

CALL FOR PROPOSALS

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Empowering High School Students in the field of Climate Change and Environment

Deadline for submitting applications:
Friday, 05 September 2022 (16:00 CET)



Call for Proposals

Empowering High School Students in the field of Climate Change and Environment

Guidelines for applicants

Youth Environmental impact - YENI

No. P220002

2022-2024

Deadline for submission of application
05.09.2022 at 16:00 (CET)

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1. BACKGROUND INFORMATION

As of January 2022, Caritas Switzerland (CACH) implements the project Youth Environmental Impact (YENI) funded by the Swiss Agency for Development and Cooperation and Caritas Switzerland co-financed by the Ministry of Regional Development.

Project YENI has its main objective as follows:

Kosovar municipalities achieve climate action and environmental protection, through active engagement of youth.

This shall be accomplished by educating and mobilizing youth from 60 high schools across Kosovo on climate change and environmental issues. The topic will be strengthened by establishing and strengthening Eco-Clubs and utilizing existing student councils in the field of climate and environmental protection. As a result, mobilized youth shall actively participate in the development of Local Environmental Action Plans (LEAPs) within their municipalities. The three main outcomes of the YENI project are as follows:

- 1. Youth of upper secondary schools is actively undertaking sustainable measures and is recognized as a partner for action against climate change by the local and national authorities;*
- 2. Local Environmental Action Plans focusing on Climate Change are endorsed including youth and implemented in harmony with other policy documents at the municipal level;*
- 3. Municipal Education Directorates, Student Councils, Eco-Clubs and pupils succeed with their Climate Change initiatives in their municipalities.*

CACH, respectively the YENI project, aims to provide youth with a climate engagement and vision, as well as complementing skills, to enable them to become active citizens and make their contribution to mitigating or adapting to climate change (CC). Eco-Clubs or similar youth mechanisms are not established in all upper secondary schools in Kosovo. However, most schools have established Student Councils, nevertheless, only a small part deals with environmental protection. Therefore, with the climate change education and environmental skills development young Kosovar girls and boys can play an active role in protecting and improving the environment, . They can change their lifestyle and how it affects the environment moreover, they can build social and individual capacities and attitudes for climate change. They can make their homes, schools and youth organizations more environmentally friendly by adopting climate-friendly practices, recycling different materials as well as preserving resources such as water and electricity. Engaging youth in environmental protection not only creates a direct impact on changing youth behavior and attitudes, but possibly influences their parents, relatives and families.

Eco-clubs in schools encourage students to engage in meaningful environmental activities and projects. It is a forum for students to reach out and influence their parents and neighborhood communities to promote responsible environmental and climate-friendly behaviour, enabling students to go beyond the confines of a syllabus or curriculum to investigate environmental concepts and actions. While everyone, everywhere emphasizes the importance of “learning to live sustainably”, the environment and concrete behaviour change remains a secondary concern in the formal education system. Creating awareness and sensitivity among students towards environmental issues and their related problems is only a start for that. Imparting knowledge and nudge on behaviour change helps individuals and social groups gain a variety of experiences and

acquire a basic understanding of the environment and its associated problems, but also helps to adapt the behaviour of the next generation.

Building attitudes to help individuals and social groups acquire a set of values and feeling of concern for the environment and the motivation for actively participating in environmental protection. Eco-Clubs are one way to encourage interest and involvement and can be very rewarding, especially when pupils are given the responsibility to make their own decisions about the changes they want to see and the opportunity to improve their own school environment.

An additional outcome envisaged is reserved for the inclusion and contribution of school youth to the development of the LEAPs, in which the suggestions of the youth shall be incorporated. Furthermore, this document must be harmonized with other local-level documents to create synergies of actions with other actors that are active at the municipal level. Lastly, in this process, the Student Councils and Eco-Clubs shall harmonize their efforts with other youth and environmental NGOs and CSO groups to increase advocacy and lobbying efforts and to have a bigger impact on local authorities. Advocacy and lobbying are essential so that youth is not left behind in the conversation, especially young people in the upper secondary schools in Kosovo which is the key actor in the sustainable development process. Youth advocacy is a key factor in the development and communication on climate change issues and environmental protection.

2. OBJECTIVE OF THE CALL

The main objective of this Call is to:

Empower students at upper Secondary Schools in Kosovo in the field of Climate Change and Environment in five (5) regions of Kosovo

Therefore, the purpose of the call is to **engage up to five (5) local Non-Governmental Organizations (NGOs)** active in the five regions of Kosovo. NGOs can apply for more than one region, and consortia are allowed to apply, but an NGO/consortium can be a beneficiary in only one region. These NGOs shall undertake activities for the support of the Student Councils and Eco-Clubs, in these contributing to the drafting of youth components in LEAPs; advocacy, lobbying for the inclusion of youth and approval of LEAPs at the municipal level. Furthermore, support in the development, implementation and monitoring of small-scale environmental projects for 60 upper secondary schools in Kosovo in total.

Specific objectives:

- Enable students at upper secondary schools with the communication and negotiation skills to advocate and address the issues of climate change and environmental degradation in their municipality;
- Identification and addressing functional challenges of the Student Councils and Eco-clubs;
- Develop campaigns to raise awareness of the importance of the inclusion of youth component in municipal LEAPs and increase public pressure on decision makers at local levels.

2.1. Expected outputs of a proposal

1. *Capacity development of the Student Councils and Eco-clubs to develop, implement and promote the school environmental plans;*
2. *Support in drafting the Youth Component in LEAP and Advocacy, Lobbying for inclusion of youth in development and endorsement of LEAP; and*

3. *Support in the development, implementation and monitoring of small-scale environmental projects for upper secondary schools (grants).*

2.2. Description of the expected outputs

Outputs
Support the newly established and existing Student Councils and Eco-Clubs.
Support Student Councils and Eco-Clubs in the development of their school environmental action plans.
Support the inclusion of youth/schools in the decision-making process on environmental protection.
Advocacy and lobbying for endorsement of the updated municipal Local Environment Action Plans (LEAP) including Climate Change in harmony with the National Strategy on Climate Change.
Inclusion of the Student Councils in the municipal planning and budgeting process and implementation of the updated/new LEAPs.
Provision of support to small-scale projects for the implementation of climate change initiatives in respective municipalities.
Organisation of local information campaigns in cooperation with Student Councils, Eco-Clubs and municipalities.

2.2.1. Activities

ACTIVITIES NECESSARY TO BE IMPLEMENTED
Assess the Student Councils and Eco-Clubs current experiences, achievements, challenges and capacity gaps.
Identify, address, and promote the Student Councils and Eco-Clubs cross-sectoral solutions to collectively communicate and present environmental and Climate Change issues.
Strengthen the capacity of upper secondary school Eco-Clubs and Student Councils on the role of youth in environmental protection, climate risk and contributing to adaptation to climate change to its schools and the municipality.
Support the Eco-Clubs in implementation of at least three measures on environmental protection.
Develop skills on how to represent the upper secondary school youth in Forums on Environment and Climate Change and generate a better-shared understanding of the Roles and responsibilities of Student Councils and Eco-Clubs and School Environmental Plans.
Promote mainstreaming of environmental considerations in the work of Student Councils and Eco-Clubs and support High School and other stakeholders' cooperation to enhance the environmental sustainability and climate change issues at the policy, programmes, and operational levels.
Train the members of the Eco-clubs and Student Councils on advocacy and lobbying and difference between awareness-raising and advocacy, and knowledge of advocacy toolbox.
Support in the update/revise the youth school environmental planning documents and the definition of their need's activities.
Design a communication and advocacy plan for youth and endorsement of LEAPs.
To facilitate and enhance capacity and coordination between the municipality and students representatives of the upper secondary schools.
Support the exchange of good practices between Eco Clubs at national level.

2.3 Budget Allocation according to the regions

No.	Regions ¹	Center	West	South	East	North
	Municipalities	Prishtina, Podujeva, Graçanica**	Peja, Junik	Prizren, Mamusha, Rahovec, Malisheva	Ferizaj, Gjilan, Vitia, Hani i Elezit, Kamenica, Strpce**	Skenderaj, Vushtrri
1	# Upper Secondary Schools	18 schools	7 schools	12 schools	19 schools	4 schools
2	Maximum grant per region	€132,900	€51,683	€88,599	€140,283	€29,533
3	School Grants² (EUR 4,400 per school) as part of the grant	€79,200	€30,800	€52,800	€83,600	€17,600

**Note: In case any school/municipality withdraws for various reasons, then the amount may change and the contracting authority reserves the right to reallocate the funds to another region/municipality; including the planned activities for that municipality/school.*

***Note: Schools to be suggested by partner municipalities/MED.*

3. FORMAL CONDITIONS OF CALL

3.1. Eligible applicants: who can apply?

- ✓ Non-Governmental Organization registered in accordance with the Law No. 06/1-043 on Freedom of Association in Non-Governmental Organizations;
- ✓ The NGO should have financial and organizational capacities to implement the project (present institutional audit reports);
- ✓ Annual turnover of at least EUR 50,000 for the year 2021 (in case of consortia, only the lead applicant must meet this criteria);
- ✓ NGO consortia can apply where the lead applicant must implement 70% of the project and its budget;
- ✓ Have a track-record and activities are focused according to their mandate/statute on environment, climate change, local governance or youth activism;
- ✓ Having performed all tax obligations and other mandatory contributions in accordance with applicable law in the Republic of Kosovo;
- ✓ Registered for at least 5 years before the date of publication;
- ✓ At least five (5) project references, where three (3) of them are projects that have contributed to the following areas: environment, climate change, local governance or youth activism;

¹ Applicants who have experience and can work with non-majoritarian municipalities and schools are especially encouraged to apply.

² Amount of school grant is EUR 4,400 per school small scale project

- ✓ NGOs which are not in the process of bankruptcy, liquidation, or in procedures of debt collection;
- ✓ Three (3) years previous experience in cooperation with international organizations;
- ✓ Demonstrate capacity for the management of proposed activities;
- ✓ NGOs can apply for more than one region, and consortia are allowed to apply.

3.2. Selection Criteria - Evaluation Grid

The award will be given to the responsible bidder whose offer follows the call instructions, based on application of the following evaluation criteria:

#	EVALUATION CRITERIA TABLE	WEIGHTING %
1	Methodology suggested for implementation	20
2	NGO experience (portfolio proof – see 3.1)	20
3	Capacity to manage the intervention	20
4	- Environmental and youth impact; - Experts, facilitators and qualified support staff to cover the following fields: environment, climate change, local governance or youth activism; and - NGOs who have research capacity to conduct analysis and reporting, as well as evaluate the outcomes of the process.	20
5	Financial Offer/Budget (including co-funding/own contribution)	20
OVERALL WEIGHTING		100%

Note: The Evaluation Committee will verify the information during the field visits that will be conducted during the selection process, as part of the evaluation. CACH will conduct a comprehensive Risk Assessment for finalists.

3.3. Eligible activities, Timeframe and Regions

- ✓ Eligible period of the proposed project: 22 September 2022 - 30 September 2024;
- ✓ Activities will be supported for upper secondary schools of the five regions of Kosovo (including non-majoritarian municipalities), respectively: North, South, West, East and Center;
- ✓ The list and main types of activities that will be funded through this call are listed in point 2.2.1 of this call.

3.4. Eligible costs

According to the definition of eligible direct costs, these are expenses that are directly related to the implementation of specific activities of the proposed project, such as:

- ✓ Organization of environmental educational activities, round tables;
- ✓ Small project grants for upper secondary schools on environmental protection;
- ✓ Service fees, specifying the name of the persons engaged, their professional competencies;
- ✓ Communication costs (telephone, internet costs, etc.) directly linkable to the project;
- ✓ Transport costs (where necessary specifying number of people, destination, frequency and purpose of travel and type of public transport);
- ✓ Training and advisory services regarding environmental youth activism, local governance, advocacy, lobbying and other related;
- ✓ Other costs that are related to the implementation of the environmental related project activities.

3.5. Ineligible costs

Ineligible costs include:

- ✓ Administrative overhead / indirect cost;
- ✓ Capital investments or investment loans, guarantee funds;
- ✓ Costs of purchasing construction works;
- ✓ Purchase of vehicles;
- ✓ Alcoholic drinks;
- ✓ School material and other items produced from plastic;
- ✓ Debt interest expense;
- ✓ Fines, financial penalties and court costs;
- ✓ Payments and bonuses for employees;
- ✓ Bank liabilities for opening and administering accounts, fees for financial transfers and other fees of a purely financial nature;
- ✓ Costs that are already financed from other public sources or expenditures in the project period financed from other sources;
- ✓ Costs incurred before the project is awarded or after the contract ends;
- ✓ Costs not covered by the agreement (contract with the financial support provider);
- ✓ Charitable donations as expenditure;
- ✓ Loans to other organizations or individuals;
- ✓ Usual operating costs (maintenance and similar, other running cost);
- ✓ Other costs that are not directly related to the content and objectives of the project.

4. HOW TO APPLY?

The application will be considered complete if it contains all the application forms and mandatory annexes as required in the public call and call documentation as follows:

1. Project Application Form - **Annex 1;**
2. Budget Proposal Form - **Annex 2** (EUR, VAT Free);
3. Logical Framework - **Annex 3;**
4. Copy of NGO registration certificate;
5. Copy of Fiscal Number certificate;
6. Annual financial statements from TAK for the last 3 years (2019, 2020, 2021);
7. Certificate from the Tax Administration of Kosovo regarding the status of public debt valid on the day of application, which certifies that the applicant has no current outstanding tax debts or other tax obligations, or is in agreement for debt settlement with TAK;
8. At least three (3) reference projects, preferably in the following areas: environment, climate change, local governance or youth activism;
9. Prior to signing the agreement, the winning NGO must submit evidence that the responsible person in the NGO and the project manager are not under investigation for criminal offenses;
10. The application can be submitted in one of the official languages in Kosovo or English.

4.1. Project Application Form

Completing the project application form is part of the mandatory documentation. It contains information about the applicant as well as data on the content of the project for which funding is intended. In case the submitted form lacks data regarding the content of the project, the

application will not be considered. The form needs to be filled in electronically. If the form is filled in by hand it will not be considered. If the descriptive form contains defects as above, the application will be considered invalid.

4.2. Content of the Budget Form

The Budget Form is part of the mandatory documentation (see Annex 2). If the budget form is not completed in full, or is not submitted in the requested template, the application will not be considered. If the form is filled in by hand they will not be considered.

While preparing the budget, small project grants (EUR 4,400 per one school) are dedicated for the upper secondary schools, therefore cannot be used to cover any other project activities.

4.3. Logical Framework

The Logical Framework Form is part of the mandatory documentation (see Annex 3). If the logical framework form is not completed in full, or is not submitted in the requested template, the application will not be considered. If the form is filled in by hand they will not be considered.

4.4. Where to submit the application?

Interested NGOs with relevant qualifications and proven experience are requested to submit an electronic copy of their application, including the mandatory forms (which must be signed by the authorized representative and stamped with the official stamp of the organization) and required documentation scanned (ideally in a high PDF format), with the subject REF: *“Empowering High School Students in the field of Climate Change and Environment”* to: kosovo@caritas.ch, and in CC: bxerxa@caritas.ch.

4.5. Deadline for submitting applications

The deadline for submission of applications is **05 September 2022 at 16:00 (CET)**.

4.6. How to contact if you have any questions?

All inquiries regarding the Call can only be made electronically, by sending a written request to the following email address: kosovo@caritas.ch, in CC: bxerxa@caritas.ch, no later than **7 days before** the call expires.

4.7. Info session, online through Zoom

Please note that the information session will be held online via the Zoom platform. Topic: Call for proposals Empowering high school students in CC and Environment
Time: Aug 29, 2022 02:00 PM Belgrade, Bratislava, Ljubljana

Join Zoom Meeting

<https://zoom.us/j/96155618767?pwd=dFdNZnVoU3NRR1dGK0lncWpNbHRXZz09>

Meeting ID: 961 5561 8767

Passcode: EXDC3y

5. EVALUATION

5.1. Applications will go through the following procedure

- ✓ The Evaluation Committee will prepare a list of all applicants who have met the eligibility criteria to evaluate the content of their applications, and a list of applicants who haven't met the eligibility criteria of competition;
- ✓ CACH will notify in writing only the shortlisted applicants on rejection or selection of their application;
- ✓ In the second phase, the evaluation of the content and financial offer of the applications will be done by the Evaluation Committee. Each received application will be evaluated based on the criteria listed in point 3.2 of this Call;
- ✓ The Evaluation Committee will conduct a field visit to assess capacities of the shortlisted applicants.

5.2. Additional Documentation and Contracting

- ✓ To avoid unnecessary additional costs when applying, CACH will require additional documentation only from those applicants who, based on the evaluation process, have entered the provisional list of applications selected for funding.
- ✓ If the applicant does not submit the required additional documentation within the specified time, the application will be rejected.
- ✓ After reviewing the documentation submitted, the Committee will propose the final list of applications selected for funding.

6. INDICATIVE CALENDAR OF CALL REALIZATION

Stages of the call procedure:

1. Info session date 29 August 2022
2. Deadline for application 05 September 2022
3. Deadline for sending questions regarding the call 24 August 2022
4. Deadline for submitting answers to questions regarding the call 26 August 2022
5. Estimated date for notifying the winning applications regarding the award decision and notifying applicants 09 September 2022
6. Deadline for submitting the complaints 19 September 2022

CACH reserves the right to update the indicative calendar.

7. LIST OF DOCUMENTS OF THIS CALL

1. Application Form - Annex 1;
2. Budget Proposal Form - Annex 2 (please compile the budget based on the eligible costs mentioned above);
3. Logical Framework - Annex 3.

8. ETHICS CLAUSES AND CODE OF CONDUCT

8.1. Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved. Any attempt by an

applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

8.2. Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with Human Rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; gender-based discrimination related to labour; abolition of child labour).

8.3. Zero tolerance for sexual exploitation and sexual abuse

Caritas Switzerland applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

8.4. Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. Caritas Switzerland reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

8.5. Unusual commercial expenses

Applications will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified, or commissions paid to a company which has every appearance of being a front company. Beneficiaries found to have paid unusual commercial expenses on projects funded by the Caritas Switzerland are liable, depending on the seriousness of the facts observed, to have their contracts terminated.

8.6. Breach of obligations, irregularities or fraud

Caritas Switzerland reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial breach of obligations, irregularities or fraud. If substantial breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

9. BIDDING COSTS

Caritas Switzerland in Kosovo will not cover bidding costs and reserves the right to accept or refuse bidders, or to cancel or postpone the whole bidding process prior to signing of any agreements.

You can find the annex documents in the following link: <https://tinyurl.com/engannexes>