

Guidelines for application for project grants in the thematic area of social integration of youth

The Kosovar Civil Society Foundation (KCSF), within the framework of the Luxembourg support for civil society in Kosovo (hereinafter referred to as Luxembourg support), funded by the Government of the Grand Duchy of Luxembourg, will support domestic Non-Governmental Organizations (NGOs)¹ through project grants in the field of social integration of youth. **The deadline for application is 13 March 2020.**

The overall objective of this call is to support initiatives of the civil society in Kosovo, through financial support of projects of NGOs in the social integration of youth thematic area as one of three thematic areas of the Luxembourg scheme².

Luxembourg support will award grants to applicants that present full and convincing proposals that contribute to achieving concrete results, while the role of women, gender equality and minority integration should be systematically upheld and promoted in all activities.

The outcomes of the thematic areas of the Luxembourg support are expected to contribute to the following expected results:

1. Increased participation and contribution of NGOs in the objectives of this call presented below;
2. Strengthen cooperation between civil society and local communities and public institutions;
3. Empowerment of girls and women through inclusion in community initiatives and policy-processes.

I. Social integration of youth

Kosovo's current socio-economic situation appear to present challenges for youth to be integrated fully into society. The country has many young men and women in poor conditions not engaged in social activities: almost 43% of the population is below the age of 25; the unemployment rate is at least 30% and around 55% among youth, while the labour market participation rate is less than 38%. Many studies done by various organizations on Kosovo's dire socioeconomic conditions, provide information that poverty, unemployment and poor levels of education are putting young people at risk of social exclusion. Furthermore, representatives of CSO interviewed during the inception phase share the same opinion on

¹ As per the definition of the Law on Freedom of Association in Non-Governmental Organizations.

² For more information on the scheme please visit this [link](#).

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this.³ Moreover, according to them, lack of social engagement, unemployment, and lack of quality education which embeds in youth the critical thinking faculties, necessary to distinguish between truthful / factual information and false and propagandistic information, are key to the ease of indoctrination among young people in Kosovo.

ii. Overall objective

The overall objective of this thematic area is to support social integration of youth by achieving the following outputs, through the below listed intervention priority areas:

Objective 1: Active Engagement of Youth for Active Citizenship and Social Inclusion is enhanced

Priority areas:

- 1.1 Young women and men are informed about and involved in the decision making processes*
- 1.2 Young women and men participate in volunteering initiatives which address social causes*
- 1.3 Young women and men are involved in extra-curricular activities*

Objective 2: Youth have increased opportunities to engage in the labour market

Priority areas:

- 2.1. Young women and men are equipped with key transferable skills*
- 2.2. Young women and men are provided with experiential learning opportunities*
- 2.3. Young women and men benefit from self-employment opportunities*

Organizations can apply in one of the listed outputs with the possibility of combining between the three respective intervention priority areas within one objective. In case that your project contributes indirectly to priority areas of the other objective it is not considered a problem since the project itself is dedicated to one main objective.

iii. Priority areas for intervention:

O 1: Active Engagement of Youth for Active Citizenship and Social Inclusion is enhanced.

1.1. Young women and men are informed about and involved in the decision making processes. This priority area addresses the current void of active and continuous quality involvement of youth, and will concentrate on changes that will enable better opportunities and venues for currently scarce social engagement, active citizenship, as well as successful youth-led advocacy efforts on pertinent youth issues in their communities and within society at large. The youth issues need to be contextualized and pertinent to the community in which the youth-led advocacy efforts are deployed and decisions on the issues should be initiated on by youth for youth approach relevant to the context and time of deployment. It is important however, that youth's voices are represented in decision making processes,

³ Some of the CSOs interviewed include Kosovo Center for Security Studies (KCSS), Save the Children, Community Development Fund (CDF), Youth Initiative for Human Rights (YIHR), and Peer Educators Network (PEN).

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at local level. This priority area seeks to achieve greater and more impactful participation of young women and men, youth organizations and other forms of organizations, within the decision making processes which have an effect on their social, economic, cultural life in the communities where they live. This activity result will be measured by the number of young women and men who are engaged in decision making processes, at the local and central level.

1.2. Young women and men participate in volunteering initiatives which address social causes. Activities in this priority area will aim to stir interest, motivation, and engagement of youth in demanding and producing palpable social and cultural change through voluntarism. One thing that has been shown to work well with the socio-cognitive development of adolescents and youth, as well as the development of their creativity is the freedom to engage in themes pertinent to them, be it social or cultural causes. Thus, within this action, KCSF will support interventions which aim at providing space for young people to engage in social causes or cultural activities through volunteerism. Young people will volunteer to provide their contribution in activities which aim at social change. The interventions aimed would provide volunteering opportunities, coupled with learning opportunities. Volunteering, sports, cultural and recreational activities are very valuable instruments in reaching the goal for youth integration in the social aspect. Thus, this priority area seeks to enhance volunteerism for social causes among vulnerable groups, and will be measured by the level of participation of youth in such activities.

1.3. Young women and men are involved in extra-curricular activities. In the political, economic, and social climate of Kosovo, there is a dire need for a more vibrant young generation, which is actively involved in every aspect of public life. To do so, they need to be equipped with skills that support them in their endeavours to impact their surroundings. This priority area will include extra-curricular social engagements which aim at fostering critical thinking among young people and will be measured by the participating women and men. To achieve greater results, interventions at the central and local level will be supported with particular focus on engaging young women and men who live in rural areas. School based interventions will also be supported, which will allow for younger generation to be involved in such activities.

O 2: Youth have increased opportunities to engage in the labour market.

2.1. Young women and men are equipped with key transferable skills. This activity focuses on the provision of important and needed skills and knowledge on information technology and foreign languages, relevant for all sectors and types of engagement. The sector of information technology and business outsourcing in the service industry has developed in Kosovo in the latest years. There is a high demand for well qualified staff in this sector, and while the demand for qualified labour is not met, the education system fails to provide such qualified graduates with the needed skills, and is not flexible to change. Within this sector, there are professions which are mostly needed, and within those professions, there are certain skills that need to be attained. Thus, through this intervention, it is foreseen to provide young women and men with transferable skills which can be learned through short courses or trainings, and can increase their chances of long term employment.

In addition, capacity building interventions in how to prepare for the job market (CV writing, drafting letter of motivation, preparing for an interview, etc.) and trainings on social entrepreneurship – which also fall under the category of soft skills acquisition, will be supported.

2.2. Young women and men are provided with experiential learning opportunities. Considering that professional specific skills are covered relatively abundantly through programmes implemented and financed by other donors, the interventions in this priority area will focus on experiential learning, through internships, externships, job shadowing etc., which support young people to gain experience applicable to every profession they might practice. Regardless of whether youth go through vocational or traditional high school education, this priority area will provide them with basic marketable and transferable skills and abilities to shorten the transition period from school to the job market or further specialized education.

2.3. Young women and men benefit from self-employment opportunities. This priority area will focus mainly on providing support to women and men to kick-start self-employment initiatives, in different economic sectors. Such initiatives will be supported through provision of skills and inputs, such as tools and consultancy services. The latter can inform them on markets, including online markets, marketing, etc. Additionally, this priority area will support also incubator centres which offer young women and men makerspaces and workspaces where new ideas can take form and can turn into profitable businesses.

Finally, this priority area will also support self-employment opportunities to young women and men who are working in agriculture or know certain crafts. Though there are young women and men with some level of skills, they lack access to market in order to sell their products or services, adequate resources to either maintain such businesses or make them grow. As Kosovo is constantly becoming a country of destination in the tourism map, craftsmanship need to be supported in order to maintain and promote certain values of Kosovo culture which could also be a tourist attraction.

iv. Project milestones

Proposals should specify the project milestones that should be achievable and measurable and serve to the achievement of one of the respective objective. Also, the logic of intervention and activities should be clearly interlinked with the achievement of the project milestones within the proposed deadline.

v. Targeted beneficiaries

Proposals should target young people aged 15-29 with equal gender distribution and reach at the country level, with any exception possible only based on elaborate reasoning of the necessity for the exception. Whenever possible, a similar approach will be followed also for inclusion of minorities.

Selected beneficiaries should meet at least one of the following criteria: a) are unemployed, b) come from families in dire socio-economic conditions, c) have limited education level and training, d) are inactive in the labour market, or e) have limited work experience.

vi. Ineligible interventions / activities

The following interventions will not be supported:

- Identical or similar activities in the same location as previous projects supported by this scheme (please visit the following link in order to be informed on project financed through this scheme <https://www.kcsfoundation.org/en/grants/supported-grants/luxembourg-grants/>);
- Projects that mainly contain preparatory activities or research / studies;
- Activities of the nature of service provision that are more related to technical assistance;
- One shot (e.g. One fair, one conference, one concert);
- Awareness-raising campaign with no follow-up activities;
- Activities depending on many levels of decision making, therefore pose high risk for achieving results;
- Sub-granting of third parties. Small financial support for beneficiaries is allowed only if all expenditures are executed by the implementing organization;
- Interventions that are directly affiliated with or supportive of political parties;
- Emergency assistance or charity;
- Capital Investments;
- Scholarships for education outside of Kosovo.

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 before the start of the foreseen activities;
- Study trips outside Kosovo.

vii. 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;
- are in accordance with the requirements of the applicable legislation tax;
- will occur during the implementation of the project;
- are indicated in the proposed budget;
- are identifiable and verifiable;

viii. Ineligible costs

The costs presented below are considered ineligible:

- Value Added Tax - VAT (for invoices above EUR 200);
- Customs and import duties;
- Debt or payments for losses;
- 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;

ix. Application criteria

In order to be eligible for application, applicants shall fulfil the following criteria:

- Be a non-governmental organization registered according to the applicable law in Kosovo,
- Be directly responsible for project management and not have intermediary role,
- Have annual turnover up to EUR 25,000 for the last three years and be a ‘grassroots’ civil society organization
- Demonstrate capacity for the management of proposed activities.

x. Number of applications and grants per applicant

Organizations can apply with one application.

xi. Timeframe and budget

The maximum timeframe per grant is **6 months** while the maximum budget is **EUR 10,000 (including the audit costs of the project)**. The duration of activities should be sufficiently justified while the budget should be realistic and ensure qualitative implementation of the activities.

Application process

xii. Documents for application and process

Applicants should fill out the application, plan of activities and budget in line with the respective templates. Completed applications should be submitted electronically in word format at kcsfluxaplikimi@kcsfoundation.org. Along with the aforementioned documents, the applicants should also send the NGO registration certificate and the fiscal number certificate.

List of mandatory documents:

1. NGO registration certificate.
2. Fiscal number certificate (both certificates must be submitted in scanned version)

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3. Application form
4. Budget
5. Plan of activities.

Additional documents, only in cases when:

In case of co-funding for this project, attach co-funding proof (e.g. contract, decision, letter of commitment, etc.);

If the project activities depend on cooperation with any public authority (Assembly, Ministry, Court Prosecution, Municipality, Independent agency, etc.), attach a document proving this cooperation (Memorandum of Cooperation, Support Letter, Commitment Letter, etc.).

In case cooperation with other NGOs is foreseen, certificates of registration of the proposed partners should be attached.

xiii. Application deadline

The application deadline is 13 March, 2020. Applications submitted after 23:59 of date 13 March 2020 will not be reviewed.

xiv. Evaluation

Evaluation will be done in two phases: 1) Administrative compliance (verification of formal criteria) and 2) Full evaluation.

xv. 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 proposal;
2. No. of applications submitted by the lead applicant;
3. Technical requirements indicated in the application form;
4. Mandatory documents;
5. NGO turnover in last 3 years (for each year)
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 form.

Evaluation criteria

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

xvi. Full evaluation of applications

I. Organisational capacities and relevant experience (20%)

- i. Organizational and technical capacities – personnel (note that inclusion of girls and women will be scored higher), appropriate infrastructure for implementing the proposed intervention, financial management capacity;*
- ii. Relevant experience (3 relevant projects).*

II. Elaboration of the problem and project description (60%)

Compliance of the idea with the objective and selected priority area(s) is the principal criteria for reviewing the application. This implies that only those applications that meet this condition are subject to the assessment of the quality criteria set out below.

- i. Description and elaboration of the problem;*
- ii. Proposal for addressing/solution of the problem;*
- iii. Approach and implementation plan (activities);*
- iv. Community outreach and their engagement;*
- v. Presentation of project milestones by specifying concrete and measurable results intended to be achieved through this intervention;*
- vi. Description and explanation of activities including proposed measures to provide systematic support and promotion of girl's/ women's role, gender equality and minority integration;*
- vii. Targeted beneficiaries focusing on vulnerable groups, including information on age, gender and geographical distribution;*
- viii. Identified project stakeholders and their role in project implementation;*
- ix. Possibility for repetition and/or expansion of activities;*
- x. Potential risks that may negatively impact project implementation.*

III. Budget (20%)

- i. Cost-effectiveness of the proposed budget.*

The maximum evaluation per application is 100 points. The minimum passing threshold is 70 points.

xvii. Final decision

Applications with the highest evaluation scores will be supported within the budget in disposal for this call. The Luxembourg 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, prior to contracting KCSF will engage them in coaching sessions to finalise their project proposals.

Important dates

Process	Tentative dates
Launch of the Call for Proposals	14 February 2020
Information sessions Peja South Mitrovica North Mitrovica Prizren Prishtina	Info sessions will be held from 20 February – 02 March 2020. Please visit KCSF web page in order to be informed with the final dates and location of the info sessions.
Deadline for requesting clarifications/questions	28 February
Last date on which answers are published	6 March
Deadline for submission of applications	13 March
Information on administrative compliance results	19 March
Information on evaluation by the Board	13 April
Contract signature	April, 2020
Projects implementation starts	1 May, 2020

xviii. Notification of the decision

Each applicant will be informed on the overall assessment/total scores in writing.

Unsuccessful applicants believing that they potentially 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 will inform the applicant(s) on the achieved scores per three broad categories (Organisational capacities and relevant experience, elaboration of the problem and project description and budget). In specific cases, if necessary also a meeting for clarification can be organized. The grant beneficiaries list will be posted on www.kcsfoundation.org.

xix. Contact information

For any question on preparing the documents for application you can contact us at kcsflux@kcsfoundation.org no later than 28 February 2020. All questions and answers will be published at KCSF website on 6 March 2020.

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

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