

**Republika e Kosovës**

**Republika Kosova-Republic of Kosovo**

***Qeveria –Vlada-Government***

*Ministria e Arsimit, Shkencës, Teknologjisë dhe Inovacionit / Ministarstvo Obrazovanja,Nauke,Tehnologije i Inovacija / Ministry of Education,Science, Technology and Innovation*

Financial support for NGO projects that support and promote Roma, Ashkali and Egyptian students in learning centers

Guidelines for Applicants

Date of launching the call: **5 April 2023**

Deadline for submitting applications: ***3 May 2023 at 16:00 h.***

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## 1. Financial support for NGO projects that support and promote Roma, Ashkali and Egyptian students in learning centers

## 1.1 PROBLEMS THAT WILL BE TARGETED THROUGH THIS CALL

The education of members of Roma, Kosovo Ashkali and Kosovo Egyptian communities in Kosovo is characterized by unsatisfactory participation in compulsory education and very low participation in secondary and tertiary education. The literacy rate is a clear indication of the discrepancy between the majority and non-majority communities. Compared to about 98 per cent of the total literate population, only 64 per cent of Kosovo Roma, Ashkali and Egyptian women and about 81 per cent of men, between the ages of 15-49, can read and write. The root causes of poor attainment of education are dire socio-economic conditions, as well as prevailing gender roles, among these communities. Often children are forced to work to assist their families, while in addition to this, in the case of girls, early marriages have an adverse effect. Gender parity index for primary school education is 1.01, indicating that more girls than boys attend primary school. This index falls dramatically in secondary school. In lower secondary education the index is 0.94 and in higher secondary, the index is 0.80, indicating that fewer girls continue or complete their education.

The legal infrastructure for the education, training and support of students from the Roma, Ashkali and Egyptian communities does not satisfactorily meet the needs of this target group.

At the moment the education, training and support of this group of children is based on and not only:

* Law no.04 / L-032 on Pre-University Education in the Republic of Kosovo, Article 40.
* Administrative Instruction no. 19/2018 on the Establishment and Functioning of Learning Centers.
* UN Convention on the Rights of the Child 1989.
* The UNESCO Salamanca Statement 1994 etc.
* Curriculum Framework of Pre-University Education of the Republic of Kosovo.

At the same time, the education of students from the Roma, Ashkali and Egyptian communities is based on international principles of children's rights such as: inclusion, non-discrimination, equality, attainment of potential, protection, etc. All these principles must be respected in order for these students to feel fulfilled in relation to their potentials.

In acknowledgement of the poor educational attainment, learning centres, with the purpose of providing complementary educational services have tradionally filled the gap. Learning centres as a supplementary model of development and education, share a common goal – to keep children in school, facilitate their participation in pre-primary, primary and lower secondary education and achieve better academic results. Learning Centres have been promoted to serve primarily Kosovo Roma, Ashkali and Egyptian communities; however, over the years they extended to benefit children from other communities as well. This call targets the beneficiaries of learning centres in Kosovo.

## 1.2 CALL OBJECTIVES AND PRIORITIES FOR THE ALLOCATION OF FUNDS

The general objective for this Call for Proposals is to support Roma, Ashkali and Egyptian children and students in learning centres

The specific objective for this Call for Proposals: Improving learning outcomes and attendance in pre-primary, primary and lower secondary education, through supplementary education and support for Roma, Ashkali, Egyptian and other children and students

**Priorities for allocating the funds:**

Projects should address one or more of the following priorities:

* Increasing educational attainment and attendance for among others, Roma, Ashkali and Egyptian students
* Capacity building of learning centre staff in delivering quality lessons for the children who attend
* Raising awareness of the importance of compulsory education
* Improving cooperation between learning centres, schools and municipal education directorates

## 1.3 PROJECTED VALUE OF FINANCIAL SUPPORT FOR PROJECTS AND TOTAL CALL AMOUNT

The minimum amount of financial support that can be allocated for each individual project is €10,000 euros, while the maximum amount for a project is €100,000. Maximum amount per one learning centre covered by a project is €25,000.

Projects can be funded at the amount of 95% of total eligible project costs. Applicants and potential partners must ensure co-financing from financial sources *other than the Government of Kosovo or in kind (including volunteering).*

3. For the financing of projects according to this Public Call, the available amount of 200,000 euros is foreseen.

## 2. FORMAL CALL CONDITIONS

## 2.1. Eligible applicants: who may apply?

The applicant must meet the following requirements:

1. Be non-governmental organization registered in accordance with the Law on Freedom of Association in non-governmental organizations at least three (3) years prior to the publication of this call;
2. Have legal, financial and operational capacity for the implementation of the project;
3. Have at least two (2) years experience in managing learning centres and in implementation of projects from the priority areas of public call;
4. The learning centers for which you apply must be registered in MESTI in accordance with the Administrative Instruction of MESTI no. 19/2018 on the establishment and functioning of learning centers;
5. Have performed all tax obligations and other mandatory contributions in accordance with the legislation in force in the Republic of Kosovo;
6. Not to be in the process of bankruptcy, in the process of liquidation, in the procedures of compulsory collection or liquidation;
7. Not to have violated the prescribed conditions of use of public funds.

The following have **no** right to compete according to this call:

1. NGOs that have not spent funds from previous public financial support for the purpose for which they were provided.

2. NGOs that may have a conflict of interest;

Number of projects an NGO can apply for:

1. An applicant may submit one project proposal.

2. An applicant may NOT be at the same time a partner in another application.

## 2.2 Eligible partners in the implementation of the project / program

1. In case of partnership, the partners can participate in at most one application.

Partners must meet all eligibility criteria applicable to applicants, as set out in point specified in point 2.1 of these guidelines.

Upon application, the applicant must have reached a partnership agreement with partner NGOs. For this purpose, a partnership statement must be signed by each partner and submitted.

##

## 2.3 Eligible activities to be financed through the call

1. The planned duration of the project is from six (6) to ten (10) months, starting from September 2023.
2. Project activities should be carried out in the territory of the Republic of Kosovo.
3. Eligible project activities may include:
* Supplementary educational activities for children from, among others, Roma, Ashkali and Egyptian communities
* Educational and socio-emotional activities for the beneficiary group through sport, art and culture to increase knowledge and skills
* Capacity building activities for learning centre staff to ensure effective operation of learning centre and delivery of quality lessons
* Activities for parents to raise awareness of importance of compulsory and further education
* Activities designed to foster improved cooperation between learning centre, local authorities and schools
* Activities to support reaching minimum standards to register with MESTI

The list of project activities is non-exhaustive, but only illustrative and will be considered for funding and other appropriate activities that contribute to achieve general and specific objectives of the call, which are not mentioned in the above-mentioned list.

During the implementation of project activities, the applicant must ensure they are based on the principle of equal opportunities, gender equality and non-discrimination, as well as develop activities in accordance with needs of community and citizens

1. The following types of activities are **not** eligible for funding:
* Activities which relate exclusively or mainly to individual participation to seminars, conferences, congresses and research activities;
* Activities which relate exclusively or mainly to individual scholarships for studies or workshops;
* Activities which are not related to the educational attainment of students from the Roma, Ashkali and Egyptian communities
* Activities in which the only beneficiaries are members of the applicant NGO;

## 2.4 Eligible Expenditures to be financed through the call

Through the public funding of this public call can be financed only realistic and eligible costs for the implementation of project activities in the period of time specified in these guidelines. In evaluating the project / program, only costs related to the planned activities will be assessed, as well as real amount of these expenditure.

## 2.4.1 Eligible direct costs

Expenditures according to direct eligible costs include expenditures that are directly related to the implementation of some activities of proposed project or program, such as:

* Organizing educational activities, (in particular it should be identified the type and price of each service);
* Didactic material;
* Consumable material;
* Graphic services (prepress, printing services for leaflets, brochures, journals, etc., specifying the type and scope of service, quantity, unit price, etc.);
* Costs of wages and remuneration for project / program managers, project staff, / or external partners involved in the project (contracts, copyright and property rights, other contracts, employment contracts), specifying the name of the persons involved, their professional competencies, number of months of their involvement and their monthly gross amount of compensation;
* Communication costs (costs of telephone, Internet, etc.) these costs must be defined (specified);
* cost for procurement of equipment necessary for the implementation of the project / program, which must be determined by the type and the amount;
* travel expenses (e.g., per-diems);
* other costs directly related to the implementation of the project or the programme activities;

## 2.4.2 Eligible indirect costs

*Besides the direct eligible expenditures under this call, indirect costs will also be accepted up to 7% of the total value of the eligible direct costs. Among these expenditures are included costs that are not directly related to the implementation of the project or program, but are costs that indirectly contribute to achieving the project objectives. These costs should be specified and explained.*

## 2.4.3 Inadmissible costs

Inadmissible expenditure includes:

* capital investment or investment loans, guarantee funds;
* Costs of purchasing equipment, furniture, and small construction jobs if the value exceeds 10% of total eligible project costs;
* Interest expenses on debts;
* fines, financial penalties and cost of court proceedings;
* paying bonuses to employees;
* Costs that are already funded by public sources or expenses in the period of the project funded by other sources;
* purchase of used equipment, machinery and furniture etc.;
* Costs that are not covered by the agreement (the contract with the provider of financial support);
* charity donations;
* loans to other organizations or individuals;
* Other costs that are not directly related to the content and objectives of the project;

## 3. HOW TO APPLY?

*NGO application will be considered complete if the application contains all the application forms and mandatory annexes as required in the public call and the call documentation as follow:*

1. Project proposal form
2. Budget proposal form
3. Partnership declaration form (if applied in partnership)
4. Copy of the NGO registration certificate;
5. Copy of NGO fiscal number certificate;
6. Declaration that indicates abscence of double funding;
7. Statement form on implementation of other projects funded by public sources
8. Statement of submitting annual financial statements;
9. Certificate from the Tax Administration of Kosovo regarding the public debt situation of the applicant and partners certifying that the organization has no debt and in case there is public debt, must be paid before signing the contract. The certificate must be issued within the period from the date of opening the public call (this document will be required before the publication of the final results, and after the publication of the preliminary results).

## 3.1 The application project proposal

Filling in the project proposal form is part of the mandatory documentation. It contains information about applicant and partners as well as data on the content of the project / program for which funding is required from public sources.

If the submitted form data are missing in terms of the project content, the application will not be taken into consideration.

It is necessary to complete the forms on computer. If the form is completed by hand, it will not be taken into consideration.

If the form contains faulty description as above-mentioned, the application will be deemed invalid.

## 3.2 Content of Budget form

Budget proposal form is part of the mandatory documentation. The budget proposal submitted must include information for all direct and indirect expenditures of the project / program proposed for funding.

If the budget form is not fully completed, or not submitted in the relevant application form, it will not be taken into consideration.

The form is necessary to be filled on computer. If the form is completed by hand, it will not be taken into consideration.

## 3.3 Where to submit the application?

Mandatory forms and the required documentation must be submitted in physical form, printed (one original) and in electronic form (in CD). Mandatory forms must be signed by authorized representative and be stamped with official seal of the organization. The documentation in electronic form (in CD) must have the same content, to be identical to the printed version. Printed documents and electronic CD should be placed in a sealed envelope.

Original application must be delivered in person (and submitted to the relevant office). On the outside of the envelope, write the name of the public call, together with the full name and address of the applicant and the note “*Not to be opened before the meeting of the Evaluation Committee "*

Applications must be sent to the following address:

|  |
| --- |
| *Ministry of Science, Education, Technology and Innovation**Rruga Agim Ramadani, Ground floor, Office no. 4*"Not to be opened before the meeting of the Evaluation Committee" |

## 3.4 Deadline for submitting applications

Deadline for submission of applications is **3 May 2023 at 16:00 h***.* If the application is submitted in person to the Office, the applicant will be issued a receipt that the application is received within the announcement period.

All applications received after the deadline will not be taken into consideration.

## Who to contact if you have any questions?

All questions about the call can only be made electronically, by sending a request to the following address*:* **Nazan.Safqi@rks-gov.net***,* no later than April 19, 2023.
The answers to specific requests will be sent directly to the address of the questions raised, and most frequent answer will be published on the following website: <https://masht.rks-gov.net/>, and no later than April 28, 2023.

To ensure equal treatment to all potential applicants, a provider of public financial support cannot give a prior opinion on the eligibility of applicants, partners, actions or expenditures mentioned in the request.

## EVALUATION AND ALLOCATION OF FUNDS

## 4.1 Applications received will pass through the following procedure:

4.1.1 Financial support provider will establish an evaluation committee consisting of 5 official members from the institution and other external experts, whose duty is to assess whether applications meet the formal requirements of the public call.

After checking all the applications received, the Committee will prepare a list of all applicants who meet the requirements to assess the content of their projects, and a list of applicants that do not meet the competitiveness specified requirements.

The provider of financial support will notify all applicants who do not meet the requirements and the reasons for rejecting their application.

4.1.2 In the second phase, the Evaluation Committee comprised of five (5) members will evaluate the contents of the applications. Each application received will be evaluated based on the evaluation form.

Applications will be evaluated based on:

* The experience of the applying organisation(s) and its staff including in particular relevant experience in the priority area of this call (30 per cent);
* The extent to which the proposed project addresses the objective of the call. Proposal should demonstrate a well-integrated gender perspective in all stages of its implementation (30 per cent);
* The extent to which the proposed project matches with the requirements of the call (20 per cent);
* The overall relevance, quality, clarity, and financial feasibility of the proposal and the estimated budget (20 per cent)

Provisional list of beneficiary projects / programs selected for funding - Based on the evaluation of the applications which have met the conditions set out in the call, the Committee will draft a provisional list of projects / programs selected, according to the points they got in the evaluation process. The total cost amount of the projects listed in the provisional list will not exceed the total amount of funding provided through the public call.

Besides the provisional list, based on the points that have been given during the evaluation, the Committee will draft a reserve list of projects / programs.

## 4.2 Additional Documentation and Contracting

To avoid unnecessary additional costs when applying for the competition, a provider of financial source will require additional documentation only from those applicants who, according to the evaluation of applications, have been included in the provisional list of projects / programs selected for funding.

Prior to signing the final contract, and based on the evaluation of the Committee, the provider may request a review of the final budget form for the estimated costs corresponding to actual expenses related to the proposed activities.

Additional documentation that will be required: Certificate from the tax administration that all tax obligations have been performed.

The evaluation commission will check the additional documentation.

If the applicant does not submit the required additional documentation within the specified time of 10 days, the application will be rejected.

Once the supporting documents are being checked and if decision indicate that some applicants did not meet the required conditions according to the public call, those applications will not be taken into consideration for contract endorsement.

In such cases, the projects from the reserve list will be activated if, after checking the supporting documents and after it is ascertained by the institution that there are sufficient funds to contract other projects.

After checking the submitted documentation, the Commission will propose the final list of projects / programs selected for funding.

Notification of applicants - All applicants whose applications have entered the evaluation process will be informed about the decision to allocate projects / programs within the call.

## INDICATIVE TIMETABLE OF CONDUCTING THE CALL

The procedural stages of the call (enter dates)

1. Deadline for applications: 28 April 2023
2. Deadline for sending questions about the call: 14 April 2023
3. Deadline for sending the answers to the questions related to the call: 24 April 2023
4. Deadline for verifying compliance with procedural criteria and notification of the parties: 10 May 2023
5. Deadline for substantial evaluation of applications: 17 May 2023
6. Deadline for the request for submitting additional documents: 22 May 2023
7. Deadline for submitting the requested documentation: 29 May 2023
8. Deadline for publication of the decision on the allocation of public funds and notifying applicants: 13 June 2023
9. Deadline for contracting: 14 July 2023

The funder has the right to update the indicative calendar. You should know that any amendment in the indicative calendar will be published on the following website: [www.masht.rks-gov.net](http://www.masht.rks-gov.net)

## LIST OF DOCUMENTS OF THE PUBLIC CALL

FORMS

1. *Form on application for a project/programme (F9)*
2. *Form on budget proposal (F10)*
3. *Form on statement for absence of double funding (F11)*
4. *Form on partnership statement (F12)*
5. *Form on statement of the projects financed from public sources (F13)*
6. *Form on evaluation of application (F15)*
7. *Form on contracting (F16)*