

Joint UN Regional Programme
Fostering dialogue and social cohesion, in and between, Bosnia and Herzegovina (BiH), Montenegro and the Republic of Serbia
(Dialogue for the Future)

Call for Proposals

Guidelines for Applicants

The following Guidelines provide clear and concise guidance to all interested applicants (hereinafter applicants) from Bosnia and Herzegovina, Montenegro and the Republic of Serbia in the application process. The Call is open for public institutions (primary and secondary schools, faculties, cultural institutions, research institutes, tourism and development organisations and others, in accordance with the legislation), local governments (municipalities/cities) and civil society organisations (CSOs).¹

The total amount of the grant fund under this Call is USD 600,000.

1. Joint Regional Programme *Dialogue for the Future* – Background information

Joint Regional Programme Dialogue for the Future (DFF)² seeks to enhance trust between different social groups and peoples, in and between, Bosnia and Herzegovina (BiH), Montenegro and the Republic of Serbia, through structured opportunities for dialogue, action and policy recommendation in the field of social cohesion. This Programme is implemented by UNDP, UNICEF and UNESCO in BiH since 2014, at the initiative of the Presidency of Bosnia and Herzegovina, and with financial support of the UN Peacebuilding Fund. Based on the decision of the 2015 Budva Summit within the Brdo-Brijuni process, the program encompasses Montenegro and the Republic of Serbia. The Regional *Dialogue for the Future* program was launched in January 2019.

The regional program includes:

- Support for dialogue and collaborative action around jointly identified priorities;
- Empowering adolescents and youth for constructive engagement and leadership;
- Nurturing inter-cultural dialogue;
- Strengthening objective media reporting and positive storytelling;
- Empowering young girls and women for greater social activism.

In all three participating countries, the Programme will work with adolescents and youth, women, teachers, and the media to contribute to building their capacity for media and information literacy, inter-cultural dialogue, objective and positive reporting, advocacy for relevant public policy improvements and constructive leadership skills.

¹Civil society organisations (CSOs) include foundations and non-profit organisations, registered at any level of government in Bosnia and Herzegovina, Montenegro and the Republic of Serbia.

²https://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/democratic-governance-and-peacebuilding/DFFRregional.html



2. Public Call – Priority Areas

From June to late November 2019, 12 dialogue platforms were organised in all three countries as a part of the Joint Regional Programme, gathering over 1,200 adolescents, young people, civil society representatives, youth and women's organisations, public institutions, media outlets, teachers and the private sector. Platforms have provided for the identification of challenges in the field of social cohesion and recommended joint activities to address the identified challenges/priorities. Building on the concept of social cohesion developed by the Bertelsmann Foundation, social cohesion consists of three dimensions with the following sub-components: social relations (strong social networks between people, trust in people, acceptance of diversity); connectedness (identification with the country, trust in institutions, perception of fairness); common good (solidarity and willingness to provide assistance, respect for social norms, and citizen participation in social and political life). At the Regional Dialogue Platform held in Sarajevo, on 2 to 3 December 2019, participants from all three countries have identified the following priority areas and made recommendations for possible action in each area. In formulating project proposals, recommendations for action according to the identified thematic areas can serve as an example, but not necessarily the only possible course of action.

In that regard, **priority themes of this Call** are as follows:

Youth capacity building

That may include developing skills such as critical thinking, non-violent conflict resolution, emotional intelligence, empathy, tolerance, self-confidence, battling stereotypes; promoting positive role models and values; development of youth services, supporting youth for personal and professional development, contributing to greater employability.

Improving media and information literacy, and media reporting

That may include programmes for acquiring media and information literacy skills, strengthening media for objective and ethical reporting, increasing promotion of positive values and examples contributing to social cohesion; promotion of solidarity, empathy, respect for diversity, common good

Improving dialogue and action for common good

That may include promoting the dialogue of all stakeholders in society on important social topics and addressing common challenges, including inter-generational dialogue, advocating needs of marginalized groups, improvement of two-way communication between citizens and decision-makers, empowering citizens, and especially young people, to participate constructively in dialogue and decision-making, awareness raising on the importance of activism, information dissemination on opportunities for participation and activism, volunteering and cooperation of different age and social groups in socially beneficial activities, raising citizens' awareness of the process of public policy making, decision-making, competences, rights and obligations of the administration, and the rights and obligations of citizens

Strengthening education system to achieve social cohesion

That may include programs for acquiring values, attitudes and skills needed for social cohesion, especially through civic education, media literacy, socio-emotional skills such as empathy, collaboration, tolerance, communication, intercultural understanding, acceptance of all forms of diversity in society, and other life skills such as are critical thinking, leadership, digital competencies, entrepreneurship, gender equality, etc; capacity building of teachers and support and promotion of positive examples; improving the quality of education and alignment with the requirements and trends of the 21st century, both in terms of educational content and outcomes, and in terms of working methods

Improving gender equality

That may include programs concerning representation of women in decision-making positions, fighting gender-based stereotypes and discrimination.

Promoting cultural diversity and inter-cultural understanding

That may include programs of youth connectivity and exchange, work on joint creation of cultural and artistic content, promoting social cohesion.

Environmental protection

That may include raising awareness and knowledge in all sectors of sustainable development, environmental protection, natural resources and climate change; teaching about sustainable development through formal and non-formal education; promoting positive initiatives and behaviour models and raising awareness on the consequences of irresponsible behaviour.

3. Fundamental criteria:

Eliminatory criteria:

Partnership: All submitted project proposals must be of cross-border nature, that is, involve the lead applicant and at least one partner organisation/institution from BiH (for applicants from Montenegro and the Republic of Serbia) or at least one partner organisation from Montenegro or Serbia for applicants from Bosnia and Herzegovina.³

Themes of the Call: Project proposals must respond to the themes of this Call

Some of the fundamental principles are:

Inclusiveness: urban and rural communities; vulnerable groups, different ethnic and social groups

Sustainability: Preference in ranking to be given to applicants presenting a clear sustainability plans for project deliverables.

Gender balance: All projects must ensure gender balance for project staff and especially project target groups (beneficiaries).

All eliminatory and evaluation criteria may be seen in the Evaluation Table, available on pages 7 and 8.

1. Budget

A. Amount of funding per grant

The value of the funds earmarked for civil society organisations, public institutions and local governments is as follows:

Financial threshold I – from USD 30,000 to 40,000

With 15% co-financing of the total amount of the grant (financial or in-kind contribution or a combination of the two).

Financial threshold II – from USD 20,000 to 30,000

With 10% co-financing of the total amount of the grant (financial or in-kind contribution or a combination of the two).

³ To be understood as follows:

For applicants from BiH, a partner organisation/institution from Montenegro or Serbia or from both countries.

For applicants from Montenegro, a partner organisation/institution from Bosnia and Herzegovina, or from both neighbouring countries (Serbia, BiH).

For applicants from Serbia, a partner organisation/institution from Bosnia and Herzegovina, or from both neighbouring countries (Montenegro, BiH).



Financial threshold III – from USD 10,000 to 20,000

No co-financing required.

Administrative costs: A grant awarded under this Call may be used to finance staff and overhead costs⁴ in the amount of maximum 20% of the requested amount. The remaining 80% of the funding must be earmarked for the project's thematic activities.

In budget preparation, the Lead Applicant should clearly outline which part of the funds will be implemented by partner organisation(s).

B. Co-financing

Co-financing provided by the Lead Applicant may also be in-kind yet monetized contribution.

What is in-kind contribution? In the context of this project, in-kind contribution can be weighed in monetary terms according to the rules defined in the Guidelines and counted towards budget as the Lead Applicant's contribution. In-kind contribution may consist of either the direct provision of tangible assets to infrastructure or costs incurred directly by CSOs, institutions, partners and/or other Applicant's contributors or donors, contributing to the project infrastructure and meeting the project objectives. This includes goods, services and the use of premises, professional services in the form of time that the employee had spent on implementation of activities, the provision of or access to equipment and materials deemed necessary for carrying out activities and achieving project objectives.

Lead Applicants may co-finance projects from their own sources or provide part of the funding from other donors or partners. The amount and type of co-financing (financial or in-kind) should be clearly indicated in the Project Budget document (Form 2).

Note: The UN reserves the right not to disburse all available funding for the submitted project proposal and to propose budget changes to maximize budget utilization and overall efficiency.

2. Who can apply?

LEAD APPLICANT (APPLICANT)

Participation in this Public Call is open on equal grounds to

- public institutions, primary and secondary schools, faculties, cultural institutions, research institutes, tourism and development organisations of local governments (municipalities/cities),
- civil society organisations - CSOs (foundations and non-profit organisations, registered in Bosnia and Herzegovina, Montenegro and the Republic of Serbia).

Projects are submitted in the official languages of Bosnia and Herzegovina, Montenegro and the Republic of Serbia.

⁴Overhead costs include office costs (phone, utilities), office rent, salaries of managerial staff, travel expenses of managerial staff, banking transactions costs, accountant expenses.

PARTNERS

Project partner may include another institution or civil society organisation from one or the other two countries in the project.⁵ Partner organisation/institution implements part of the project activities in the country in which it operates, and therefore implements part of the project's funding.

Partnerships can be of different types; that is, between different CSOs, and between CSOs and public institutions. The Lead Applicant must be clearly defined. The Lead Applicant must sign a contract or partnership agreement⁶ with partner institutions/organisations. Project proposal must clearly state the responsibility of the applicant and that of the partner in the implementation of project activities, and the project budget must clearly state the amount of funds to be implemented by the partner organisation.

ASSOCIATES

Associates are those organisations and institutions contributing to the implementation of project activities, but which are not subject to the transfer of a part of the project funds for the implementation of project activities disbursed through this Public Call, that is, are not responsible for the implementation of project activities. In case associates' engagement is necessary, their role should be clearly explained in the project proposal.

3. Project duration and implementation period

Project duration may be between four (4) to seven (7) months from the date of signing the contract.

Project must be completed in the period from 1 April to 1 November 2020.

An application for a contract extension may be considered in exceptional circumstances.

4. Non-eligible activities under Project Proposal

- Settling debts and losses or debts contingencies;
- Settling interest debt;
- Individual sponsorship for participation in workshops, seminars, conferences, congresses;
- Individual tuition fees for studies or training courses;
- Series of conferences (unless required for successful project implementation);
- Procurement of equipment (unless required for successful project implementation; in this case planning of such activities will be granted up to a maximum of 10% of the total project budget)
- Projects for the sole benefit of individuals;
- Projects supporting political parties;
- Financing regular activities⁷ of the Applicant or its partners;
- Physical reconstruction/infrastructure projects (unless required for successful project implementation; in this case planning of such activities will be granted up to a maximum of 10% of the total project budget)

⁵ Cf footnote 4.

⁶ Agreement must contain information on all partners involved in project implementation, as well as a clear description of the nature of the partnership, obligations of partner organisations and the relation between the two organisations. The Applicant's partners take part in project design and implementation in that they can carry out certain project activities. In this case, partner organisation or institution may also be the beneficiary of project funding, in accordance with the Partnership Agreement. In this case the Lead Applicant is responsible for the transfer of a part of funds to partner(s). Also, the Lead Applicant is accountable to the donor for the total amount of funds and the implementation of all activities, including those activities and resources implemented by project partner(s). In the implementation of the activities, all project implementation rules apply to the lead and partner organisation alike.

⁷ Regular activities are those activities that the applicant carries out continuously, every year (e.g. regular services provided by day care centres to their beneficiaries, regular festivals or competitions, and alike). If the applicant proposes activities to extend the geographical scope of work to meet the needs of more beneficiaries or propose new activities for existing users, in that case they are not considered regular activities and may be thus taken into consideration.

- In addition, projects funded under this Call cannot be used to pay for the engagement of public officials⁸ in this project.

5. Project documentation

Project documentation must contain the following:

Form 1	Project proposal (Word)
Form 2	Budget and Cost Plan (Excel)
Form 3	Project Logframe (Word)
Form 4	Activity and Visibility Plan (Word)
Form 5	Administrative Identification Form (Word)
Form 6	Financial Identification Form (bank account in national currency and USD, Word)
Form 7	Declaration of Eligibility for Applicant and Partner (filled out and signed, PDF)
Form 8	Declaration of Partnership (signed and scanned, PDF)

In addition to project documentation, the Applicant also provides administrative documentation, which must include:

Form1	Copy of valid organisation registration (for the Applicant and partners ⁹)
Form2	Copy of the statute or other document about the mandate of the organisation (for the Applicant and partners/)
Form3	Copy of the 2018 annual financial statement (balance sheet and income statement) certified by a chartered accountant, or budget execution report, unless the organisation was established in the current year (for the Applicant and partner(s)).
Form4	Copy of the organisation's 2018 annual programme report ¹⁰ , unless the organisation was established in the current year (for the Applicant and partner(s)).

During or after evaluation of project proposals, the Applicant may be asked to provide original documents for review.

6. Where to find and how to submit project application material (application)?

Documentation for this Call for Proposals is available for download from the following websites:

Bosnia and Herzegovina: <https://bosniaherzegovina.un.org/en>

Montenegro: <http://un.org.me/>

Republic of Serbia: <https://serbia.un.org/>

Documentation will also be made available on the websites of the participating United Nations agencies (UNDP, UNESCO and UNICEF).

⁸ Under this Public Call, a public official is any nominated, appointed or delegated person in a public administration body, judicial authority, local government body, public institution, public company, a state fund and another legal entity pursuing activities of public interest.

⁹ Copies need not to be certified; The UN reserves the right to request the original documentation.

¹⁰ Annual programme report is a narrative of activities, projects and initiatives and their outputs in the previous year.

Application with the required documentation must be submitted **in electronic version** no later than **9 February 2020** by **17:00 hours** at the following email addresses:

Applicants from Bosnia and Herzegovina: dijalogzabuducnost.bih@one.un.org

Applicants from Montenegro: dijalogzabuducnost.me@one.un.org

Applicants from the Republic of Serbia: dijalogzabuducnost.rs@one.un.org

Applications received after the deadline will not be considered. Applications exceeding 35 MB can be submitted by using WeTransfer, Google Drive or Dropbox. Applicants will receive a response on receipt of their application.

7. Number of project proposals and grants per applicant

The Lead Applicant may submit more than one project application; however, only one project of the Applicant can be approved. Any project application must contain all documents.

An organization that is the Lead Applicant on one project may be a partner in another project.

8. Evaluation and selection of project proposal

Evaluation of project proposals received will involve

1. Administrative check
2. Evaluation of project proposal, including budget

EVALUATION COMMITTEE WILL NOT CONSIDER PROJECT PROPOSALS IF:

1. Project applications do not include activities and partners in at least two of the three countries, including BiH;
2. Submitted project does not respond to the topics of the Public Call;
3. Project duration is not in line with the timeframe of four (4) to seven (7) months defined in the Public Call;
4. Total value of the project proposal is not in line with the amounts specified in the Public Call;
5. The application was not submitted within the deadline;
6. The organiser of the Call was provided with false information;
7. If the applicant attempts to obtain confidential information, influence the Evaluation Committee or the organisers of the Call during the evaluation process under the Call for Proposals.

1. Administrative Check

Administrative check will be performed in accordance with the table below.

Administrative Check Table

COMPLIANCE WITH ADMINISTRATIVE CRITERIA		
Compliance with administrative criteria:	YES	NO
Filled out project proposal form provided in requested format (Form1)		
Filled out Project Budget Form provided (Form2)		
Filled out Project Logframe provided in requested format (Form3)		
Filled out Activity and Visibility Plan provided in requested format (Form4)		

Filled out Administrative Identification Form provided in requested format (Form5)		
Filled out Financial Identification Form provided in requested format (Form6)		
Declaration of Eligibility provided (Form7)		
Declaration of Partnership provided (Form 8)		
Submitted copy of valid registration for the Lead Applicant and partners (Annex 1)		
Submitted copy of the statute or other mandate document of the Lead Applicant and partners (Annex 2)		
Submitted copy of the organisation's 2018 annual programme report (unless the organisation was established in the current year) (Annex 3)		
Submitted copy of the balance sheet and income statement for 2018 or budget execution report for 2018 (this document is not required for submission for applicants registered in 2019) (Annex 4)		

Project quality assessment, including the proposed budget, will be done in accordance with the criteria set out in the evaluation tables.

Scoring system:

Evaluation criteria are divided into sections and sub-sections. ***Every section must be scored between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = average; 4 = good; 5 = very good.*** Each Evaluation Committee member signs their own individual evaluation table, and all members jointly sign a summary evaluation table for each project proposal. The ranking of project proposals is made in such a way that the first-ranked project proposal is the one with the highest total score, followed by the project that comes in next with its total score and all the way to the lowest total score.

Scoring table

Criterion	Maximum score	Points
1. Financial and operational capacity¹¹	20	
1.1 Does the applicant and partner have sufficient experience and capacity for project management ?	5	
1.2 Have the applicant and partner already gained experience in implementing similar projects (together or separately)?	5	
1.3 Have the applicant and partner already implemented projects of similar financial value?	5	
1.4 Does the applicant and partners have sufficient professional capacity? (specific knowledge in the relevant field including qualified staff)	5	
2. Relevance¹²	30	
2.1. To what extent does the project respond to one of the priority topics defined in the Public Call?	15	
2.2. To what extent are the final beneficiaries and target groups clearly defined and strategically selected, including the principle of diversity of social and ethnic groups, representation of urban and rural communities, and gender equality in terms of project staff	10	

¹¹ Note on Section 1. Financial and operational capacity of the Applicant If the total sum in Section 1 is less than 10 points, the project will be excluded from further evaluation process, as it is estimated that CSO lacks minimum capacity for quality implementation of the proposed project.

¹² Note on Section 2. Relevance. If the total sum in Section 2 is less than 18 points, the project will be excluded from further evaluation process, as this assessment implies that, although the Applicant meets the financial and operational capacities, the project idea itself is not relevant or in line with the defined priorities of the Public Call, and lacks sufficient impact on the needs of the target community or group.

and project beneficiaries, including groups with poorer access to rights, services and opportunities?		
2.3 Are the needs of the target group and end beneficiaries clearly explained as is the approach taken by the project to respond to identified needs?	5	
3. Methodology	20	
3.1 Do the proposed activities logically and practically match the objectives and expected results?	10	
3.2 Does the project contain objectively measurable performance indicators and a clear plan for monitoring the achievement of the set goals?	10	
4. Sustainability	15	
4.1 Will the project activities have a concrete and long-term impact on target groups?	6	
4.2 Does the project have the potential to be replicated or scaled-up? (<i>including a possibility of its application to other target groups or implementation at different locations and/or scale-up impacts of activities and exchange of information on the experience gained through project implementation</i>)	5	
4.3 Are the expected results of the proposed activities (institutionally) sustainable ? (Does the applicant have a way of sustaining the project's achievements even after the completion / including through additional resource mobilization / have an impact on the target group even after the project's completion?)	4	
5. Budget and Cost-Effectiveness	15	
5.1 Is the ratio between estimated costs and expected results satisfactory?	3	
5.2 Are the proposed costs necessary to implement the project?	7	
5.3 Budget - Is the budget clear and does it include the narrative description? - Have the principles been met whereby administrative and staff costs do not exceed 20% of total costs, while equipment and infrastructure costs do not exceed 10% each?	5	
Maximum total score	100	

Notice of decision

All applicants will be notified in writing of the decision regarding their project proposal within 45 days of the closing date of the Public Call. The results will be published on the Joint Programme websites:

Bosnia and Herzegovina: <https://bosniaherzegovina.un.org/en>

Montenegro: <http://un.org.me/>

Republic of Serbia: <https://serbia.un.org/>

Steps following the decision on grant award

Following the decision on grant award to a civil society organisation, public institution or local government, the Lead Applicant will be asked to translate his project proposal into English before signing the project implementation contract. This cost can be foreseen in the project budget.

Prior to contract signing, and if necessary, the Evaluation Committee may request the Applicant to make certain changes to the project proposal, including budget adjustments to comply with the UN rules and procedures, realistic cost estimates and availability of funds.



Concluding the Agreement on the use of funds/project implementation

Applicants whose project proposals are approved for funding will be offered to sign the Grant Agreement.

Applicant organisations selected for funding are to sign the Grant Agreement with one of the three UN agencies – UNDP, UNESCO or UNICEF, in the country of registration of the Lead Applicant. Lead Applicant is responsible to transfer the relevant budget share to the partner(s).

Approved funds are disbursed in three instalments. The amount and schedule of instalments by budget category is an integral part of the Agreement. The first instalment is paid after the Agreement has been signed. The second instalment is paid after the successful spending of the first instalment and the implementation of activities related to the first instalment, submission of the narrative and financial report and successful evaluation from the monitoring visit. The last, third instalment, is paid after the completion of project activities, submission of the final narrative and financial report and the successful evaluation of the last monitoring visit.

Reporting on implementation of project activities and financing of justified costs

The Lead Applicant (Grant Beneficiary) is responsible to implement the project for which he has been granted the funds in full and in accordance with the established budget.

Authorised person of the Grant Beneficiary determined under the Contract will be required to submit Project Progress Reports and Final Report on Project Implementation, with evidence enclosed on procurement of tangible and intangible assets and services incurred during the reporting period, as well as other evidence on the funds spent (invoices, contracts, bank account and transaction statements).

Disbursement of funds, transfer schedule, the mode of transfer, as well as other mutual rights and obligations, will be more closely regulated by the Agreement between the UN agency and beneficiaries of funds.

Monitoring project implementation

In order to ensure that funds are indeed used as earmarked, control of its use will be carried out in visits to the beneficiary and his business premises and reviewing the documentation based on which the funds were realized, and by attending the thematic activities foreseen by the project, be the activities of the Lead Applicant or its partners.

The beneficiary who is found to have misused the funds will not be paid the approved funds.

9. Interested to know more about the Public Call?

For further information and clarification, potential applicants may send questions concerning the Call for Proposals to the following email addresses: in Bosnia and Herzegovina: dijalogzabuducnost.bih@one.un.org; in Montenegro: dijalogzabuducnost.me@one.un.org; in Republic of Serbia: dijalogzabuducnost.rs@one.un.org with a reference for *Public Call: Regional Programme Dialogue for the Future* Questions can be sent by 3 February 2020, and answers to all queries will be sent in writing within 3 days of receiving the query.

Info sessions on the Call for Proposals with potential applicants will be held at various locations throughout Bosnia and Herzegovina, Montenegro and the Republic of Serbia during the Call for Proposals. Do follow notifications on the UN website for detailed information on time and venue of info sessions. A list of FAQ answers will be updated regularly and available on the project websites as above.

dialogue
for the future

