

Guidelines for grant applicants

ADC-Contract No. 8372-00/2024

PROJECT

Youth Voice for Justice and Rights

Sub Granting Authority: Terre des hommes Albania (Tdh)

Deadline for submission of full application: 4 March 2024 at 16:00

1. Preface

This is an open Call for Proposals, whereby all documents will be submitted together (Full application). In the first phase, only the administrative check will be evaluated. Thereafter, for the applicants who have passed the administrative check, the full applications will be evaluated. Eligibility will be checked based on the supporting documents requested by the Sub Granting Authority and sent together with the application to the address below:

Terre des hommes Albania

Rruga "Skënderbej", Nd. 6 H. 2, Ap. 17 & 18

Tirana, Albania

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1 INTRODUCTION

1.1 BACKGROUND

“Youth Voice for Justice and Rights” is a project funded by the Austrian Development Agency (ADA) with funds of Austrian Development Cooperation and implemented by the Terre des hommes Albania (Tdh).

The project aims to 1) empower children and youth to become agents of change by actively participating in child/youth led initiatives at community level that focus on rule of law, democracy, human rights, environment in local level 2) empower children and youth to become agents of change by actively participating in child/youth led initiatives at community level that focus on gender & diversity, gender roles and social norms; 3) build the capacities of justice professionals to provide quality services to youth offenders, victims, and witnesses during criminal proceedings

Under the first and second component of the project, to empower children and youth becoming agents of change and participation in the areas of rule of law, democracy, human rights, environment, and gender & diversity specific technical and financial support for local youth CSOs has been foreseen.

The main objective of this Call for Proposal is to support the CSOs, and youth led CSOs at the local level to be able to work with youth, their family members and other community stakeholders to foster and enabling environment for youth empowerment and participation, design best practices and create good models towards enhancing youth role as agents of change in local communities.

This sub granting guideline has been prepared to provide uniform procedures and guidance for the administration of the sub grants that will be awarded to CSOs working with youth and related communities by Tdh.

Through the Sub Granting Scheme, the project will be financing minimum 14 (fourteen) small size projects.

The budget allocated for this Call for Proposal is **EUR 98,000**.

1.2 OBJECTIVES OF THE CALL FOR PROPOSALS

The **overall objective** of this Call for Proposals is: *“To support and enable youth CSO’s in Albania to advance the implementation of youth empowerment and engagement approaches in local communities”*.

The **specific Objective** of this Call for Proposals is: *“To support and enable youth CSO’s to empower children and youth to become agents of change and actively participate in child/youth led initiatives at community level with a specific focus on rule of law, democracy, human rights, gender& diversity and environment issues in local level”*.

This is to be promoted through concrete actions with local stakeholders, including local authorities, schools, formal and informal youth organizations, and families to engage at grass-root level CSO’s in building an approach on youth empowerment aiming strengthening of their role as agent of change.

The expected results to be obtained under this call are:

- Increased technical and management capacities of CSOs under the sub-grant scheme to develop and implement youth empowerment and engagement programs and activities with a specific focus on child justice, human rights, democracy, rule of law gender & diversity and environment.
- Increased organizational and project development capacities of CSOs under the sub-grant scheme through individualized program of technical assistance.
- Project management experience will enable the CSOs to further develop human and child's rights of children/youth in contact/conflict with the law as well as further design and implement restorative programs.

Target group: children/youth with a specific focus on those who lack the access to the empowerment programs and vulnerable ones, their families and local community stakeholders involved and responsible to foster youth participation and empowerment in local decision-making processes.

Final beneficiaries: children / youth in the targeted area, their families and communities supported through local interventions part of the sub-grant scheme, will be the ultimate beneficiaries.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE SUB GRANTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is **EUR 98,000**.

Any grant requested under this Call for Proposals must fall between the maximum amount of **EUR 7,000**

The planned duration of an action may **not be lower than 3 months nor exceed 5 months**.

The actions must take place in Shkodra, Dibra, Kukes, Lezha, Elbasan, Cerrik and Fieri municipalities with a specific focus in administrative units.

2. RULES FOR THIS CALL FOR PROPOSAL

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

2.1 ELIGIBILITY OF APPLICANTS (i.e. lead applicant and co-applicant(s))

The eligibility criteria for the Applicant under this Call are:

To be eligible for a sub grant, the applicant must be a Civil Society Organization established and acting in the territory of **Albania**, with specific focus on youth work compliant with all the clauses listed below. Participation in procedures awarding sub-grants is governed by specific eligibility criteria referring to rules on **nationality**, as well as **exclusion criteria**.

(1) the applicant must be:

- a non-governmental **and** non-profit-making organization youth CSO's based and or/ has as a primary activity in Shkodra, Dibra, Kukes, Lezha, Elbasan, Cerrik and Fieri
 - be legally established in Albania, and
 - directly responsible for the preparation and management of the action, not acting as an intermediary.
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- have clear evidence of previous work in youth empowerment and participation in the areas of legal education, rule of law, democracy, human rights and gender.
- (2) Co-applicant(s)

The Lead applicant may act together with a co-applicant. Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant. If awarded the grant contract, the co-applicant (if any) will become beneficiary in the action.

Any applicant **will be excluded** from participation in procurement and grant procedures if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations.
- b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established.
- c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including any of the following:
 - ⇒ fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract.
 - ⇒ entering into agreement with other economic operators with the aim of distorting competition attempting to influence the decision-making process of the Sub Granting Authority during the procurement procedure.
 - ⇒ attempting to obtain confidential information that may confer upon its undue advantages in the procurement procedure.

If Tdh becomes aware of any situation of exclusion and this situation is confirmed, the relevant entity will be rejected from the procedure.

LIST OF DOCUMENTS REQUIRED

The project proposals sent by CSO's must be sent with the below mentioned list of documents:

1. Court registration of the applicant. *(Please, submit the first decision and any potential changes)*
 2. Statute and any potential changes to the statute, composition, direction, and governance of the organization as reflected in documents submitted.
 3. Founding Act of the organization
 4. Court extract (with the Court seal issued within the last three months)
 5. Active NIPT
 6. An original official document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period.
 7. Bank Proof with the bank account, and IBAN in the name of the organization - issued within the Call period.
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8. Organizational CV (in English) signed by its legal representative, including all the past and present projects (funding source and contacts, time frame, region of coverage and partnerships)
9. Copy of the financial statements of the organization for last fiscal year
10. The Declaration by the Applicant, Annex VI
11. The application forms published in the guidelines for this Call for Proposals have been used by the applicant.
12. The proposal is presented in typed writing and in the right format as per Annex II: Signed Application Form for the Project Proposal.

Important! Organizations that have been previously granted and implemented grants during 2023 under the prior call for proposals are regrettably ineligible to apply for this opportunity.

Important! In case the applicants do not fulfill all the requirements and fails to submit all the listed documents will be rejected.

2.2 ELIGIBLE ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE

Definition: Under this Call for Proposal an action is composed of a set of activities.

Duration: The planned duration of an action may not be lower than 3 months nor exceed 5 months.

Location: Actions must take place in Municipalities of Shkodra, Dibra, Kukes, Lezha, Elbasan, Cerrik and Fieri with a specific focus in administrative units.

Types of action: Priorities will be given to organizations demonstrating that their interventions will increase and will contribute to further development of local CSO's; will enhance cooperation between several actors within their local communities, that address groups most at risk and in particular children/youth in contact with the law, these with disability, and those we do not have access to services and dedicated empowerment programs.

Suggested types of Activities: (this is a non- exhaustive list)

- Activities that support the implementation of the 2019 Strategy for the Legal Education of the public 2019 – 2023, 2019 law “For Youth” supporting the overarching aims of law to enable children and youth activism and participation in social life, 2018 Code of Criminal Justice for Children supporting the main principles of child participation in criminal proceedings.
 - Activities that support the design, create, and implement model and programs including but not limited to research studies, action plans, situation analysis and service delivery which enhance youth empowerment and participation in the Albanian society.
 - Activities that support the building of knowledge and strengthen capacities among key stakeholders at local level of the youth empowerment and participation approaches.
 - Activities that support the development and implementation of community-based youth engagement programs towards behavior change of children/youth as agents of change.
 - Activities that support development and implementation empowering programs for youth at risk, and marginalized youth as a tool to build their capacities towards empowerment and participation.
 - Activities that support the implementation of child justice, human rights, democracy, rule of law gender & diversity and environment principles through youth work and youth engagement and empowerment.
 - Activities that will contribute to the overall national synergies on youth policies.
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The following types of action are ineligible:

The following types of operations are ineligible for this financial support:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, and congresses.
- Actions concerned only or mainly with individual scholarships for studies or training courses.
- The entity does not support any kind of organization, establishments or persons that are engaged in terrorist activity.
- Co funding of other projects
- Deficit funding and capital endowments
- Project supporting political parties or illegal activities.
- Purchase of land, buildings, or offices
- Retroactive financing for project that are already in implementation or completed.
- Projects taking place outside the targeted areas.
- Purchase of equipment (unless necessary for the successful execution of the Project and costing not more than 15% of the budget)
- Projects which consist entirely, or in most part of preparatory works

Coverage of costs

The sub grant scheme will cover 100 % of the total project budget within the required limits.

Financial support to third parties

Applicants may not delegate or transfer parts of the implementation / finances of the project to third parties to help achieving the objectives of the operation or propose to fund other third parties through the implementation of the project.

Monitoring and Evaluation:

Monitoring and evaluation of the approved projects will be implemented by Tdh.

Number of applications and grants per applicants / affiliated entities

The applicant may not submit more than one application(s) under this Call for Proposal.

The applicant may not be a co-applicant or an affiliated entity in another application at the same time.

The co-applicant may not submit more than one application(s) under this Call for Proposals.

2.3 ELIGIBILITY OF COSTS

Only “eligible costs” can be covered by a grant.

The categories of costs that are eligible and non-eligible are indicated below.

The budget presented is considered both a cost estimate and an overall ceiling for “eligible costs”.

Eligible costs are actual costs incurred by the beneficiary/ (ies) which meet the following criteria:

- They are incurred during the implementation period of the action.
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- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period.
- They are indicated in the estimated overall budget for the Action.
- They are necessary for the implementation of the Action.
- They are identifiable and verifiable, being recorded in the accounting records of the Sub-grantees and determined according to the accounting standards and the usual cost accounting practices applicable to the Sub-grantees.
- They comply with the requirements of applicable tax and social legislation.
- They are real costs, reasonable, justified and comply with the requirements of sound financial management, regarding economy and efficiency.
- Costs incurred during implementation period may be paid either during implementation period or after, but in any case, at the latest 3 months after the implementation period.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary (ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary (ies), they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, these contributions must be mentioned.

Important: The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

The amounts or rates must be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants. The amounts or rates of unit costs ensure that the costs correspond fairly to the actual costs incurred by the beneficiary, are in line with their accounting practices, no profit is made, and the costs are not already covered by other sources of funding (no double funding).

At the contracting phase, Tdh decide whether to accept the proposed amounts or rates based on the provisional budget submitted by the applicants, by analyzing factual data of grants carried out by the applicants or of similar actions.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs, and ineligible costs). The checks may give rise to requests for clarification and may lead Tdh to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Ineligible costs: The following costs are not eligible:

- debts and debt service charges
 - provisions for losses or potential future
 - liabilities; credit to third parties
 - allowed administrative costs (including staff salaries) **must not exceed 25%** of the total proposed budget concept
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- customs and import duties, or any other charges.
- purchase, rent or leasing of land and existing buildings, unless the offices must be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant)
- fines, financial penalties, and expenses of litigation; second-hand equipment
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses.
- contribution in kind
- any leasing costs.
- interest owed.
- costs declared by the beneficiary and covered by another action or work program.

3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Applications must be submitted in accordance with the instructions on the Application form in the Grant Application Form, attached as an Annex I to these Guidelines.

Proposals must be prepared in **English**. *Incomplete applications will automatically be rejected.*
Hand-written applications will not be accepted.

Applications must be submitted in **2 (two) printed** copies and all documents presented for application should be delivered also in an electronic form included in a CD/USB. The electronic file must contain the same editable application as the PDF signed, stamped version enclosed. **In case of discrepancies, signed, stamped, and scanned versions will prevail.**

The hard copy and the CD/USB electronic copy of the application should be enclosed in an envelope where the applicant should write:

- the title of the Call for Proposal - **“Youth Voice for Justice and Rights”**
- the reference number of the Call for Proposal - **8372-00/2024**
- full name of the applicant
- address of the applicant

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery to the address below:

Postal address:

Terre des hommes Albania
Rruga “Skënderbej” Nd. 6, H. 2, Ap. 17,
Tirana, Albania

Applications sent by any other means (e.g., fax or by e-mail) or delivered to other address will be rejected.

3.1 DEADLINE FOR SUBMISSION OF FULL APPLICATIONS

The deadline for the submission of the applications is **4th of March 2024** as evidenced by the date of dispatch, the postmark, or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:30 as evidenced by the signed and dated receipt.

Any application submitted after the deadline will be rejected.

Questions may be sent by e-mail **no later than 7 days** before the deadline for the submission of project proposals to the address below, clearly indicating in the Subject line: Call for Proposal **8372-00/2024-questions**.

E-mail address alb.application@tdh.org

Information session on this call will be held online on the **16th of February 2024, at 11:00** at the following link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 355 345 453 918

Passcode: LswtsM

[Download Teams](#) | [Join on the web](#)

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The Sub Granting Authority cannot give prior opinion on the eligibility of applicants, an action, or specific activities.

All-important notices to applicants during the course of the evaluation procedure will be published on the following websites: www.childhub.org and Terre des hommes Albania Facebook profile.

3.2 Indicative timetable

		DATE	PLACE	TIME
1.	Official Public Launch of the Call	5 th February 2024		N/A
2.	Information sessions	16 th February 204	Online	11:00-12:30
3.	Deadline for requesting any clarifications from the Sub Granting Authority	22 nd February 2024	alb.application@tdh.org	-
4.	Last date on which clarifications are issued by the Sub Granting Authority	23 rd February 2024	Tdh web page and social media Platforms	-
5.	Deadline for submission of applications	4th March 2024	Rruga Skënderbej, Nd. 6 H. 2, Ap. 17 & 18, Tirana, Albania	16:00
6.	Information to lead applicants on the evaluation of the full applications - Step 2	8 th March 2024	-	-
7.	Notification of award -Step 3	25 th March 2024	-	-
8.	Contract signature	29 th March 2024	-	-

4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Sub Granting Authority. All applications will be assessed according to the following steps and criteria:

STEP 1 – Opening and administrative check

STEP 2 - The technical evaluation

STEP 3 - Final evaluation, decision, and notification

STEP 4 - Complaints and response mechanism (CRM)

STEP 5 - Negotiation and contracting stage.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in section 2.1 the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS EVALUATION

During the opening and administrative check, the following will be assessed:

Whether the deadline has been met. Otherwise, the application will be automatically rejected.

Whether any of the documents required for the application is missing or is incorrect, the application will automatically be rejected on that sole basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants.

STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

Whether the full application satisfies all the criteria specified the section 2.1 and an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Important! In case the application does not provide for and fails to show relevance with the general objective of this call for proposal, it will be not further evaluated and will be automatically rejected.

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Criteria/Total scores	Explanation of the criteria	Max. Score	100
1. Proposal Relevance and coherency with respect to the project focus	1.1 How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5)	5	5
	1.2 How coherent is the project with the objectives and priorities of the call for proposal (score 1-5)	5*2	10
2. Applicants' capacity and experience	2.1 Has the applicant organization relevant work experience in implementation of similar projects? Has the applicant properly described staff experience and competences related to the project field (score 1-5)	5*2	10
	2.2 Has the applicant proper management and administrative resources for the successful management of this project; (score 1-5)	5	5
3. Quality and Project proposal design	3.1 How feasible is the overall design of the action? In particular, does it reflect the analysis of the problems involved	5*2	10
	3.2 Does the project consider the involvement and contribution of different stakeholders and clearly define each other role? (score 1-5)	5*2	10
	3.3 Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best Practices (score 1-5)	5	5
4. Proposal Impact to the betterment of the thematic area	4.1 What improvements / change could the proposal bring in the sector of focus in term of policy making at local, regional and national level (score 1-5)	5	5
	4.2 How is the project promoting improvement for community in targeting area? (score 1-5)	5*2	10
5. Community participation and awareness	5.1 Does the project promote community mobilization and participation? (score 1-5)	5*2	10
6. Visibility action and cooperation	6.1 Has the applicant presented how to ensure the project Visibility? (score 1-5)	5	5
7. Budget and cost-effectiveness of the action	7.1 Are the activities appropriately reflected in the budget? (score 1-5)	5	5
	7.2 Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)	5*2	10

5. THE RIGHT TO APPEAL (COMPLAINT PROCEDURES DURING THE ASSESSMENT OF PROPOSED ACTIONS).

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection. Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, a request of further information and/or complaint must be made in written form by email to alb.application@tdh.ch within **5 (five) days from the day when the rejection email/notification has been received** as a result of the Administrative/eligibility assessment (STEP 1) or the Final Evaluation (STEP 2). Complaints must be made directly by the applicant and not by legal representatives or his intermediary.

The Complaints Evaluation Committee (CEC) will consider the complaints. The CEC will prepare a summary report on all procedures performed.

The complaints coming from either the administrative/eligibility and/or the technical assessment will be answered within 5 (five) working days from the complaint application.

The complaining party will receive the Technical Assessment Form, but the decision of Project Evaluation Committee is irreversible.

5. CONDITIONS FOR IMPLEMENTATION AFTER THE SUB GRANTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary (ies) will be offered a contract based on the standard grant contract. By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

6. LIST OF RELEVANT DOCUMENTS AND ANNEXES

All Applicants under this Call must refer to the following documents:

- i) Call for Proposals Guidelines
 - ii) Relevant annexes for the applicants
 - Annex I: Application Form for the Project Proposal
 - Annex II: Activity Plan
 - Annex III: Simplified Logical Framework
 - Annex IV: Budget Application Form
 - Annex V: Declaration by the Applicant
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