

## GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS WITHIN THE PROJECT Building Together – Community Monitoring and Advocacy

Deadline for submission of Applications:

16 March 2018, 17:00 hrs (CET)



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## 1. BACKGROUND

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Call for Proposals *Building Together – Projects to support advocacy initiatives of the Local Networks for Advocacy and Monitoring in Serbia and Macedonia* is a component of the action “Building Together – Community Monitoring and Advocacy”, grant contract number 376-937, funded by the European Union as a part of the European Union’s EIDHR programme EuropeAid/150264/DH/ACT/Multi-4. The Action lasts for two years 2017–2018 and total budget amounts to 673.193,18 EUR. The Action is implemented by the Konrad Adenauer Foundation in Serbia in partnership with the ATINA – Citizens’ Association for Combating Trafficking in Human Beings and all Forms of Gender-based Violence, and the Macedonian Lawyers Association.

Migrants’ protection is a complex issue involving a wide range of aspects which need to be addressed by adopting a multidisciplinary and intersectoral approach. Dominant discourse in policy debates emphasizes migration aspects, transnational collaboration and national actions, leaving out human rights and protection aspects and the most relevant actors in protection of migrants, especially the most vulnerable ones – local communities. Therefore, the overall objective of the Action is to improve position of refugees and other migrants, especially children and women in local communities in Serbia and Macedonia, while the expected results are as follows:

- Developed and strengthened monitoring and advocacy mechanisms in targeted local communities in Serbia and Macedonia;
- Improved local policies and services for migrants (especially children and women) resulting in their sustainable integration;
- Transferred know-how through the region.

In order to achieve afore mentioned results, the Action supported the establishment of the Local Networks for Advocacy and Monitoring in Serbia (Subotica, Šid, Sremska Mitrovica, Belgrade, Nis, Vranje and Preševo) and Macedonia (Gevgelija, Kumanovo and Skopje), consisting of professionals engaged in protection of migrants from the following institutions: local self-governments, social protection institutions, law enforcement, health and education institutions, Commissariat for Refugees and Migration, civil society organizations, etc.

In the first phase of the Action, Local Networks’ capacities for implementing joint and locally owned comprehensive monitoring activities aiming at mapping existing practices in protection of refugees and



other migrants groups, and particularly, the most vulnerable groups, have been built. In addition, Local Networks were provided with the training program on public advocacy in the area of refugees' and migrants' protection, which resulted in the development of draft local plants of advocacy actions.

## 2. ABOUT THE CALL FOR PROPOSALS

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Small scale projects funded under this Call for Proposals will serve as a mechanism for supporting advocacy activities of the Local Networks for Advocacy and Monitoring in Serbia (Subotica, Šid, Sremska Mitrovica, Belgrade, Nis, Vranje and Preševo) and Macedonia (Gevgelija, Kumanovo and Skopje).

The period of implementation of the approved projects is 6 months.

### 2.1 Objectives of the Call for Proposals

**The overall objective of the Call for Proposal** is to improve position of refugees and migrants in the targeted communities through public advocacy actions

**The specific objective of the Call for Proposal** is to support CSOs from targeted communities or engaged in the targeted communities to implement advocacy actions in close cooperation with the Local Networks.

### 2.2 Priorities of the Call for Proposals

The priorities of the Call for Proposals are:

1. To implement advocacy actions in targeted communities, aiming at improving position of migrants;
2. To establish close collaboration with the respective Local Network for Monitoring and Advocacy;
3. To provide the respective Local Network for Monitoring and Advocacy with the opportunities for outreach to different constituencies – migrants, local authorities and institutions' representatives and wider public within local communities;
4. To advocate for local policy changes and/or for fostering the implementation of relevant regulations, and finally – provision of relevant services to migrants within respective local community, based on specific local circumstances.



### *2.3 Eligibility of the Applicant*

In order to be eligible to submit the application and participate in the Action, the applicant must be:

1. Legal non-profit entity;
2. Civil society organization/humanitarian organization engaged in community development and/or providing assistance to refugees and other migrants, and/or women's and children's rights (proved by the Statute and of list and summary of previous projects and activities); Registered in one of the Programme countries (Macedonia and Serbia) and focused on implementing activities in one of the targeted communities;
3. Consortium of civil society organizations registered in one and/or another Programme countries (Macedonia and Serbia);
4. Directly responsible for the preparation and management of the project with the Local Networks in targeted communities, and not acting as an intermediary;
5. Registered and active for at least one year before the submission deadline

Applicants can apply for a grant that will be implemented in their home countries (eg. applicants from Serbia can apply for grants that will be implemented only in Serbia, applicants from Macedonia, can apply for grants that will be implemented only in Macedonia).

In addition, primer applicant can apply with the consortium of organizations from one or both countries, with the intention to implement activities in one or more targeted communities (including communities in two countries).

### *2.4 Eligibility of activities*

Proposed projects may include, but are not limited to, the following activities:

- Promotion of local monitoring reports
- Workshops with migrants and students
- Joint events with migrants and local citizens
- Meetings with local and national decision makers
- Media presentations
- Social media campaigns
- Cross border campaign, etc.



## *2.5 Location of implementation of activities*

Project activities must be implemented on the territory of one of the Programme countries and targeted communities:

Serbia and Macedonia, with special focus on municipalities/communities: Macedonia: Gevgelija, Kumanovo and Skopje; Serbia: Preševo, Vranje, Niš, Beograd, Šid, Sremska Mitrovica, Subotica.

## *2.6 Programme budget*

The total budget for the Call for Proposals amounts to 50.000 EUR, for financing a total of 10 grants with the amount of 5.000 EUR each, of which 7 in Serbia and 3 in Macedonia. .

## *2.7 Eligibility of costs*

The following types of activities are eligible for financial support:

- Salary (up to 30% of monthly salaries for the staff engaged in project implementation);
- Travel costs (directly linked to the project's activities and made by persons taking part in the action;
- Other direct costs (consultancy, expert fees; web platforms maintenance, design and printing of leaflets, renting room, interpretation costs, coffee break costs, workshop materials, etc.);
- Indirect costs (telephone, office supplies, etc.)

The following types of projects are not eligible for financial support:

- Projects concerned only or mainly with individual sponsorship for participation in workshops, seminars, conferences and congresses;
- Projects concerned only or mainly with individual scholarships for studies or training courses;
- Projects concerned only or mainly with “one-off” conferences, and similar events;
- Projects concerned only or mainly with academic research and/or feasibility studies;
- Activities linked to political parties or of political/partisan nature;
- Activities that fall within the general activities of competent state institutions or state administration services, including local government;
- Loans to third parties;
- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;



- Costs declared by the Beneficiary(ies) and financed by another action or work;
- Currency exchange losses;
- Credit to third parties.

### *2.8 Number of applications and grant per applicants*

Applicant can't apply with more than one Application to this Programme and may not be awarded with more than one grant under this Call for Proposals.

## **3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

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**STEP 1: Submission of application, work plan and detailed budget**

**STEP 2: Award of grants, Contract signature and start of projects**

**STEP 3: Projects' implementation and networking**

### *3.1 Application content*

The Application must be written in English and using Annex I, Annex II and Annex III form attached to these Guidelines. Hand-written Applications will not be accepted.

Additionally, applicants should submit by email together with the Application and additional Annexes the following scanned version of original documents:

1. Certificate of registration
2. Annual financial reports for the last 1 to 3 years (depending on the year of registration)
3. Signed and stamped check list (part of the Application)<sup>1</sup>
4. Short resumes of the people involved in the project in the CV form provided as an Annex IV

### *3.2 Selection of applications*

Selection of applications will be made according to the evaluation grid under 4.1.

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<sup>1</sup> Applicants must verify that their Application form is complete using the Checklist for Application form which is part of the Annex I. Incomplete concept notes may be rejected.





## **A. STEP 1 – Submission of application, work plan and detailed budget**

Provisional narrative, work plan and budget proposals forms are presented by Annex I, Annex II, and Annex III and can be downloaded from the Programme Partners' websites. ([http://atina.org.rs/en/build\\_together](http://atina.org.rs/en/build_together), <http://mla.org.mk/building-together-community-monitoring-and-advocacy-2/>, and <http://www.kas.de/serbien/sr/events/>)

### *WHERE AND HOW TO SEND APPLICATION*

Applications containing the duly filled in three annexes should be submitted by email only to: [building.together@kas.de](mailto:building.together@kas.de)

Every Application received by email will be sent reply email acknowledging the reception of the Application.

### *DEADLINE FOR SUBMISSION OF APPLICATIONS*

The deadline for the submission of Applications is 16 March 2018, 17:00 hrs (CET)

Any Application submitted after the deadline will be rejected.

### *FURTHER INFORMATION ABOUT APPLICATIONS*

Questions about the Call for Proposal may be sent via e-mail no later than 2 March 2018 to the e-mail address: [building.together@kas.de](mailto:building.together@kas.de)

The contractor has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 5 March 2018 on the websites: [http://atina.org.rs/en/build\\_together](http://atina.org.rs/en/build_together), <http://mla.org.mk/building-together-community-monitoring-and-advocacy-2/>, and <http://www.kas.de/serbien/en/events/>.

To ensure equal treatment of applicants, Project Manager cannot give a prior opinion on the eligibility of applicants and project or specific activities.

All applicants will be contacted individually by email to be informed about results of evaluation.

## **B. STEP 2: Award of grants, Contract signature and start of projects**

After approval of the full application, grants will be awarded in March 2018. Contract signature is planned for March 2018, and the start of project implementation from 01 April 2018. Project should end in 31 September 2018. Grantee contract template is available as an Annex V to the Guidelines.





### **C. Reporting and payment arrangements**

Narrative and financial reports shall be provided to the contractor after three months (first narrative and financial report with a list of expenditures) and after six months of project implementation (second and final narrative and financial report with a list of expenditures). The reports have to be submitted to the contractor not later than three weeks after the end of the reporting period.

Forms for narrative and financial reporting will be provided to awarded organisations as an annex to the contract.

Successful projects will be pre-financed with 40% of the total budget after the contract signing. Additional 50% will be transferred to the beneficiary upon approving the first narrative and financial report and remaining 10% will be transferred after approval of the final narrative and financial report.

10 grants will be awarded under this Call for Proposals, of which 7 in Serbia and 3 in Macedonia.

### **D. STEP 3: Projects' implementation and networking**

Selected CSOs will become part of the respective Local Networks and the broader network developed within the scope of the project Building Together – Local Monitoring and Advocacy and as such, expected to participate in various project events.

## **4. EVALUATION OF APPLICATIONS**

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It is important that the Application provides information about the relevance of the project, motivation of the organization to implement local advocacy actions in close cooperation with the Local Networks, and to demonstrate organizational capacities to implement proposed activities. Applicants are advised to pay special attention to relevance of the project objectives and priorities of these Guidelines, feasibility of activities, active involvement of Local Networks in the projects implementation and a realistic budget.

The Application form will be examined and evaluated by a Selection Committee composed of representatives of KAS, ATINA and MLA (2 per organization) and the Project Manager. If the examination of the Application reveals that the proposed project does not meet the eligibility criteria as stated in these Guidelines, the Application will be rejected on this basis. If the deadline has not been met, the application will automatically be rejected. If any of the requested information from the Application Checklist is missing or is incorrect, the application may be rejected and will not be evaluated further.



The evaluation criteria are divided into headings and subheadings. Criteria under heading 1 are eliminatory. If answer to any of the criteria is “No”, the application will be rejected on this sole basis. For headings 2 and 3, each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. Two criteria under heading 3 will be scored based on the quality of documents submitted. Better quality proposals will receive higher scores.

#### 4.1 Evaluation grid

<b>1. ADMINISTRATIVE CHECK</b>	<b>Yes</b>	<b>No</b>
1.1 The submission deadline has been met		
1.2 The applicant satisfies the eligibility criteria in section 2.3		
1.3 Supporting documents were submitted in accordance with the guidelines		
If all previous answers were YES, Application is accepted		
<b>DECISION</b>		
<b>2. APPLICANT’S CAPACITY AND EXPERIENCE</b>	<b>Sub-score</b>	<b>25</b>
2.1 General experience of the Applicant and engaged staff	5	
2.2 Previous experience of the Applicant in community development, and/or migrants’ protection, and/or women’s and children human rights	5x2	
2.3 Operational and financial capacity of the Applicant	5	
2.4 Cooperation with relevant stakeholders	5	
<b>3. EVALUATION OF THE APPLICATION</b>	<b>Sub-score</b>	<b>25</b>
3.1 Relevance of the proposal to the objectives and priorities of the Call for Proposals?	5x2	
3.2 Clarity of goals and relevance of the results for the final beneficiaries and local communities?	5	
3.3 Sustainability of the project	5	
2.5 How clearly defined and strategically chosen are those involved (target groups and other stakeholders)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
<b>3. EVALUATION OF WORK PLAN AND BUDGET</b>	<b>Sub-score</b>	<b>50</b>
3.1 Are the activities well-planned (timed implementation plan activities)	30	
3.2 Is the budget in accordance with the planned activities?	20	
<b>TOTAL SCORE</b>		<b>100</b>

After the evaluation of submitted documents by the evaluation committee, two lists of applications (one per project country) will be drawn up according to their total score. Only first 7 applicants in Serbia and 3 in Macedonia from this list will be selected to receive grants and proceed to next steps of the programme.

In addition, results will be publicly available on the Programme Coordinator’s and Partners’ websites. Successful applicants will be informed of the conditions regarding the financial support. If any of the selected applicants should for any reason not enter the programme, the first following applicant from the list will be offered the replace him.



A letter for non-acceptance will be written to the applicants who couldn't be select for an award.

## 5. INDICATIVE TIMETABLE OF THE GRANT PROGRAMME

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Issuing the Call for Proposals	26 February 2018
Deadline for requesting any clarifications from the Project Manager	9 March 2018
Last date for clarifications on the website <a href="http://www.kas.de/serbien/en/events/">http://www.kas.de/serbien/en/events/</a> , <a href="http://atina.org.rs/en/build_together">http://atina.org.rs/en/build_together</a> , <a href="http://mla.org.mk/building-together-community-monitoring-and-advocacy-2/">http://mla.org.mk/building-together-community-monitoring-and-advocacy-2/</a>	13 March 2018
Deadline for submission of Applications, work plan and detailed budget	16 March 2018
Information to applicants on Application evaluation	23 March*
Contract signature	March 2018
Projects' implementation and networking	1 April to 31 September 2018

**\*Provisional date.** This indicative timetable may be updated by the Project Manager during the procedure. Information about updated timetable will be available at Programme Coordinator website.

## 6. LIST OF ANNEXES

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- Annex I: Application form
- Annex II: Work plan form (provisional form)
- Annex III: Budget proposal form (provisional form)
- Annex IV: CV format
- Annex V: Sub-grant agreement