

Public Call for Project Proposals
under the joint UN project

**Dialogue for the Future: Promoting Social Cohesion in Bosnia
and Herzegovina**

Guidelines for Applicants

Guidelines for applicants provide clear and concise instructions to all interested candidates from Bosnia and Herzegovina in the process of submitting a project proposal(s) within the framework of the joint United Nations public call for proposals. The Call is open to public institutions¹, Civil Society Organizations (CSOS)², informal groups³ and individuals⁴.

The Public Call for Project Proposals within the UN Grants Facility for Dialogue for the Future contains funds in the amount of up to 800,000 BAM.

1. Overall objective of the public call for project proposals

The overall objective of the **Public Call for Project Proposals** is to fund local initiatives to *increase citizen engagement in peacebuilding and social cohesion in Bosnia and Herzegovina and improve attitudes and perceptions towards coexistence, trust building and appreciation of diversity.*

This is an opportunity to invite **public institutions, civil society organizations, informal groups and individuals to express interest (individually or in partnerships)** and submit project proposals related to the overall objective of the joint UN project “Dialogue for the future: Promoting Social Cohesion in Bosnia and Herzegovina.” The joint UN project, under the auspices of the **Presidency of Bosnia and Herzegovina**, is implemented by **UNICEF, UNESCO and UNDP**. The first phase of the project (2014-2016) resulted in the adoption of the [Dialogue Platform Declaration](#), that, will continue to serve as the backbone in the this phase of the project (2018-2019) with its call to “all peoples and citizens of Bosnia and Herzegovina, especially the youth, to become active participants and engines of change and to work together with us in developing policies aimed at overcoming the key challenges faced by Bosnia and Herzegovina.” At the municipal level, the project will aim at institutionalizing **local dialogue platforms** that will enable citizens to engage in dialogue about common problems, proposing common solutions and prioritizing the needs in the community.

¹Public institutions are public entities registered under any of the governmental levels in Bosnia and Herzegovina.

² Civil society organizations (CSOs) are the foundations and nonprofit organizations, locally registered on any of the governmental levels in Bosnia and Herzegovina.

³ *** Informal group is any group of citizens (minimum five persons), with valid ID issued by the authorities of Bosnia and Herzegovina who jointly participate in the project.

⁴ Individuals are persons, citizens of BiH, with valid ID issued by the authorities of Bosnia and Herzegovina.

2. The theme and priority areas of the Public Call

The overall theme of the public call is peacebuilding and **improving social cohesion in Bosnia and Herzegovina** with special emphasis on youth, gender equality, women's empowerment and support to vulnerable groups⁵ and in particular the contribution to the achievements of targets under the Goal 16 of the UN Sustainable Development Goals, dedicated to the promotion of peaceful and inclusive societies for sustainable development, the provision of access to justice for all, and building effective, accountable institutions at all levels.

Project proposals should support the overall theme of this Public Call with activities that aim at the following 'Dialogue for the Future' **priority areas**⁶:

PROJECT PRIORITY AREAS:

Youth engagement and empowerment, solidarity, focus on the common good, volunteerism, trust, peacebuilding, intercultural understanding, intercultural education, respect of diversity, appreciation of other, improving quality of education, women's empowerment, support to vulnerable groups.

APPLICANT'S PRIORITY:

The applicant should describe the applicant's priority, i.e. the need or challenge it is addressing within the framework of social cohesion and the 'Dialogue for the Future' priority areas. The applicant's priority may be described in a statement of up to 50 words.

⁵ **Vulnerable groups:** Marginalization and exclusion of other groups from mainstream BiH society is an important issue for consideration in this project. These include ethnic groups that belong to the "Other" category, who have been systematically discriminated against in the current constitutional framework of B&H, which underscores the primacy of the three "Constituent Peoples" the Bosniaks, Serbs and Croats (which is the subject of an ECHR decision for which no solution has been found and which consequently is setting back BiH's EU accession process). Other groups whose human rights have not been upheld include Roma, LGBTs and people with disabilities. These are the most vulnerable and socially marginalized groups in BiH, and are often targeted in various ways by mainstream society, thus reinforcing a general atmosphere of intolerance and lack of respect for diversity.

⁶ Although the Open Call for Proposals defines the priority areas that contribute to the overall project goal, the project emphasises that **there is room for flexibility in order to ensure creative and innovative approaches.**

3. Criteria and principles:

Project proposals to be awarded under the Grants Facility (GF), should meet the following criteria:

CRITERIA:

1. Inclusiveness: The main project activity needs to address or involve one or more of the **target groups (beneficiaries)** as follows:

- i) youth, school children, parents, and teachers;
- ii) “champions/promoters” for intercultural dialogue in the arts and culture;
- iii) media;
- iv) civil society, intellectuals, religious and business community leaders;
- v) leaders/decision makers;
- vi) women, persons with disabilities, and other vulnerable groups.

2. Diversity: Two or more ethnic or national groups must be involved in the project; even if the project is implemented at the territory of only one eligible municipality.

3. Geographic Spread: The project needs to be **either implemented on the territory of the following municipalities or the project needs to promote one or more of the following eligible municipalities:**

- ✓ Sarajevo /East Sarajevo (Stari Grad Sarajevo, Centar, Novo Sarajevo, Novi Grad, Ilidža, Istočni Stari Grad, Istočno Novo Sarajevo, Istočna Ilidža, Pale, Sokolac, Trnovo), Mostar, Trebinje, Tuzla, Bijeljina, Brčko, Travnik, Novi Travnik, Kreševo, Kiseljak, Bugojno, Vitez, Busovača, Banja Luka, Doboje, Usora, Doboje Istok, Tešanj.
- ✓ Projects involving/connecting people in more than one municipality will have an advantage in ranking.
- ✓ Combinations of at least one eligible municipality and a mix of urban and rural, cross-entity, cross-border projects involving will have advantage in ranking.

4. Gender balance: It is required for each project to ensure participation (representation) of both genders either as implementing parties, target groups or beneficiaries.

Project proposals should seek to increase the number of female participants in peace building processes representing a broad spectrum (civil society, intellectuals, leaders, politicians, educators, athletes, artists etc.) in dialogue activities.

The projects will be evaluated taking into account the following guiding principles:

PRINCIPLES

- ✓ **Visibility:** applicants will be required to promote their project and ensure visibility of their project as well as of the Dialogue for the Future initiative⁷.
- ✓ **Sustainability** aspect of the project proposals will be considered an advantage.
- ✓ **Do No Harm Guidelines:** to be applied in the selection of initiatives for funding and in all further aspects of project implementation to ensure equity, fairness and impartiality.
- ✓ **Diversity** will be respected in the overall ranking.
- ✓ The Public Call will aim at reaching at least **15% of vulnerable group recipients**⁸.

Funds will be allocated to those applicants whose projects will contribute to one or more priority areas and which fully meet criteria of the Public Call.

4. Budget

A. Amount of Funds per grant

The value of grants allocated within this the Call for **Public Institutions** and **Civil Society Organizations** is as follows:

- **Maximum grant size: 80,000.00 BAM**
- **Grants up to 20,000 BAM will require 10% of co-financing (cash or in-kind or the combination of cash and in-kind contribution).**
- **Grants up to 40,000 BAM will require 20% of co-financing (cash or in-kind or the combination of cash and in-kind contribution).**
- **Grants up to 60,000 BAM will require 30% of co-financing (cash or in-kind or the combination of cash and in-kind contribution).**
- **Grants up to 80,000 BAM will require 40% of co-financing (cash or in-kind or the combination of cash and in-kind contribution).**

The value of grants allocated within this the Public Call for **individuals** and **informal groups** is within the range of:

- **Minimum grant size: 2,000.00 BAM**
- **Maximum grant size: 10,000.00 BAM**

Co-financing for individuals and informal groups is encouraged through in-kind contribution.

⁷ GF recipients will receive detailed guidelines on visibility and will be guided by a designated UN Communications person throughout the implementation of the project.

⁸ If 15% of overall funding is not directly targeting vulnerable groups, the UN reserves the right to withhold part of the Grant Facility funding for activities aiming specifically the vulnerable groups outside of the Public Call for Proposals.

B. Co-financing

Applicants may co-finance projects from their own sources or secure a part of the funds from other donors or partners.⁹ Budget breakdown will clearly identify the co-financing (**Annex 2**).

Co-financing ensured by the applicant could be in-kind.

What is in-kind contribution? An in-kind contribution, in the context of this project, can be valued in monetary terms according to rules defined in the guidelines and accounted for as part of the applicant's contribution to the budget. The in-kind contribution can consist either of the direct provision of a tangible asset to the infrastructure or of expenditure incurred directly by the CSO, institution, applicant's partner and /or other contributor or donor, which benefits the infrastructure of the project and satisfies project's objectives. These include goods, use of services and facilities, professional services or expertise in the form of staff time, provision of or access to equipment, special materials. They are regarded as necessary to carry out the tasks and achieve the goals of the project.

C. Budgetary guidelines

a. Applicants are required to fill the Annex 2 format of the budget including co-financing.

b. Administrative expenses: Grants allocated within this call may finance staff and administrative costs¹⁰ to a maximum of 20% of the requested amount. The remaining 80% of the funds must be foreseen for the programming activities of the project.

c. Gender sensitive budget is encouraged (budget that will clearly define the budget categories segregated by gender).

Note: UN reserves the right not to allocate all available funds for a submitted project proposal and propose budget alterations in order to increase budget utilization and overall efficiency.

5. Who can apply?

APPLICANT

Participation in this public call is open, on an equal basis, to **public institutions, civil society organizations (CSO)/non-governmental organizations (NGO), informal groups and individuals:**

- Public institutions are public entities registered under any of the governmental levels in Bosnia and Herzegovina.
- Civil society organizations (CSOs) are the foundations and nonprofit organizations, locally registered on any of the governmental levels in Bosnia and Herzegovina.
- Informal group is any group of citizens (minimum 5 persons), with valid ID issued by the authorities of Bosnia and Herzegovina who jointly participate in the project.
- Individual is a person, citizens of BiH, with valid ID issued by the authorities of Bosnia and Herzegovina.

⁹ Other donor or partner could be government/public institutions, other donors (national or international), private companies, other CSOs, etc.

¹⁰ Administrative expenses include: office expenses, office rent, management staff, management staff travel expenses, bank charges, accountant costs, translation costs etc.

APPLICANT'S PARTNER(S)

Partner(s) in the project may be public institution, civil society organization, informal group or individual from Bosnia and Herzegovina, Croatia, Montenegro and Serbia.

ELIGIBILITY OF APPLICANTS

Applicants will be excluded from the participation in the Public Call or from allocation of grants if, at the time of submission of project proposals:

- (a) They are subject to conflict of interest;
- (b) They are guilty of providing false information to an authorized contractual party, which is required as a precondition for participation in the call for submission of project proposals, or if they fail to submit the required information;
- (c) They tried to obtain confidential information, exert influence over the Evaluation commission or authorized contractual party during project proposals evaluation process.
- (d) **Applicants can qualify for the grant scheme only if the applicant has not been contracted by the one of the UN agencies (UNDP, UNICEF, UNESCO) to perform core activities of the DFF project.**

Potential applicants will not receive grants unless the signed Eligibility statement is submitted with project proposal.

Partner organizations and/or institutions:

Partnerships could be of various kinds; i.e. they could be made between CSOs, between CSOs and public/government institutions (national and/or sub-national government levels), between CSOs and informal groups/individuals and between informal groups. Private companies cannot form partnership in the application, but they can participate as donor in provision of co-financing to the applicant.

Main applicant that serves as a main implementing agent must be clearly defined.

6. Duration of project and period of implementation

Duration of projects can be between **1 - 8 months from the date of contract signing.**

Projects must be implemented in the period between 1 September 2018 and 30 April 2019. Request for extension of contract will might be an option in exceptional circumstances.

7. Locations for project implementation

Project implementation must involve one of the following:

- Projects implemented on the territory of Bosnia and Herzegovina must include geographical coverage of at least one of the municipalities from the list of municipalities as per the Section 3; Criteria (Geographical spread). Cross-entity and urban-rural mix of municipalities is encouraged.
- Projects enhancing cross-border cooperation and cross-entity collaboration could be implemented anywhere in the region.¹¹ if the promotion of at least one eligible municipality from Bosnia and Herzegovina is included.

8. Non-eligible types of activities within project proposals

The following activities are not recommended for allocation of grants:

- Individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Individual scholarships for studies or training courses;
- Occasional conferences (unless necessary for successful project implementation);
- Purchase of equipment (unless necessary for successful project implementation max. 10 % of a total budget will be allowed). The list of equipment is to be cleared and approved by the United Nations agencies prior to purchase;
- Projects for exclusive benefit of individuals;
- Projects supporting political parties or party-associated political academies;
- Primary funding of applicants or their partners (unless directly linked to the priority areas of this Public Call);
- Re-construction and rehabilitation works are not recommended unless they clearly assist in contributing to the 'Dialogue for the Future' priority areas.

9. Project documentation

Project documentation for Institutions and CSO applicants must contain the following:

Annex 1	Project proposal
Annex 2	Budget breakdown and Expenditure plan
Annex 3	Logical Framework Matrix
Annex 4	Activity and Visibility plan
Annex 5	Administrative Identification Form
Annex 6	Financial Identification Form (bank account)
Annex 7	Eligibility statement

Additional required documentation for Institutions and CSO applicants:

- 8. Copy of a valid certificate of registration of an organization (for the applicant and partners),

¹¹ Bosnia and Herzegovina, Croatia, Montenegro and Serbia.

- 9. Copy of organization's statute (for the applicant and partners),
- 10. Copy of the annual financial report for the previous year (balance sheet and income statement) certified by authorized accountant, unless the organization is established in the current year,
- 11. Copy of the organization's annual narrative report for the previous year, unless the organization is established in the current year.

In order for the project proposal to be valid and evaluated, both project proposal and additional documentation must be submitted.

Applicants may be requested to bring original documents for validation, in case of successful selection of their project proposal.

Project documentation for individuals/informal groups must contain the following:

- Annex 1** Project proposal
- Annex 2** Budget breakdown and Expenditure plan
- Annex 3** Logical Framework Matrix
- Annex 4** Activity and Visibility plan
- Annex 5** Administrative Identification Form
- Annex 6** Financial Identification Form (bank account)
- Annex 7** Eligibility statement

Additional documentation for individuals/informal groups must contain the following:

- 8. Copy of an ID and/or Passport;
- 9. CV/resume of an individual; At least five (5) persons must be included in an informal group (for informal groups only)
- 10. Partnership and leadership statement proving the groups full commitment for the project idea and implementation (must be signed by at least three (3) group members - **for informal groups only**).

10. Number of project proposals and grants per applicant

Applicant may submit more than one application, however only one application will be approved per applicant. Each application must contain all documentation.

11. Where and how to collect and submit the application material

Documentation for the public call for proposals can be downloaded from **xxxxxx** from **5 July to 5 August 2018**. Alternatively request can be sent to the email address: registry.ba@undp.org (subject : Documentation for *the Public Call issued by UN project Dialogue for the future*).

The documentation can be also obtained at the web sites of participating United Nations agencies (UNDP, UNESCO and UNICEF).

Completed application, with all mandatory documentation, must be submitted **in one (1) printed copy and one (1) electronic copy (on USB stick)** by registered mail or in person, during work days (Monday to Friday), between 09:00 and 17:00 hours, to the address:

**UN House,
Zmaja od Bosne bb,
71 000 Sarajevo,
Bosnia and Herzegovina**

Deadline for submission of applications is **July 30, 2018 at 14:00 hours**. Applications arriving after the specified deadline will only be considered if the postal mark indicates a sending date before the official deadline.

Applications sent by any other means (e.g. by fax or e-mail) or delivered to other addresses **will not be taken into consideration**.

The sealed envelope must specify:

1. **Application for the Public Call for Project Proposals for joint UN project *Dialogue for the Future***
2. Full name and address of the applicant
3. Full name of the project

12. Evaluation and selection of project proposals

- (1) Applications that do not contain all required documentation will not be taken into consideration.
- (2) Applications that contain all required documentation will be evaluated by the Evaluation commission.
- (3) Evaluation of project quality, including the proposed budget, will be carried out in accordance with the criteria set out in the evaluation table(s).

Scoring system:

Scoring criteria is divided into sections and subsections. **Each subsection must be evaluated with assigned scores between 1 and 5 in a following way: 1 = very bad; 2 = bad; 3 = average; 4 = good; 5 = very good.** Each member of the commission completes an individual evaluation table, and all members sign the summary evaluation table for each project proposal. Ranking of project proposals is carried out in a manner that the first ranked project proposal is the one with the highest score, followed by the project proposal with the next lower score up until the project proposal with lowest scores obtained.

Only projects with a score of 50 or more points will be taken into further consideration, as the proposals below this threshold have not met the set standards thus questioning the efficiency of their potential implementation.

Projects with highest scores will have priority in grants disbursement. The decision on grant approval is based on the total number of projects that can be financed from the available funds.

EVALUATION TABLE FOR PUBLIC INSTITUTIONS AND CIVIL SOCIETY ORGANISATIONS

Section	Maximum score	Score
1. Financial and operational capacity	15	
1.1 Are applicant and partners sufficiently experienced in project management ?	5	
1.2 Do applicant and partners have sufficient professional capacities ? (specific knowledge in the relevant field including skilled staff)	5	
1.3. Do applicant and partners have sufficient management capacities ? (including staff, premises, equipment and capacities for financial management)?	5	
2. Relevance	40	
2.1. How relevant is the project compared to the overall theme of the public call defined in the Public call?	7	
2.2. Are stakeholders clearly defined and strategically selected (agents, final beneficiaries, target groups)? CRITERIA <i>Inclusiveness: target groups and beneficiaries must include more one of the following: i) youth, school children, parents, and teachers; ii) "Champions/Promoters" of intercultural dialogue in the arts and culture; iii) Media; iv) civil society, intellectuals, religious and business community leaders; and v) leaders/decision makers; vi) women, persons with disabilities, and other vulnerable groups;</i>	7	
2.3 Are the needs of the target group and final beneficiaries clearly defined and does the project address them in the right way? CRITERIA <i>Diversity: two or more ethnic or national groups involved;</i> <i>Geographic Spread: eligible municipalities</i>	7	
2.4 Does the project incorporate added value , like innovative approach or good practice models?	7	
2.5 Does the project proposal advocate for rights based approach ¹² and does it influence vulnerable groups?	7	
2.6 Does the project support/promote cross-entity, cross boarder cooperation	5	
3. Methodology	15	
3.1 Does the plan of activities and proposed activities logically and practically correspond with goals and expected results?	5	
3.2 How consistent is the overall project design? (especially, does it reflect	5	

¹² Rights Based Approach in development concept integrates all human rights norms, standards and principles of the international human rights system, including 'right to development'. This approach combines economic factors and human rights.

analysis of identified problems, possible external factors)		
3.4 Are objectively measurable indicators included in the project?	5	
4. Sustainability	15	
4.1 Will proposed activities have concrete and long term influence on target groups?	3	
4.2 Will the project have multiple effects ? (including possibility for application on the other target groups or implementation at the different location and/or extending the effects of the activities as well as exchange of information on the experience gained through the implementation of the project)	3	
4.3 Are expected results of suggested activities (institutionally) sustainable ? (will the structures that enable project activities exist after the completion of the project? Will there be a local ownership over the project results?)	3	
4.4 Are expected results replicable ?	3	
4.5 Is it likely that expected long term results/outcomes will influence local economic policies/conditions and/or quality of life in target areas?	3	
5. Budget and cost efficiency	15	
5.1 Is ratio between estimated costs and expected results satisfactory?	3	
5.2 Are suggested costs necessary for project implementation? Co-financing ensured by the applicant?	7	
5.3 Budget - is the budget clear and does it include narrative part? (including explanations for technical equipment) - meets the principle that administrative and personnel costs cannot be above 20% of the total budget? - is the budget gender-sensitive? - have CVs and job descriptions been enclosed where applicable?	5	
Maximum total score	100	

EVALUATION TABLE FOR INDIVIDUALS AND INFORMAL GROUPS

Section	Maximum Score	Score
Is the project relevant to the goal of the Public Call?	25	
Is the project including the beneficiary/ies from the defined target group(s)?	25	
Are the timeframe and resources described in the project sufficient and realistic and is the project implemented in the relevant geographic area?	25	
Is the budget proposed reasonable (the project provides value for money)?	15	
Is the project gender sensitive?	10	
Maximum total score	100	

Notification of the decision

All applicants, whether their project proposals are approved for funding or rejected, will be notified in writing of the decision on their project proposal within 30 days from the day of closing the public call.

Results will be announced at the web site of the United Nations Bosnia and Herzegovina and the web sites of participating United Nations agencies.

Steps after grant approval

After a decision on grants approval, the public institution, civil society organization, individual and/or informal group, whose projects have been approved will be asked to translate their projects into English language prior to signing the contract for project implementation.

Before signing the contract, and if needed, the Evaluation Commission is entitled to request from the public institution, organization, individual and/or informal group certain modifications to the project, including budgetary adjustments in order to align it with the rules and procedures of participating UN organisations and availability of funding. Mandatory budget adjustment will be made if office and personnel costs exceed the 20% of total budget under item 1.1. in the Budget form.

13. Want to know more about the procedure?

Informative meetings (Open doors) on the **Public Call for Project Proposals** with potential applicants (**Open door days**) will be held in different locations throughout Bosnia and Herzegovina in the first half of July 2018. Follow the facebook page for detailed information about time and place for Open Door days at <https://www.facebook.com/search/top/?q=dijalog%20za%20budu%C4%87nost>. The Facebook page will not be used for answering any of the questions related to the Public Call.

Should additional information and clarifications be required, potential candidates may send questions with the reference to the Public Call for Applicants to the email address: registry.ba@undp.org; with reference to the *Public Call issued by UN project Dialogue for the future*.

Questions can be sent by **July 23rd, 2018** and replies to the queries will be sent in writing within 3 days after the receipt of the request.

CHECKLIST FOR APPLICANTS:

1. LIST OF ANNEXES FOR PUBLIC INSTITUTIONS AND CIVIL SOCIETY ORGANISATIONS

- Annex 1** Project Proposal
- Annex 2** Budget Breakdown
- Annex 3** Logical Framework
- Annex 4** Activity and Visibility Plan
- Annex 5** Administrative Identification Form
- Annex 6** Financial Identification Form
- Annex 7** Eligibility Statement

Documentation required:

- 8. Copy of a valid certificate of registration of an organization (for the applicant and partners),
- 9. Copy of organization's statute (for the applicant and partners),
- 10. Copy of the annual financial report for the previous year (balance sheet and income statement) certified by authorized accountant, unless the organization is established in the current year,
- 11. Copy of the organization's annual narrative report for the previous year, unless the organization is established in the current year.
- 12. Copy of authorization for work in schools by relevant Ministries of Education (**applicable only for projects that will implement activities in schools**)

2. LIST OF ANNEXES FOR INDIVIDUALS AND INFORMAL GROUPS

- Annex 1** Project Proposal
- Annex 2** Budget Breakdown
- Annex 3** Logical Framework
- Annex 4** Activity and Visibility Plan
- Annex 5** Financial Identification Form
- Annex 6** Eligibility Statement
- Annex 7** Eligibility Statement

Additional documentation required:

- 8. Copy of a valid ID;
- 9. CV/resume of an individual;
- 10. Partnership statement proving the groups full commitment for the project idea and implementation (must be signed by at least three (3) group members - **for informal groups only**).