



CALL FOR PROPOSALS BY INVITATION

Grant Scheme: Refugee Crisis Relief Fund

Project Title: Solidarity Network: Building the Common Efforts for Refugees and Migrants Protection

September 27, 2016

Group 484
Pukovnika Bacića 3
Belgrade, Serbia
Phone: (381 11) 2660 972
E-mail: office@grupa484.org.rs

The Group 484's financial and technical assistance for this sub-granting process is part of the larger Norwegian Embassy-funded Grant Scheme Refugee Crisis Relief Fund.

INTRODUCTION

Norway is recognizing that the refugee situation is challenging for Serbia, the region and all of Europe. The Norwegian Government has decided to set aside approximately 6.5 million Euros to support Serbia and Macedonia in responding to this challenge.

Therefore, the **Norwegian Embassy** in Belgrade has awarded organizations dealing with this refugee situation in the sectors of **health** and **humanitarian assistance and response**.

Group 484 is one of the awarded Civil Society Organization (hereinafter: CSO).

Group 484 has its core expertise in the fields of migration and interculturalism and 20-year-long experience in assisting forced migrants. The organisation has supported over 100,000 beneficiaries, operating in more than 70 towns in Serbia. It has previous experience in sub-granting, but it has also facilitated CSO networking on several occasions, and provided educational services to various stakeholders. Currently, Group 484 employs between 10-20 persons. Group 484 is the member of the Board of ECRE, the largest refugee-assisting pan-European CSO network.

1. Background

a. Purpose

Group 484 launches a call for project proposals in the field of support and protection services targeting the most vulnerable among refugees and migrants in Serbia and Macedonia.

This call is open for civil society organizations based in **Serbia and Macedonia** and invited to this scheme.

Through this Call, Group 484 will support project proposals which will show coordinated and effective response to humanitarian and protection needs of refugees and migrants in Serbia and Macedonia, offering various services and particularly the following: psychosocial and intercultural support targeting children and women in particular; activities promoting positive attitudes towards integration of refugees and migrants in local communities; provision of educational services to children in asylum and reception centres in Serbia in Macedonia; distribution of food and non-food items; small -scale infrastructure constructions in asylum and reception centres and municipalities with large numbers of migrants and refugees in Serbia and Macedonia.

Grupa 484 will particularly value the project proposals that will demonstrate clear potential for local partnerships and/or ability to reinforce local resources and capacities for responding to the migration challenges and the needs of refugees and forced migrants who are staying in Serbia and Macedonia for a longer period of time.

b. Objectives

The overarching objective of the project is to develop support and protection services targeting the most vulnerable among refugees and migrants in Serbia and Macedonia and at the same time to enhance coordination and networking among agencies and organisations providing assistance and to facilitate inclusion of local CSOs and strengthening of local resources.

This project particularly aims at supporting national and local organisations as well as professional associations motivated to further increase their efforts in order to enhance the quality of assistance and develop a wider range of support and protection activities. The selection of these organisations will ensure the inclusion of local CSO partners and other local actors and enable strengthening of relevant local capacities.

The project has the overall objective to provide humanitarian support and protection services to the most vulnerable refugees and forced migrants in Serbia and Macedonia. The three interlinked specific objectives are:

- 1) To provide refugees and migrants with humanitarian support and protection services;
- 2) To maximize the effectiveness of humanitarian support by comprehensive and coordinated response of the network of CSOs and local community
- 3) To raise awareness of citizens of Serbia and Macedonia about migrants / refugees problems.

c. Background Information

After the closure of the Western Balkan migrants' route on March 8, 2016, a large number of migrants and refugees are located in Serbia and Macedonia and they will stay in the country for a

longer period of time. Under such circumstances, there is a need for constant engagement of CSOs in providing assistance/services to these vulnerable groups.

Moreover, despite the long-term nature of the crisis, coordination of the assistance provided on the ground still remains the issue on which authorities and CSOs should work together, in order to achieve substantial improvements.

2. Description of Responsibilities

a. Scope of work

The sub-grantees will develop and provide effective and appropriate direct assistance and protection of migrants and refugees in Serbia and Macedonia particularly in the following areas:

- 1) Psychosocial and intercultural support targeting children and women (and other vulnerable persons)
- 2) Activities promoting positive attitudes towards integration of refugees and migrants in local communities
- 3) Provision of educational services to children in asylum and reception centres;
- 4) Distribution of food and non-food items;
- 5) Small-scale infrastructural constructions in asylum and reception centres and municipalities with large numbers of migrants and refugees in Serbia and Macedonia

Proposals may address more than one of the above-mentioned areas, with a clear description of each activity. If this is the case, it is important that the project proposal indicates how one area will complement the other(s). A proposed project must have a strong and specific focus and therefore the bulk of its activities should be placed in a coherent area of interest.

3. Requirements

The tendered selection process will require applicants to submit clear and concise project proposals containing the following information:

- Project title
- Location of the Project
- Problem description (short description of the specific problem(s) which will be addressed by the project proposal)
- Target group (describe the target group and its needs and constraints)
- Project objective (describe the overall goal of the project as well as the specific objectives)
- Project results (describe the specific project results and the expected impact on the target groups)
- Project activities (provide a detailed description of the project activities)
- Project partners (explain which organization/institution/local self-government are you planning to involve and what their responsibilities will be)
- Project team (describe the project team, including their qualifications and experience)
- Description and qualifications of the organization (a brief description of your organization and an outline of recent projects of a similar nature)
- Letter of recommendation/reference to verify the applicant's experience
- **Letter(s) of intent from relevant institution where the activities will be implemented (an example: If your organization intends to implement the project in an Asylum Centre, then you should provide a letter of intent verified by the Commissariat for refugees and**

migration)

- Budget proposal

Other relevant information not mentioned above may also be included. Project proposal should not be longer than 5 pages in English language. A separate budget component (in English language) must contain an overall offer in EUR. The price component must cover all the project activities (administrative and programme costs).

4. Call for proposals – GENERAL RULES

Registration. Only registered associations of citizens and foundations based in Serbia and Macedonia may apply to this Call for Proposals.

Important note: Group 484 encourage invited CSOs to apply through coalition. The coalition may be consisted from CSO invited to this Call and 'external' CSOs (not invited to this Call), but the special rule is that the LEAD APPLICANT must be CSO invited to this Call.

Eligible geographic coverage of the proposed activities. Proposed activities must take place on the territory of Serbia and/or Macedonia. Following this, expenditures must be inflicted on the territory of Serbia and/or Macedonia in order to be eligible for funding.

Duration of the proposed activities. Preferred duration of the proposed activities is **up to 9 months** and this is also a **maximum** limit which may not be exceeded.

Size of Funding. It is foreseen that the Call will award individual grants worth between EUR 20,000 – 50,000. Final decisions about the size and number of the grants will depend only on the quality and relevance of received proposals.

PROPOSAL EVALUATION

All applications will be evaluated on a competitive basis.

- All eligible proposals will be reviewed and evaluated based upon both the specific selection criteria and relevance to goals of this Call (please see detailed description below).
- A Selection Board consisting of three voting members (Group 484 representatives and associates) will make the final selection.

During the course of review, Group 484 may request additional information on the project proposal. A request for further information does not imply that Group 484 will or will not support the project; it simply indicates that the information is necessary in order to complete the review process.

Project proposals for this Call that have passed the eligibility check will be evaluated in the following areas:

1. **Issue to be Addressed** (is the issue clearly defined, is the issue related to most vulnerable migrants and refugees, how relevant the issue is to the target community);
2. **Project Goals** (are the goals clear, reasonable, and in accordance with the purpose and objectives, are the results in compliance with the goals and objectives);
3. **Beneficiaries, Partners, and Coordination** (does the project reach out to the broader constituencies, is it implemented in a partnership, how genuine and sustainable the

partnership is, does it involve coordination with other CSOs, government, business or media);

4. **Geographical Region** (is the geographical region appropriately defined, is the proposed issue relevant to the needs and are the activities well-tailored to local/regional/national circumstances);
5. **Program Activities** (are the proposed activities appropriate, practical and consistent with the objectives and results, is the project well-structured and coherent);
6. **Expected Results** (does the action lead to concrete, realistic and measurable results, will the project have influence beyond immediate participants);
7. **Project Impact** (does the project contribute to a lasting change, does the project develop and/or replicate important practices, principles or mechanisms, will success at the project level affect issues in a larger context or at a higher level);
8. **Monitoring and Evaluation** (will the project impact be measured, both qualitatively and quantitatively, will it capture results effectively, does it assure sufficient oversight of activities);
9. **Organizational Capacity** (does the applicant have the capacity to carry out the proposed project as planned, including adequate managerial and financial systems, sufficiency of technical expertise, does the applicant have stable and sufficient sources of funding);
10. **Budget and Cost-effectiveness** (is the ratio between the estimated costs and the expected results satisfactory, are the proposed budget items appropriate and reasonable, availability of external financial resources).

COST PROPOSAL GUIDELINES

The aim of these guidelines is to provide assistance in drafting the cost proposal and to answer the most frequent questions in the budget projection process.

- The project budget must be submitted using the attached Excel Form.
- Budget form should contain an accurate and clearly defined budget justification (budget narrative).
- The applicant's budget justification must not be longer than one page.

The budget must comply with the proposed project activities. Each budget category must cover the project expenses only. The budget justification should explain the need for specific expenses and how the numbers were calculated for each budget category. Please note that the **cost proposal should be done in EUR**

Budget must be structured in the following way – for the administrative cost (salaries of staff to be engaged in project, office costs) the applicant can count up to 20% of the total value of the project proposal. Additional 80% of the budget must be included in programme costs (consultants, experts, travel, publication etc.).

Project funds may be used only for the expenses directly related to the project activities. Project funds cannot be used to cover direct expenses of the organization, such as construction or purchasing of new facilities. Project funds should not be used to substitute organization funds previously budgeted to support similar services, or to reduce an ongoing deficit incurred by previous operations. Purchasing of any kind of equipment for the organization is strictly forbidden through future grants under this Call.

Future grantees will be required to meet Group 484 requirements for regular financial reporting. Funds will be wired to the organization's bank account in 2 tranches, the first one after signing the contract and the final one upon the approval of interim narrative and financial report.

NOTE: Please create/ submit the budget with audit costs included.

APPLICATION SUBMISSION PROCEDURE

Proposals must be submitted on the attached Application Form in English language only, and **must** be completed in full according to the given instructions. Handwritten proposals will not be considered. Electronic copies of the application should be recorded in the following format:

- 1) Narrative proposal in MS Word;
- 2) Budget in MS Excel;
- 3) The attachments - registration certificates and letters of recommendation as well as letter(s) of intent need to be scanned in Adobe Acrobat PDF or JPEG format only.

NOTE: Application forms will be distributed through e-mail to invited CSOs.

The approximate schedule for review of proposals submitted under this competition is as follows:

Announcement of Call	September 27, 2016
Deadline for receipt of proposals	October 18, 2016
Announcing of awarded grants	November 11, 2016
Contracting	November 15, 2016

Should you have any questions regarding the Call for proposals, please send an e-mail to rfa@grupa484.org.rs. **No phone calls please. Deadline for questions is October 17, 2016.**

THE PROJECT NARRATIVE PROPOSAL, BUDGET AND ATTACHMENTS SHOULD BE SUBMITTED BY E-MAIL TO rfa@grupa484.org.rs.

CLOSING DATE FOR RECEIVING APPLICATIONS: October 18, 2016.

Applications received after this date will not be considered.