



Funded by
the European Union

Guidelines for Applicants for the Call for Proposals for Grants Scheme

“Advancing Gender Equality and Diversity through Elimination of Gender-Based Discrimination at Workplace”, 2023/542-340

Project financed by the European Union

Deadline for submission of applications:
May 20st, 2024

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE



Funded by
the European Union

1. BACKGROUND DESCRIPTION OF ACTIVITY

This call for proposal for grants is launched as part of the project “Advancing Gender Equality and Diversity through Elimination of Gender-Based Discrimination at Workplace”, funded by the European Union, managed by the European Union Office in Kosovo and implemented by Kosovar Gender Studies Center (KGSC) and Kosovar Stability Initiative (IKS).

The project started in January 2024 and will be implemented during a two-year period, until January 2026. The main aim of the project is to identify some of the current struggles and challenges in organizing the labour market in Kosovo from the prism of human rights on gender-based discrimination. Through the identification of the main concerning issues, the proposed action will also list the most appropriate public policies and strategies for the key actors for interventions in the labour market with the purpose of enhancing current norms and practices at work, with an emphasis of underprivileged social groups. The proposed action targets the more sensitive social groups in Kosovo, which stand at the bottom of the social and economic hierarchy, and gives a stance in including and respecting their rights, as a precondition of Kosovo to fulfill towards EU Accession processes.

The project aims at supporting CSOs through: 1) **Non-financial support**, which will be offered through a gender mainstreaming workshop for sub-grantees; and 2) **Financial support**, to assist CSOs with grants to advocate on gender equality and non-discrimination in the workplace for the public and private sector.

All grants must serve the objective of informing and advocating about workplace discrimination and gender equality. Grants must result in more informed employers and employees, less discrimination at the workplace, and more transparency in the labor market.

This Call for Proposals will provide a minimum of 5 *small* grants for community-based projects.

Maximum amount for financial support is **EUR 5000**.

The funding will cover 100% of the total project budget.

The deadline for application is **20 May 2024, 17:00h**.

2. ELIGIBILITY

2.1 Eligibility of applicants

Applicants must fulfill the following criteria:

- Be a local CSO registered in Kosovo;
- Be non-profit-making, association, foundation, etc;
- Be able to provide registration documents of the organization (certificate of registration, fiscal number certificate) and proof they have completed all obligations towards the state, including Tax Administration, bank account information).

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE



Funded by
the European Union

The following categories are NOT eligible for this call:

- Individuals;
- Business entities;
- Governmental institutions (both central and local).

2.2 Eligible activities: desired actions within the scope of the project

The primary target group and the biggest beneficiary of the project's action includes women, inclusive from other ethnic or cultural minorities. Women who are currently employed or seeking employment are a primary target group. This includes women from diverse backgrounds, such as different ethnicities, ages, educational levels, and abilities. The actions proposed should be able to demonstrate the use of collective work to effect change at the local level and improve the situation on the ground within the chosen area of intervention. An advantage of the proposed project will be the ability to demonstrate how the gender-based discrimination affects working conditions, and create a more inclusive and equitable work environment for women.

- **Scope (geographical coverage)** – all actions under this call for proposals will be required to be implemented in Kosovo. Priority will be given to those activities implemented at local or community level.
- **Duration** - activities implemented under *small* grants should not extend beyond 6 months from the initial date of the project and should be completed no later than 15 November 2024. The applicant must specify the dates and exact duration of the activity in the application form.
- **Eligible activities/type of actions:**
 - Community-based activities, e.g. organisation of events that seek to make a positive contribution in the community. This could include trainings or workshops helping citizens to understand gender equality, diversity and non-discrimination as a work culture.
 - Activities assessing the impact of particular policy or legislation related to gender equality, diversity and non-discrimination at the workplace, as well as advocacy for implementation, revision and/or adoption of existing legislation and/or its compatibility with EU standards, requirements and best practices. This may include but is not limited to direct face-to-face socializing activities, and through media and social media campaigns.
 - Monitoring and cooperation with public institutions, e.g monitoring local budget formulation and implementation to address a wider range of issues and challenges in gender equality in the labour market and discrimination of women at the workplace (e.g track allocated resources for municipalities); facilitate community

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE



Funded by
the European Union

engagement with municipal authorities to enable women' involvement in the policy formulation process.

- Effective awareness-raising and advocacy campaigns aiming at meeting women employees, engaging citizens, promoting a positive change for the community/ies through usage of conventional or non-conventional forms of public communication (conferences, seminars, media campaigns, social media usage, artistic expressions, etc).

Priority will be given to:

- Initiatives that involve or demonstrate mobilization of activists working with gender equality and labour market.
- Initiatives for replication of past success stories and scaling up of initiatives currently present in limited geographic areas.
- Creative and cost-effective initiatives with high potential for long-term sustainability.

2.3 Non-eligible activities

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, etc.
- Actions aimed at profit-making activities.
- Actions that are directly affiliated with or supportive of political parties.
- Financial support to third parties (re-granting is not an eligible activity under this call).
- Events of a purely religious or political character.
- Actions that consist exclusively or primarily of capital expenditures, such as infrastructure, land, or equipment.
- Actions intended to raise or promote the visibility of the applicant or its partner(s).

3. Costs Eligibility

3.1 Eligible costs

Eligible costs are actual costs incurred by the Beneficiary (ies), which meet all the following criteria:

- a) They are incurred during the duration of the action, as specified under **2.2**;
- b) They are indicated in the estimated overall budget;
- c) They are incurred in the connection with the project which is the subject of the grant and are necessary for the implementation of the action;
- d) They are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e) They are in full compliance with the requirements of applicable tax and social legislation;
- f) They are reasonable, justified and comply with the requirements of sound financial management, particularly in regards with economy and efficiency.

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIJATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE



Funded by
the European Union

3.2 Ineligible costs

The following costs are not eligible:

- Debt and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Purchases of land or buildings;
- Purchase of vehicles;
- Taxes, including value-added taxes (VAT);
- Costs declared by the beneficiary and covered by another action or work program;
- Credits to third parties;
- Sponsorship for participation in conferences within Kosovo or abroad;
- Costs related existing activities or initiatives or items that are usually part of the central or local government funding.

4. APPLICATION PROCEDURES

The application phase is open to the public from **23rd April to 20th May 2024.**

The Application Package to be submitted includes the following three documents:

- Application Form (which will be provided together with the Application Guidelines);
- Budget Form (which will be provided together with the Application Guidelines);
- Registration Act in its original language (scanned version).

The application procedure is available through:

- Downloading the forms from the project website www.iksweb.org, and submitting by e-mail at shpresa_demhasaj@iksweb.org
- The forms MUST be emailed to info@iksweb.org, by May 20th, 2024, at 5:00 p.m.

The Granting Authority will also organize an informative session will be organized online on April 29th, 2024, beginning at 10:00. All potential applicants are encouraged to participate in the informative session for further clarifications and questions that they may have. The link for the session will be available on our social media pages and can be provided upon request via email at shpresa_demhasaj@iksweb.org.

All questions and answers as well as other important notices to applicants will be published on the IKS' official website (www.iksweb.org), no later than 15 days (**7 May 2024**) before the deadline for submission of applications.

Questions related to this call for proposals can be addressed in Albanian, English, or Serbian language, while all applications must be submitted in English.

For more detailed information, you can contact us at +383 49 484 869 or the email address: shpresa_demhasaj@iksweb.org.

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE



5. EVALUATION AND SELECTION OF APPLICATIONS

The selection of grant recipients will be a three-step process: pre-assessment, assessment, and awarding. Each application will be pre-assessed to ensure that the basic requirements are met and that the application is in compliance with the eligibility criteria, as follows:

- The applicant is a local CSO registered in Kosovo;
- The applicant is considered a grassroots organisation (see definition on page 1);
- Application form is fully completed and includes required attachments;
- Application is submitted before the deadline;
- The requested financial support does not exceed the maximum grant amount of this call.

An application must comply with all these criteria in order to proceed to the assessment phase. Applications not complying with the above criteria will be rejected.

Below is the table of criteria against which the evaluation will take place.

	Criteria	Maximum coefficient
1.	Technical approach	60 in total
	The applicant and/or its proposed activities qualify as a grassroots organization/initiative	10
	Relevance to the needs and issues addressed	15
	Relevance of the target audience	15
	Quality of the proposed project	10
	Target-oriented activities	10
2.	Organizational capacity and past performance	20 in total
	Administrative, financial, and managerial capacities	10
	Relevant past experience and results in similar areas	10
3.	Cost proposal	20 in total
	Cost-effectiveness of the budget	10
	Adequate financial management capability/transparency	10

6. CONTRACT

The Granting Authority (Kosovar Stability Initiative and KGSC) will sign a contract with the beneficiary, which will include information on the activities to be carried out, the contract value, the modalities of payment and reporting.

Implemented by:





**Funded by
the European Union**

The first pre-financing payment, which covers 80% of the grant amount, will be made after the signature by both parties of the contract.

The second and final payment covering the value of 20% will be paid upon completion of the last activity within the applied project and after the approval of the final report delivered by the beneficiary.

7. MENTORING AND SUPPORT TO BENEFICIARIES

The Granting Authority will ensure that potential applicants receive adequate support during, both, the application process and implementation of their projects. The support to be provided during the application process includes:

- A help desk, which is available through, email shpresa_demhasaj@iksweb.org, or tel +383 49 484 869.

Moreover, gender-mainstreaming training will be provided to sub-grantees, which aim to develop stronger organizational capacity and address a wider range of issues and challenges.

8. MONITORING

The Granting Authority will monitor the work of successful applicants to ensure the correct project activity implementation. The monitoring will take place through on-the-spot checks, reporting, and regular meetings.

9. VISIBILITY

Beneficiaries must acknowledge the EU fund contribution in all publications, digital posters, programs, audio-visual material, online presence, and social media or other products for which the funding is used. Environmental-friendly resources are encouraged.

10. REPORTING

The beneficiary is required to submit the final report no later than 30 days after the end of the implementation of the action. The final report should be in English and include:

- Narrative section: in no more than 5 pages, a summary of the activities implemented, the main evidence supporting them and recommendations arising from them;
- Financial section: includes details on the expenditures (originals of all invoices);
- Annexes: documents that can verify the implementation of the action such as publications, communication materials, photos, lists of participants, newspaper articles, media links, programs, digital leaflets, etc;
- The narrative and financial reporting forms will be provided to grantees in the first phase of the implementation of the project.

11. INDICATIVE TIMETABLE

Description	DATE	TIME
-------------	------	------

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE



Funded by
the European Union

Public announcement of the Call for Proposal	23 April 2024	n/a
Online informative session	29 April 2024	10:00 - 12:00
Deadline for requesting any clarifications	7 May 2024	17:00 h
Deadline for submission of Applications	20 May 2024	17:00 h
Notification of award to applicants after the evaluation	31 May 2024	17:00 h
Deadline for Appeals on the Award Decision	6 June 2024	17:00 h
Final decision on the Awards	10 June 2024	n/a
Contract preparation and provision of supporting documentation in correspondence between selected applicants and Granting Authority	12 June 2024	n/a
Contract signature	14 June 2024	n/a

Implemented by:



Qendra Kosovare për Studime Gjinore
Kosovar Gender Studies Center



INICIATIVA KOSOVARE
PËR STABILITET
KOSOVAR STABILITY
INITIATIVE