**CALL FOR INNOVATIVE PROPOSAL**

**APPLICATION FORM**

for selection of partner organizations in the Republic of Serbia

for the implementation of the Project:

**Employment Empowerment of Young Roma – Phase II**

Applications must be submitted electronically at [jbojic@romaeducationfund.org](mailto:jbojic@romaeducationfund.org) by **May 31, 2020** by midnight, CET time. Please include in the subject line: Call for Proposals, “Community Employment Hub”.

Completed applications mist include the following:

1. Application form for grant proposal
2. Budget table
3. Organizational eligibility criteria template (including CVs of key staff)
4. Project Implementation and Monitoring Plan (PIMP)

In addition to the above documents the applicant should attach the following documents:

* Annex 1. Proof of registration
* Annex 2. Organizational statutes
* Annex 3. Annual financial reports for the last two years (2018, 2019)
* Annex 4. Signed partnership statement (if applicable)

The Project “Employment Empowerment of Young Roma - Phase II” is funded by the German Financial Cooperation implemented by KfW on behalf of the German Government – Ministry for Economic Cooperation and Development.

**BASIC INFORMATION**

|  |  |
| --- | --- |
| Applicant’s contact details for the purpose of this application | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  |
| **Name of the organization requesting grant:** |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Website of the Organization:** |  |
| **Project Title:** |  |
| **Location of the action-***specify country(ies) region(s) that will benefit from the action* |  |
| Project duration (dd/mm/yy): |  |
| Requested amount from REF (in EUR): |  |
| Other sources of funding: |  |
| Total project costs (in EUR): |  |
| Date: |  |

**List the partners and their roles in the project** (Please note that, in case of partners, Partnership agreement has to be signed, stamped and added as an annex to the application package)

|  |  |
| --- | --- |
| **Name of Partners**  *(schools, institutions, NGOs)* | **Role in the project** |
|  |  |
|  |  |
|  |  |

**THIS SECTION TO BE COMPLETE ONLY BY**

**APPLICANTS PREVIOUSLY FUNDED UNDER REF:**

**Please list previous projects funded by REF *if applicable:***

|  |  |  |
| --- | --- | --- |
| **Project code (ID):** | **Project Start Date** | **Project Closing Date** |
|  |  |  |
|  |  |  |
| *Add additional* |  |  |

**PLANNED AND ACCOMPLISHED OUTCOMES OF PREVIOUS REF PROJECTS**

*(Please insert additional rows if needed) ask for IT solution*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project code (ID):** | **List the most important Outputs and Project Outcomes** | **Planned targets:** | **Achieved targets:** |
|  |  |  |  |
| *Add additional* |  |  |  |

**Please describe briefly, what are the lessons learned from the previously implemented projects; is there sustainability of some of the actions?**

**NOTICE**

Please read and complete this form with all due care and accuracy and one that could be verified. The evaluation of your application will only be performed if you have completed all mandatory fields in the application form and answered all questions therein.

***Please note that the information provided for each section of the application should not exceed more than 400 characters.***

**APPLICATION FORM**

**I. Project context and needs assessment:**

*Please follow strictly the structure below and answer all questions:*

1. Describe in one paragraph the main objective and approach of the project.
2. What is the geographical area (country, region, town, neighborhood, etc.) where the project will be implemented? If already a REF grantee, how does this intervention differ from the current one in terms of geographical area and potential beneficiaries?

How was the geographical area of the project selected? Provide key demographic information for the selected localities / settlements / neighborhoods. Are there variations in the education and employment context for Roma and non-Roma between this geographical area targeted by the project?

**Numbers of Inhabitants and households in the geographical area proposed with the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **National** | **Municipality / Locality** | **Settlement / Neighborhood** | **Source, Year** |
| **Total inhabitants in the last census** |  |  |  | Census, year |
| **Roma inhabitants in the last census** |  |  |  | Census, year |
| **Estimated number of Roma inhabitants** |  |  |  | Municipality, year |

**Attributes of the Roma minority community in the geographical area proposed with the project**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Put X where appropriate** | **% of overall Roma population** | **Source and year of data** |
| **Residentially integrated** |  |  |  |
| **Segregated** |  |  |  |

**Levels of unemployment among inhabitants in the geographical area proposed with the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Municipality / Locality** | **Settlement / Neighborhood** | **Regional average** | **National average** | **Source, Year** |
| **Total number unemployed (% of work age population)** | Number (%) | Number (%) |  |  | Municipality / Employment Agency |
| **Total number of Roma unemployed (% of Roma work age population)** | Number (%) | Number (%) |  |  | **Survey**  Municipality / Employment Agency |

1. What are the problems to be resolved in the geographical area (country, region, town, neighborhood, etc.) where the project will be implemented? Support the problem statement with available data from official sources such as the target schools or municipal statistics, in addition to data gathered from your own research. Please also compare this data with one available on a national level. Specify if there are segregated preschool and school facilities, overall, or at the level of groups / classes
2. What are the roots causes of the identified problems? Please support the information with country official data.
3. Which of the problems identified under question 4 does the project intend to address and how?
4. Are there similar projects implemented currently or have been implemented in the past? Is there a potential for collaboration, complementarities and synergies?
5. Describe the national and local policy environment related to the problem statement. List specific central and local legislation and other policy documents related to the problem, and support those with available data.
6. How is this legislation enforced and how is it implemented locally? What activities or services does the Government/ region / municipality / NGOs/ deliver and finance, and how are they related to the intervention?
7. Is there need for policy and legislative change to enable the project intervention(s) to be expanded by the government or others after the project ends? If yes, please provide details.
8. Is the project aiming to initiate any new legislative or policy change?

**II. Target group and beneficiaries:**

1. Describe the target group(s), the final beneficiaries and their estimated numbers:

* How was/will be the selection of the direct beneficiaries done? State the criteria used for selection.
* Describe the (i) age group, (ii) school level, (iii) type of school and (iv) gender of the direct beneficiaries. Provide these statistics (official, administrative and/ or survey based) on the direct Roma beneficiaries treated by the project.

**Potential Eligible and Direct Roma beneficiaries** (*complete only data applicable to the Project’s eligible target group)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **All Roma Children** | | | | | | **Total** | **Parents** |  | **Direct Roma project beneficiaries targeted by the project** | | | | | | **Total** | **Parents** | |
| **Age** |  | |  | |  | |  | **M** | **F** |  | |  | |  | |  | **M** | **F** |
| **Gender (M/F)** | **M** | **F** | **M** | **F** | **M** | **F** |  |  |  | **M** | **F** | **M** | **F** | **M** | **F** |  |  |  |
| Locality A, total: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement A1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement A2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement A3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Locality B, total: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement B1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement B2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement B3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Locality C, total: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement C1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement C2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Settlement C3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Non-Roma children, by age targeted by the project** | | | | | | | | | | | | | | | | | | **Parents** | | | | | |
| **Age** |  | |  | |  | | |  |  | |  | | |  | | | **Total** | | **M** | | **F** | | **Total** | |
| **Gender (M/F)** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | | **F** |  | |  | |  | |  | |
| **Locality A**, total: |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement A1 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement A2 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement A3 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| **Locality B**, total: |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement B1 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement B2 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement B3 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| **Locality C**, total: |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement C1 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement C2 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Settlement C3 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |

**Direct disadvantaged non-Roma beneficiaries[[1]](#footnote-1)** *(complete only data applicable to the Project’s eligible target group)*

**III. Project Development Objective (**[**PDO**](file:///C:\Users\wb316220\AppData\Local\Temp\AppData\Local\Temp\notes286455\PDO.docx)**)**

1. What is the main project development objective?
2. What are the key [PDO outcome indicators](file:///C:\Users\wb316220\AppData\Local\Temp\AppData\Local\Temp\notes286455\PDO%20Outcome%20Indicators.docx) (list up to 5 key PDO indicators that will be used to measure the progress towards achieving the PDO and resolving the key problems identified in the needs assessment)?

**IV. Project components, activities and expected results:**

*Please follow strictly the structure below and answer all questions. In case of adding additional component, please keep the same structure (name, description, activities).*

**Component 1: (title)**

1. What is the component’s objective?
2. What are the key indicators measuring the accomplishment of this component’s objective? List up to 5 key indicators[[2]](#footnote-2) that will be used to monitor the achievement of the components objective and provide their target values.

**Description of the activities under Component 1:**

**Activity 1.1: (title)**

Q.1: Describe the activity: What actions and processes are envisaged for the implementation of Activity 1.1? Please list the main processes/actions during its implementation, covering preparatory actions, processes of actual activity implementation and wrap-up/completion.

Q.2: What is the time frame of the activity? Define the exact starting and ending date or month or point in time during the project implementation period for the particular activity.

Q.3: What are the Activity 1.1 inputs? List the financial, in-kind and human resources needed for the activity implementation and their sources (REF project, partnering public authorities, other partners, own contribution, and so on). What are the main means proposed for implementation of the activity (equipment, tools, techniques, and so on).

Q.4: What are the Activity outputs? List the direct outputs / products / deliverables and their quantity (target values). List the indicators that will be used for measuring the activity outputs?

**Activity 1.2 (title)**

Q.1: Describe the activity: What actions and processes are envisaged for the implementation of Activity 1.1? Please list the main processes/actions during its implementation, covering preparatory actions, processes of actual activity implementation and wrap-up/completion.

Q.2: What is the time frame of the activity? Define the exact starting and ending date or month or point in time during the project implementation period for the particular activity

Q.3: What are the Activity 1.1 inputs? List the financial, in-kind and human resources needed for the activity implementation and their sources (REF project, partnering public authorities, other partners, own contribution, and so on). What are the main means proposed for implementation of the activity (equipment, tools, techniques, and so on).

Q.4: What are the Activity outputs? List the direct outputs / products / deliverables / trainings / workshops and their quantity (target values). List the indicators that will be used for measuring the activity outputs?

**Component 2: (title)**

What is the component’s objective?

What are the key indicators measuring the accomplishment of this component’s objective? List up to 5 key indicators[[3]](#footnote-3) that will be used to monitor the achievement of the components objective and provide their target values.

**Description of the activities under Component 2**

**Activity 2.1 (title)**

Q.1: Describe the activity: What actions and processes are envisaged for the implementation of Activity 1.1? Please list the main processes/actions during its implementation, covering preparatory actions, processes of actual activity implementation and wrap-up/completion.

Q.2: What is the time frame of the activity? Define the exact starting and ending date or month or point in time during the project implementation period for the particular activity

Q.3: What are the Activity 1.1 inputs? List the financial, in-kind and human resources needed for the activity implementation and their sources (REF project, partnering public authorities, other partners, own contribution, and so on). What are the main means proposed for implementation of the activity (equipment, tools, techniques, and so on).

Q.4: What are the Activity outputs? List the direct outputs / products / deliverables / trainings / workshops and their quantity (target values). List the indicators that will be used for measuring the activity outputs?

**V. Project management and implementation arrangements:**

1. Describe the composition, scope of work, workload (expressed in staff weeks) and the responsibilities of the Project management team. Please note that the ceiling for project management and administration, which includes remuneration for project staff, must not exceed 25% of the total budget.

The project implementation will be managed by a project management team with the following composition, scope of work, workload expressed in staff weeks, and responsibilities:

1. **Project Manager** (responsibilities 1, focal point for communication with REF 2. reporting to REF 3. Representing the project in front of authorities, beneficiaries, etc. 4. Managing staff, 5.... full time/part time, X staff weeks, X EUR per staff week)
2. ***optional* Project Coordinator** (responsibilities 1,2,3, full time/part time, X staff weeks, X EUR per staff week, reports to manager, manages and coordinates inputs from and workflow of project officers, etc).
3. ***optional,* *if not covered by project manager* Project Officers** (direct responsibility for coordination and implementation of activities 1,2,3,4, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the monitoring officer on feedback, monitoring data, etc.)
4. ***optional, if not covered by project manager* Monitoring Officer** (direct responsibility for coordination and implementation of the following monitoring activities 1, needs assessment 2, baseline data 3, implementation monitoring data 4, .... full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the project officers on monitoring data, etc.)
5. **Accountant / Financial Officer** (responsibilities 1,2,3, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the project officers on budget planning and reporting)
6. ***optional* Administrative Assistant** (responsibilities 1,2,3, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the project
7. Optional position:

*Please add CV’s of the organization’s key staff as annex in the application package.*

**VI. Monitoring:**

1. Please provide information on your internal monitoring approach/system;
2. Please provide information on the project tracking system and person/s in charge of monitoring of the project data (collection, reporting, monitoring and evaluation of the project data during the implementation period);
3. Are partnerships required for successful monitoring and data collection (collection of raw administrative data, surveys, questionnaires, evaluation forms, and so on)? If yes, please provide a signed partnership agreement specifying the roles, responsibilities, type of data and suggested methodology for project monitoring data collection.

**VII. Sustainability:**

1. Please describe the possibilities for continuation, scaling up, and replication of the project outcomes. Please distinguish between the following three dimensions of the sustainability:
2. Which of the activities/outcomes will be self-sustainable after project completion? (Such as parental practices, approaches? Enrolment trends)
3. The financial aspect (How will activities be financed when the grant ends?)
4. Institutional level (will employment structures allow the activities to continue at the end of the action? Will there be local/central "ownership" of action outcomes?)
5. Policy level where applicable (What structural outcomes will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, and so on?)

**Project Summary**

*To be completed by applicant with a maximum 300 characters per section.*

|  |  |
| --- | --- |
| **Name of applicant:** |  |
| **Project Title and Code:** |  |
| **Country/location:** |  |
| **Time /duration:** |  |
| **Educational model:** |  |
| **Project PDO:** |  |
| **Project Components:** |  |
| **Beneficiaries:** |  |
| **Relevance** to REF strategy |  |
| **Logic of intervention:**  Is the project well designed? |  |
| **Urgency of project interventions:** |  |
| **Expected results:** |  |
| **Pre-history of project intervention (if any):** |  |
| **Risks** (Most concerning risks that has to be addressed or supported from REF during the projects implementation) |  |
| **Amount Requested:** |  |

**Application Package CHECKLIST**

**1. Grant Proposal:**

|  |  |
| --- | --- |
|  | Aligned with REF’s strategic framework and priorities. |
|  | Innovative and creative approach in working with beneficiaries and implementation of project activities. |
|  | Integrated gender-mainstreaming in the proposed implementation of project activities. |
|  | Roma involvement in planning and management of project, and experience with Roma community and target group. |
|  | Potential for advocacy and policy impact through project activities. |
|  | Does not exceed minimum requested funding of 20.000 EUR and maximum of 50.000 EUR. |
|  | Well-elaborated monitoring plan in place. |
|  | Potential for scaling up of project intervention. |
|  | **2. Application package documents:** |
|  |  |
|  | Application form for the grant proposal. |
|  | Budget table provided by REF with the Call for Proposal. |
|  | Organizational eligibility criteria template. |
|  | Project Implementation and Monitoring Plan. |

**3. Application package annexes:**

|  |  |
| --- | --- |
|  | Proof of registration. |
|  | Organizational statutes. |
|  | Annual financial reports for the last two years (2018, 2019) and audit report, if available. |
|  | Signed Partnership agreement (if applicable). |

1. The number of non-Roma beneficiaries should not exceed 5% of the total number of planned beneficiaries. [↑](#footnote-ref-1)
2. These indicators could be measuring the most important *outputs* from the activities presented below or some important *outcomes* expected to materialize as a result of the implementation of all activities under the component and their cumulative impact on the target group. [↑](#footnote-ref-2)
3. These indicators could be measuring the most important *outputs* from the activities presented below or some important *outcomes* expected to materialize as a result of the implementation of all activities under the component and their cumulative impact on the target group. [↑](#footnote-ref-3)