



RFA No. 002 – Community Collaboration Activity – 2021

Promoting the accountability of local governance and building greater community-level social cohesion in Kosovo municipalities

Issue date: February 10th, 2021
Information session: February 16th, 2021 (in Albanian)
February 18th, 2021 (in Serbian)
Closing date: **March 11th, 2021**
Closing time: 17:00 hrs

Subject: Request for Applications (RFA) No. 002 – Community Collaboration Activity – 2021

Title: Promoting the accountability of local governance and building greater community-level social cohesion in Kosovo municipalities

Reference: Issued under Community Collaboration Activity, USAID Purchase Order Number 72016720P00008



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BACKGROUND

Public participation levels in Kosovo are low, particularly among women and young people, and most citizens still lack the sense of civic duty to participate in public matters that affect them and the communities around them. A major challenge with Kosovo's multi-ethnic population is to get different communities to work together when most of the problems they face cut across ethnic backgrounds and affect all alike. On the other hand, Kosovo's public institutions provide low levels of accountability, resulting in low public approval rates. Municipalities as the frontline of public services are often not as efficient in public service delivery especially in services that are directly related to the quality of life of citizens. To a large extent, they do not make any effort beyond fulfilling the minimum legal requirements, to give citizens the opportunity and motivation to participate in aspects of policy design that affects the quality of their lives. Additionally, municipal governments are generally perceived to be inefficient and slow to address the needs of their constituents.

By supporting initiatives that are based on locally identified needs and proposed solutions, and that proactively tackle specific challenges with inclusive decision-making, CCA anticipates to improve the quality of governance of Kosovo municipalities and build community activism. Specifically, through innovative approaches, local entities will be supported financially and technically to increase the involvement of citizens, with a special focus on women, youth and non-majority communities, with their local governments' policy making processes; build community cooperation around common issues; improve the cooperation between municipalities and their constituents; and lead to improved citizen satisfaction with their local government's performance.

GOALS, EXPECTED OUTCOMES AND ACTIVITIES

During this call, USAID requests applications for activities that respond to the two strategic objectives and contribute to the four outcomes of Community Collaboration Activity (CCA) listed below.

CCA has two **strategic objectives**: (1) *Contribute to an increased citizen involvement in identifying and addressing local community challenges of under-represented groups particularly: women, youth, and non-majority communities;* and (2) *Contribute to improved multiethnic collaboration on issues related to community issues and collaboration of citizens of various ethnic backgrounds with their respective local governments.*



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Expected outcomes of CCA:

Outcome 1: Greater citizen involvement in identifying and solving local community challenges (with a special focus on women, youth and other underrepresented citizens);

Outcome 2: Enhanced multiethnic collaboration around community issues in the Kosovo context;

Outcome 3: Better collaboration between citizens and municipal governments

Outcome 4: Improved citizen satisfaction with performance of their municipalities.

GRANTS UNDER CONTRACTS

This is the second round of applications for small grants issued under CCA. In this round, CCA will award up to ten (10) grants under contract with a value up to \$11,000 per grant, negotiated based on the scope of the activity proposed by the grantee.

USAID reserves the right to fund any or none of the applications submitted.

PERIOD OF PERFORMANCE

The project implementation can last for a maximum of 8 months.

PLACE OF PERFORMANCE

Grants under contract can be implemented across the entirety of Kosovo, cross-municipal initiatives are encouraged.

INFORMATION SESSIONS

In response to the COVID-19 pandemic, the information session will be held virtually via the Zoom platform. One session will be conducted in Albanian and one in Serbian in the schedule as follows:

For Albanian speaking potential applicants: **February 16th, 2021** (10:30 @Zoom platform: <https://zoom.us/j/96968574455>)

For Serbian speaking potential applicants: **February 18th, 2021** (10:30 @Zoom platform: <https://zoom.us/j/96345265379>)



The information session will provide more detailed information on the purpose of the activity, and procedures for preparing and submitting applications. Interested entities will have the opportunity to pose further questions via email at grants@dplus.org.

ELIGIBILITY REQUIREMENTS

Eligible Organizations

Local Youth Advisory Councils, regionally based NGOs, community-based and issue-based groups, private sector entities, civil society organizations, and media organizations. The recipients must be legally registered entities. Municipal government entities and other public institutions (e.g. public schools, hospitals, universities) cannot receive the GUCs directly, but the entities applying for the GUCs are strongly encouraged to involve them as partners. For the purposes of project grant solicitations “local entity” or local for profit and nonprofit organizations must:

- Be organized under the laws of Kosovo;
- Have its principal place of business in Kosovo;
- Be majority owned by individuals who are citizens or lawful permanent residents of Kosovo or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of Kosovo; and
- Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of Kosovo (“controlled by” means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law).
- Grantees’ annual budget in the past financial year does not exceed €50,000.

Grantees must provide CCA with their Duns and Bradstreet Number (DUNS) with their application, and confirm their registration with the System for Award Management (SAM). For instructions how to obtain a DUNS number, see Annex C- Instructions for Obtaining a DUNS Number. CCA will provide additional assistance with obtaining a DUNS number, if needed.



Ineligible Organizations

CCA Grants under Contract will not be extended to the following:

- Any entity that has been found to have misused USAID funds in the past (unless specifically approved by the CO).
- Political parties, groupings, or institutions or their subsidiaries and affiliates.
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective for the grant is of a religious nature.
- Any entity included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID.
- Any entity whose name appears in the System for Award Management (SAM) – www.sam.gov.
- An organization that refuses to sign the required certifications.

Eligible Activities

GUCs activities funded through CCA will meet the following general criteria:

- Must promote the overall CCA objectives and contribute to the four outcomes.
- May use a variety of themes, including democratic participation, arts and culture, sports, poverty reduction, cultural preservation, environment, education, media literacy, and others as long as they explicitly contribute to the CCA strategic objectives and the four outcomes. All of the supported initiatives must produce measurable results with a clear connection to the four activity outcomes.
- Execution of grant activities must take place in Kosovo and with Kosovo beneficiaries.
- Activities can only begin upon signature of the agreement between the applicant and D+. Costs incurred before execution of the agreement will not be reimbursed.

Proposed activities must be in full compliance with the measures set forth by the National Public Health Institute of Kosovo in light of the situation with the COVID-19 pandemic. Below are a few illustrative examples of anticipated types of activities (note: this list is not exhaustive, creative initiatives and ideas are welcomed):

- Virtual meetings/trainings/webinars, etc.;
- Online awareness raising campaigns;
- Producing and sharing online visuals;
- Civic engagement platforms;
- Desk research and monitoring;

Ineligible Activities and Unallowable Costs

Grant funds cannot be utilized for the following:

- Partisan political programming, or programs which directly engage in support of political parties or individual business
- Programs involving construction activities (including small scale renovation activities), agriculture activities (including community gardens) or any activity that adversely affects the environment.
- Programs involving the purchase of large-scale equipment
- Private ceremonies, parties, celebrations, or "representation" expenses.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/ nationality regulations per 22 CFR 228.
- Fines and/or penalties.
- Creation of endowments.
- Other costs unallowable under USAID and/or federal regulations, such as alcoholic beverages.
- Indirect costs such as but not limited to overhead or indirect fringe.

GRANT APPLICATION PACKAGE

The application package must include:

- Completed **online** Application Form (link to the form: <https://grante.dplus.org/>);
- Projected Grant Budget and Budget Notes (**in EXCEL format only**);
- CVs of key proposed personnel;
- Copy of valid Kosovo registration certificate;
- Copy of the organization's statute;
- Fiscal number.

Applications should be specific, complete, and presented concisely.

Deadline:

The deadline for submitting applications is **March 11th, 2021, 17:00 hrs.**

Applications must be sent **only through the online application form**. If you have questions or run into any trouble filling out the form, please contact us at +383 49 809 609, or +383 49 618 584, or via email at: grants@dplus.org



Late Applications:

The online application form closes automatically at the deadline, and applications submitted in any other form will not be accepted. Applications which are incomplete will not be considered in the review process.

Expected Timeline:

Awards are expected to be issued in April 2021.

GRANT EVALUATION AND SELECTION

Evaluation Criteria

Applications will undergo a two-phase Technical Evaluation based on the following criteria:

Phase 1:

1. **Online** application form submitted before expiration of the deadline, unless otherwise specified;
2. All requested documents submitted (valid Kosovo registration certificate, statute, fiscal number);
3. Applicant has bank account in one of the banks in Kosovo;
4. Applicant included DUNS number (or stated to be in process of obtaining one);
5. Applicant used the correct Budget Form, submitted in **Excel format**, and expressed in USD;
6. Applicant provided a budget narrative (budget notes) in the Budget Form, prepared based on budget lines;
7. Budget in last fiscal year does not exceed EUR 50,000.

Phase 2:

1. The proposed initiative produces measurable results with a clear connection to the four CCA outcomes.
2. The requested total cost is commensurate with the proposed activities.

Proposals that pass both phases of the Technical Evaluation will move forward to the Selection Committee for evaluation based on the following criteria and scoring system:

Evaluation Category	Maximum Points
Design and Approach	30
Impact on Target Group	30



Management Capacity	25
Sustainability	15

Design and Approach (30 points). The quality and feasibility of the application, in terms of the appropriateness of the proposed methodology, innovativeness, the work plan for achieving project objectives, and the proposed mechanisms for monitoring the results. In addition, this evaluation category will assess the degree to which the proposals (Note: the three items below are not a requirement, however, proposals that include them will receive additional points):

- Involve cross-sectoral partnerships (i.e. partnerships between citizens, government, civil society, the private sector, and media).
- Involve collaboration between different municipalities.
- Leverage domestic resources (financial or in-kind) in addition to funds requested from USAID or other international donors. Note: in-kind resources include volunteer time; valuation of donated supplies, equipment, and other property; and use of unrecovered indirect costs and staff time.

Impact on Target Group (30 points). The extent to which the proposed activity corresponds to the needs of the target group and will directly benefit that group. This includes the participation of and benefit to women, youth, and vulnerable groups. Also, the degree to which it will directly or indirectly stimulate other organizations and resources to develop or implement activities supporting the objectives of the project. Specifically, this evaluation category will assess the degree to which the proposals:

- Emphasize the agency of the local community. It must be clear from the proposals that the initiatives address the needs inclusively identified by the residents of the community in question, use solutions developed by the local residents, and/or be implemented by the local community members in collaboration with municipal officials.
- Engage members of multiple ethnic groups, women and youth as active participants in the decision-making process and/or implementation of the activities.

Management Capacity (25 points). Evidence of management capability to undertake and accomplish the proposed activities. Appraisal will be based on the applicant's prior experience implementing similar activities and the skills and qualifications of its proposed personnel.

Sustainability (15 points). The extent to which the funded activity will stimulate other organizations and resources to develop or implement activities supporting the objectives of the project during and after its closure, and how much it will result in building and strengthening the capacity of the community and local organizations. This evaluation category will also assess the extent to which the applicant demonstrates that they secured political



will/commitment from the respective local government to work with citizens (particularly those currently underrepresented) on their identified issues of concern.

The project proposals will be reviewed and evaluated by a Selection Committee composed of three members: a representative from the Ministry of Local Government Administration, a civil society representative, and a D+ staff member.

In addition, the grant manager will conduct a cost review of the applications and check the applicants' prior experience implementing similar activities, without scoring.

USAID reserves the right to fund any or none of the applications received

GRANT DISBURSEMENT PROCEDURES

Two types of grants are envisaged under this RFA: *Payment via Tranche or upon the Achievement of Milestones (FFA) and Payment via Direct Vendor Payment (in-kind grants).*

FFA payment envisages payments to the grantee in accordance with the tranche payment schedule contained in the FFA and upon submission of an approved milestone. An initial milestone payment may be provided to the grantee to provide financial liquidity and allow the grantee to start activities. The initial milestone payment cannot be for more than one month's worth of grantee expenses, 30% of the total budget, or whichever is less.

In-kind grant means that CCA may purchase goods and services to be provided to a grantee in-kind and will handle all quotations and contracts related to the purchase. For grantees with sufficient capacity to obtain their own quotations, CCA may also issue payments directly to the vendor(s) on behalf of a grantee for goods and/or services delivered to the grantee.

No advance payments will be made.

ANNEX A. QUESTIONS FROM THE ONLINE APPLICATION FORM

This annex serves applicants only as a reference for the online form, while the application must be made online as described above.

The online application form contains the questions listed below. Some of the questions have a limit in the number of words you can use to answer them, for those questions the limit on the characters with spaces is delineated below.

Information for applicants

- Name of applicant:
- Title of project
- Overall budget of the project (USD)
- Funding requested from CCA (USD)
- Project Location(s)
- Duration of the project (months)

Basic Information

- Registration number
- Date of registration
- Registered as (e.g., foundation, association, governmental organization, public administration institution etc.)
- Full postal address
- Name, title and contact information of the legal representative
- Phone number
- Email address
- Web page
- Total budget in the previous financial year
- Bank account number
- DUNS number
- What is the mission of your organization - maximum 100 characters with spaces
- How many people work in your organization - maximum 400 characters with spaces

Project Description

- Which of the following four outcomes of the CCA is your project contributing to
- Summary of the project - maximum 1000 characters with spaces
- Partnerships (If the project will be implemented in partnership with another organization/entity provide information thereof (name, registration number, type of



entity, and role in project), if none then type N/A) - maximum 1000 characters with spaces

- Cross-sectoral partnerships (Does your project involve partnerships between citizens, government, civil society, the private sector, and media?) If yes, please give a brief description of such a partnership - maximum 1000 characters with spaces
- Leveraging domestic resources (Will the project leverage any domestic resources, such as financial or in-kind grants, in addition to the funds requested from CCA? If yes, please elaborate.) - maximum 1000 characters with spaces

SECTION I: DESIGN AND APPROACH

- Problem Analysis (Briefly explain the situation that is directly related to your project and that your activities will contribute towards) - maximum 3000 characters with spaces
- Goal and Objective(s) (Describe specifically what you want to achieve with this project to address the problem described above. Must be specific, clear, measurable and realistically achievable within your project time frame) - maximum 2000 characters with spaces
- Activities (Describe all the activities that will take place in the course of the project and how they contribute towards the goal and objectives) - maximum 5000 characters with spaces
- Activity implementation timeline
- Describe how the proposed activities will be implemented while taking into consideration the measures pertaining to the COVID-19 pandemic - maximum 1000 characters with spaces
- Expected results
- Briefly describe potential risks involved in implementing your project and how will these risks be minimized - maximum 1000 characters with spaces

SECTION II. IMPACT ON TARGET GROUP(S)

- Target group(s) of the project including how do they participate in the activities. - maximum 1500 characters with spaces
- Beneficiaries (Include the direct and indirect beneficiaries of the project, specify how they benefit from the project) - maximum 1000 characters with spaces
- Describe how you plan to inform the general public about the achievements and results of the project - maximum 1000 characters with spaces



SECTION III: MANAGEMENT CAPACITY

- Proposed staff to implement the project
- Prior experience implementing similar activities - maximum 1000 characters with spaces

SECTION IV: SUSTAINABILITY

- Sustainability of the project - maximum 1000 characters with spaces
- Commitment from the local government - maximum 1000 characters with spaces

ANNEX B. BUDGET TEMPLATE

Separate document in Excel format (download from: <https://dplus.org/grantet/>).

ANNEX C. INSTRUCTIONS FOR OBTAINING DUNS

Separate document (available at: <https://dplus.org/grantet/>).