**CALL for APPLICATIONS**

**from KOSOVO LOCAL NON-GOVERNMENTAL ORGANISATIONS**

**EVALUATION PROCESS OVERVIEW**

**GENERAL PRINCIPLES**

Applications will be evaluated through a process consisting of the following stages, described in detail below:

|  |  |  |
| --- | --- | --- |
| **A. Administrative Screening** | **B. Project Proposal Evaluation** | **C. Applicant Organisation Assessment** |

Upon submission, each application will receive a reference number, which will be used throughout the evaluation process to identify the application.

**A Administrative Screening**

The Administrative Screening will entail checking if:

* The application was prepared in accordance with section 1.2 of the *Application Preparation and Submission Instructions*.
* The application was submitted in accordance with section 2 of the *Application Preparation and Submission Instructions*.

**B Project Proposal Evaluation**

The evaluation of a project proposal will entail checking if its two components (Narrative, developed on the *Application Form*, and Budget) comply with **all** the criteria listed under the respective component here below.

**B.1 Criteria for Narrative Component Evaluation**

* It is in line with the aim of this call for applications, which is to **contribute to addressing the challenges faced by Roma, Ashkali and Egyptian girls, boys, women and men**.
* It is developed in one or more of the following thematic areas:

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender equality** | **Human Rights protection** | **Environmental protection** | **Cultural promotion** |

* At least 70% of beneficiaries are members of **Roma, Ashkali and/or Egyptian communities**.
* It is planned to be implemented in one or more locations in Kosovo[[1]](#footnote-1).
* It is clear, coherent, implementable, practical.
* Its outcomes are measurable through concrete indicators.
* Its expected impact is tangibly positive.
* It does not include any of the following[[2]](#footnote-2):

|  |  |
| --- | --- |
| Support to political parties, religious institutions or the military; | Discriminatory or anti-democratic initiatives. |

* It is not limited to the following[[3]](#footnote-3):

|  |  |
| --- | --- |
| Paying salaries/wages/stipends/commissions/fees; | Purchasing equipment or materials; |
| Conducting surveys, researches, assessments; | Organising awareness-raising initiatives. |

**B.2 Criteria for Budget Component Evaluation**

* The ratio between estimated costs and expected results/impact is satisfactory.
* None of the following ineligible costs are included:

|  |  |
| --- | --- |
| Costs directly budgeted for individuals or individual beneficiaries; | Costs for study visits, scholarships, tuition fees and/or stipends; |
| Costs for construction or infrastructure works; | Costs for projects outside of Kosovo; |
| Running costs of public institutions (including salaries); | Salaries/wages/fees of international experts; |
| Debts and debt service charges (interest); | Provisions for losses or potential future liabilities; |
| Items already financed from another donor (including salaries); | Travel costs for private use, or for trips made in business or first class; |
| Currency exchange losses; | Credits to third parties; |
| Purchases of land or buildings; | Telephone expenses for private use; |
| Extra allowances, such as sitting allowances, or equivalent in order to finance allowances for participating staff/invited speakers/participants of workshops. | |

* At least 60% is allocated to activities, and no more than 40% is allocated to staff and running costs.

**C Applicant Organisation Assessment**

Stage C will entail reviewing additional information that will be requested by DRC as a second step, in order to establish that:

* The applicant organisation and its legally authorised representative are registered with the Ministry of Public Administration / Department for Registration and Liaison of NGOs.
* The applicant organisation is registered with the Tax Administration and has no outstanding obligations towards them.
* The applicant organisation and its legally authorised representative are not listed on any of the following:

|  |  |
| --- | --- |
| US Government System for Award Management | U.S. Treasury List of Specially Designated Nationals and Blocked Persons |
| Consolidated List of Sanctions | Consolidated List of Targets website |
| Proscribed Terrorist Groups or Organizations | HM Treasury Designated Organisations and Individuals |
| List of Ineligible Firms & Individuals | StAR Corruption Cases Search Centre |
| UN Security Council - ISIL (Da'esh) & Al-Qaida Sanctions List | United Nations Security Council Sanction List |

* The applicant organisation has the capacity to implement the proposed project in line with DRC and donor requirements.
* The applicant organisation complies with additional legislation, specific to the activities they wish to implement (e.g. in the case of educational support outside of the school system, with Administrative Instruction 12/2017 on the *Establishment and Functioning of Learning Centres*).
* The applicant organisation has set up the cooperation and coordination framework with institutions and/or other stakeholders, which is necessary to the implementation of the proposed project.

1. Note that activities targeting South Mitrovicë/a are the subject of a separate call for applications and will not be considered eligible. [↑](#footnote-ref-1)
2. The presence of **any** of the items on this list will exclude the project proposal from the possibility to be funded. [↑](#footnote-ref-2)
3. Project proposals may include items on this list, but they cannot be limited to them. [↑](#footnote-ref-3)