**CALL for APPLICATIONS**

**from LNGO’s in Mitrovicë/a and Prishtinë/Priština regions**

**EVALUATION PROCESS OVERVIEW**

**GENERAL PRINCIPLES**

Applications will be evaluated through a process consisting of the following stages, described in detail below:

|  |  |  |
| --- | --- | --- |
| **A. Administrative Screening** | **B. Project Proposal Evaluation** | **C. Applicant Organisation Assessment** |

Upon submission, each application will receive a reference number, which will be used throughout the evaluation process to identify the application.

**A Administrative Screening**

The Administrative Screening will entail checking if:

* The application was prepared in accordance with section 1.2 of the *Application Preparation and Submission Instructions*.
* The application was submitted in accordance with section 2 of the *Application Preparation and Submission Instructions*.

**B Project Proposal Evaluation**

The evaluation of a project proposal will entail checking if its two components (Narrative, developed on the *Application Form*, and Budget) comply with **all** the criteria listed under the respective component here below.

**B.1 Criteria for Narrative Component Evaluation**

* It is in line with the aim of this call for applications, which is to **contribute to addressing the challenges faced by Roma, Ashkalia and Egyptian and other vulnerable groups of women, girls, boys, men, and benefit whole community members.**
* It is developed in one or more of the following thematic areas:

|  |
| --- |
| **Health awareness,****Environment,****Gender equality,****Promotion of health,****Education,****Access to rights,****Human rights protection.**  |

* At least 70% of beneficiaries are members of **Roma, Ashkalia and/or Egyptian communities**.
* It is planned to be implemented in one or more locations in Kosovo (Mitrovicë/a and Pishtinë/Priština regions)[[1]](#footnote-1).
* It is clear, coherent, implementable, practical.
* Its outcomes are measurable through concrete indicators.
* Its expected impact is tangibly positive.
* It does not include any of the following[[2]](#footnote-2):

|  |  |
| --- | --- |
| Support to political parties, religious institutions or the military; | Discriminatory or anti-democratic initiatives. |

* It is not limited to the following[[3]](#footnote-3):

|  |  |
| --- | --- |
| Paying salaries/wages/stipends/commissions/fees; | Purchasing equipment or materials; |
| Conducting surveys, researches, assessments; | Organising awareness-raising initiatives. |

**B.2 Criteria for Budget Component Evaluation**

* The ratio between estimated costs and expected results/impact is satisfactory.
* None of the following ineligible costs are included:

|  |  |
| --- | --- |
| Costs directly budgeted for individuals or individual beneficiaries; | Costs for study visits, scholarships, tuition fees and/or stipends; |
| Costs for construction or infrastructure works; | Costs for projects outside of Kosovo; |
| Running costs of public institutions (including salaries); | Salaries/wages/fees of international experts; |
| Debts and debt service charges (interest); | Provisions for losses or potential future liabilities; |
| Items already financed from another donor (including salaries); | Travel costs for private use, or for trips made in business or first class; |
| Currency exchange losses; | Credits to third parties; |
| Purchases of land or buildings; | Telephone expenses for private use; |
| Extra allowances, such as sitting allowances, or equivalent in order to finance allowances for participating staff/invited speakers/participants of workshops. |

* At least 60% is allocated to activities, and no more than 40% is allocated to staff and running costs.

**C Applicant Organisation Assessment**

Stage C will entail reviewing additional information that will be requested by DRC as a second step, in order to establish that:

* The applicant organisation and its legally authorised representative are registered with the Ministry of Public Administration / Department for Registration and Liaison of NGOs.
* The applicant organisation is registered with the Tax Administration and has no outstanding obligations towards them.
* The applicant organisation and its legally authorised representative are not listed on any of the following:

|  |  |
| --- | --- |
| US Government System for Award Management | U.S. Treasury List of Specially Designated Nationals and Blocked Persons |
| Consolidated List of Sanctions | Consolidated List of Targets website |
| Proscribed Terrorist Groups or Organizations | HM Treasury Designated Organizations and Individuals |
| List of Ineligible Firms & Individuals | StAR Corruption Cases Search Centre |
| UN Security Council - ISIL (Da'esh) & Al-Qaida Sanctions List | United Nations Security Council Sanction List |

* The applicant organisation has the capacity to implement the proposed project in line with DRC and donor requirements.
* The applicant organisation has set up the cooperation and coordination framework with institutions and/or other stakeholders, which is necessary to the implementation of the proposed project.
1. Mitrovicë/a South, Mitrovica/ë North, Vushtrri/Vućitrn, Skenderaj/Srbica, Leposavić/q, Zubin Potok, Zvećan/Zveqan Prishtinë/Priština, Podujevë/o, Obiliq/ć, Lipjan/Lipljane, Drenas/Glogovac, Graćanica/Graqanicë, Fushë Kosovë/Kosovo Polje, Novobërdë/Novo Brdo. [↑](#footnote-ref-1)
2. The presence of any of the items on this list will exclude the project proposal from the possibility to be funded. [↑](#footnote-ref-2)
3. Project proposals may include items on this list, but they cannot be limited to them. [↑](#footnote-ref-3)