtina time) |
| **Deadline for submission of full applications** | 30th December 20220 | 24:00 (Prishtina time) |
| **Contract signature** | Till 12th January | n/a |

**Additional information on submitting project proposals**

In case of need additional information, you can send questions by mail to shqipe.kurti@caritaskosova.org, no later than December 19, 2022. Questions that may be relevant to other project applicants, along with answers and important notes for project applicants, will be published on the site [www.caritaskosova.org](http://www.caritaskosova.org).