



This project is funded  
by the European Union



## **The Sub-Grants Scheme – SGS**

### **CALL FOR PROPOSALS**

#### **ROUND II**

Civil Society in Action for Protection of Child Rights in Albania

**Sub Granting Authority: Save the Children (SC)**

Reference - EuropeAid/137298/DD/ACT/AL

Deadline for submission of the full proposal: 03 April 2017, at 16:00

All applicants are encouraged to inform the Sub granting Authority whether they intend to submit an application for this Call for Proposals by sending an email to

[csapcra.albania@savethechildren.org](mailto:csapcra.albania@savethechildren.org)

by 27 March 2017.

This is not obligatory and does not affect the evaluation of the application. However, it will enable Save the Children to mobilise the necessary resources for the evaluation of the applications.

## Table of contents

<b>I. PREFACE .....</b>	<b>3</b>
<b>1. SUBGRANTING SCHEME (SGS) IN CIVIL SOCIETY IN ACTION FOR PROTECTION OF CHILD RIGHTS IN ALBANIA.....</b>	<b>4</b>
1.1 <b>Background.....</b>	<b>4</b>
1.2 <b>Objective of the CALL and priority issues .....</b>	<b>4</b>
1.3 <b>Financial Allocation.....</b>	<b>7</b>
<b>2. RULES FOR THIS CALL FOR PROPOSALS .....</b>	<b>8</b>
2.1 <b>Eligibility Criteria.....</b>	<b>8</b>
2.2. <b>How to apply and procedures to follow .....</b>	<b>8</b>
2.2.1 Application forms .....	8
2.2.2 Where and how to send applications .....	10
2.2.3 Deadline for submission of concept notes .....	10
2.2.4 Further information about Applications .....	10
2.2 <b>Evaluation and selection of applications .....</b>	<b>11</b>
2.3 <b>Indicative Timetable .....</b>	<b>12</b>
<b>3 LIST OF RELEVANT DOCUMENTS AND ANNEXES .....</b>	<b>12</b>

## **I. PREFACE**

This is an open Call for Proposals, where all documents are submitted together. In the first instance, only the eligibility will be checked. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. Eligibility will be checked based on the supporting documents requested by Sub Granting Authority and sent together with the application.

# 1. SUBGRANTING SCHEME (SGS) IN CIVIL SOCIETY IN ACTION FOR PROTECTION OF CHILD RIGHTS IN ALBANIA

## 1.1 Background

This call for Proposals is based on the **Sub Grant Operational Manual** developed by Save the Children (SC) and the Terre des Hommes (TdH). The Manual outlines the operational guidelines and procedures applicable to the present Call; in reference with the Sub Grant Scheme (SGS) embedded in the Project, "Civil Society in Action for Protection of Child Rights in Albania - CSAPCRA" (hereafter called "The Project"). EU in Albania, under European Instrument for Democracy and Human Rights (EIDHR) component Reference - EuropeAid/ 137298/DD/ACT/AL.

The Sub Grant Operational Manual with the function of Guidelines for Applicants is for consultation on the following internet sites:

<http://albania.savethechildren.net>

Soft or hard copies of the Sub Grant Operational Manual will be also available at SC office in Tirana or through email (please send an email requesting it at <mailto:csapcra.albania@savethechildren.org>).

## 1.2 Objective of the CALL and priority issues

The **general objective** of this Call for Proposals is: (1) to contribute to the protection of the rights of the child in Albania; 2) to strengthen the role of civil society in the protection of the rights of the child in Albania. The **specific objective(s)** of this Call for Proposals is to empower civil society organizations and community based organizations active in protection of the rights of the child by ensuring a higher level of their effectiveness, inclusiveness, and pro-activeness through effective funding.

### Location

Actions must take place in Albania. **Actions targeting rural and remote areas will be considered of particular relevance** under this Call for Proposals **and therefore will be given an advantage under relevance of the action** (Section 1 of evaluation grid for Proposal).

### Priorities sectors or themes:

Type of actions:

Actions must be aimed at addressing one of the following themes:

1. **Strengthening child rights implementation in Albania**
  2. **Enhancing the performance of the child protection system in Albania**
- Objectives**

Type of activities: Example of field of intervention (this is non- exhaustive list)

<b>Strengthening child rights implementation in Albania</b>	<b>Type of interventions suggested – non exhaustive</b>
<p><b>1.</b> Monitoring the implementation of child rights</p>	<p><b>1.1</b> Improvement of monitoring mechanism at national level  <b>1.2</b> Child rights situation analysis at local and national level  <b>1.3</b> Mobilize youth and facilitate empowerment of community based groups and youth/ children groups</p>
<p><b>2.</b> Accountability mechanism in case management</p>	<p><b>2.1</b> Local forums and establishment of complain mechanisms at local level to strengthen local accountability  <b>2.2</b> Improvement of monitoring and inspection of case management of child protection based on standards for child protection</p>
<p><b>3.</b> Advocacy at local and national level for child rights implementation</p>	<p><b>3.1</b> Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions  <b>3.2</b> Promote evidence based advocacy led by youth and community based groups following an assessment of the child rights situation in remote areas  <b>3.3</b> Advocate for legislative improvement on child rights with specific focus on child protection through development of a Children’s Code  <b>3.4</b> National and local advocacy on child rights issues identified/raised by children and communities</p>
<p><b>4.</b> Capacity building of professionals (public and non-public) on child protection</p>	<p><b>4.1</b> Sectorial (police, education, social, health, civil status offices, justice sector, media etc)  <b>4.2</b> Cross-sectorial  <b>4.3</b> Peer to peer mentoring, coaching</p>

Enhancing the performance of the child protection system in Albania	Type of interventions suggested - non exhaustive
1. Preventative and protective community based services	<p>1.1 Service provision (drop in centres, psychosocial activities for children, income generating activities, formal and non- formal education, positive parenting counselling, access and referral to public and non- public services</p> <p>1.2 Develop standards of services for children in street situation in line with the reform on social services already completed and in cooperation with the State Social Services and the Ministry of Social Welfare and Youth</p>
2. Support the implementation of the Plan of Action of the National Agency for Protection of children in street situation 2015-2017	<p>2.1 Capacity building of social workers and police on the child protection protocol and the addendum protocol for the identification and protection of children in street situation</p> <p>2.2 On the job coaching and mentoring to street teams and child protection workers in addressing the long term needs and the root causes of the problem to prevent recidivism of the child and family for the reintegration</p> <p>2.3 Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions</p> <p>2.4 Support the implementation through outreach work to reach targeted children, ensuring access and referral to public and non-public services, and meeting their emotional, physical and social development needs</p>
3. Provision of specialized services for children in street situation, children victims of sexual abuse, exploitation and trafficking	<p>3.1 Establish e pilot of specialized services for children victims of sexual abuse;</p> <p>3.2 Sector based training and capacity building to create expertise in supporting children victims of sexual abuse: social work, health, psychological treatment, judiciary etc.</p>

<p>4. Improvement of legislation for children of sexual abuse and exploitation</p>	<p>4.1 Reviewing the existing legislation, bylaws and working protocols regarding emergency response and investigation of child sexual abuse cases to avoid secondary victimization of children that are victims and/or witnesses of sexual abuse.</p>
--	--

Particular relevance will be given under this call to actions targeting :

1. **children in street situation** (by allocating about 50% of the budget available for this call)
2. **children victims of trafficking** (by allocating about 35% of the budget available for this call)
3. **children at risk of drop-out** (by allocating about 15% of the budget available for this call)

### 1.3 Financial Allocation

**Indicative number of sub-grants to be funded:**

**Lot 1:** Up to 10 Small sub-grants (SSG) (EUR 5,000-10,000);  
**Lot 2:** Up to 7 Mid-size sub-grants (MSG) (EUR 10,000-20,000);

The overall indicative amount made available under this Call for Proposals is **EUR 207,000 (two hundred seven thousand)** and will be divided into two Lots. The SG Contracting Authority reserve the right not to award all available funds.

Each sub grant Applications under this Call must fall under the following Lots:

**Lot 1: Small- size** that must fall between the minimum amounts of EUR 5,000 and the maximum amount of EUR 10,000;

**Lot 2: Mid-size** that must fall between the minimum amounts of EUR 10,000 and the maximum amount of EUR 20,000;

Each applicant may not submit more than one (1) application under each Call for Proposals (Round).

#### Co-funding

The sub-granting scheme will award **100% of eligible cost** for a maximum of **207,000 EUR (two hundred seven thousand)** within the required limits and until the funds are available.

The project will fund 100% of the project budget through SGS.

#### Financial support to third parties

Applicants may not delegate or transfer parts of the implementation/finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

## 2. RULES FOR THIS CALL FOR PROPOSALS

### 2.1 Eligibility Criteria

There are three sets of eligibility criteria relating to (Cfr. **Chapter 3 of SG Operational Manual-** SG OM available in the following internet web site <http://albania.savethechildren.net>):

- a) *The Applicant*, i.e. the entity submitting the application form (Cfr. 3.1 SG OM)
- b) *The Actions*: for which a sub grant may be awarded (Cfr. 3.2- 3.3 SG OM)
- c) *The costs*: types of costs that may be taken into account in setting the amount of the grant (Cfr. 3.4 SG OM)

### 2.2. How to apply and procedures to follow

Applications must be submitted in accordance with the instruction on the SGS Operation Manual guidelines (Cfr. **Chapter 4 of SG Operational Manual-** SG OM) available in the following internet web site <http://albania.savethechildren.net> using the Form and documents annexed (Cfr. Annex IV-VII-VIII-IX-X-XIII) to the mentioned Guidelines.

The applications must be submitted at *Save the Children Office in Tirana* within the deadline specified by this Call for Proposals.

Applications received after the effective date and hours indicated by the Call for Proposal will **be rejected**.

#### 2.2.1 Application forms

Applicants must fulfil the **eligibility criteria** as per Chapter 3 of the SG Operational Manual.

Applications must be submitted in accordance with the instructions contained in the SG Operational Manual and in the Call for Proposal.

Applications must contain all documents listed below and in Annex I: **CHECK LIST FORM** following the format provided in the SG Operational Manual.



<b>Check List</b>	<b>Annex in the SG Operational Manual</b>
<b>Part A</b>	
1. Court Registration Act in Albania (notarized within the last 3 months);	N/A
2. Statute of the organization (notarized within the last 3 months);	N/A
3. Court Extract (with the Court seal and within the last 3 months);	N/A
4. Active NIPT (notarized within the last 3 months);	N/A
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;	N/A
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;	N/A
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;	N/A
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;	N/A
9. Financial statements of the organization as required for each grant.	N/A
10. The Declaration by the Applicant	Annex XIII
11. The Vetting Declaration Form.	Annex IV
<b>PART B</b>	
12. The Project Application Form (In English for large and medium grants only).	Annex VII and VIII
13. The Budget Application Form, within the Call limits.	Annex X
14. The proposal is presented in type writing	N/A
15. The Project Logical Framework (large and medium grants only).	Annex IX
16. An electronic version of the proposal (USB/CD-Rom) is enclosed	N/A

## 2.2.2 Where and how to send applications

Applications must be submitted using the Application form formats provided in the SGS Operational Manual. These documents shall contain **ALL relevant information** concerning the action and no additional annexes should be sent.

Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application.

The envelope and the CD/USB should be enclosed in an envelope where the applicant should write: **(a) The reference number and the title of the call for proposal, (b) the name of the Applicant organization and (c) Project proposal title.**

Proposals must be prepared in **English**. Only the application of small grants (5,000-10,000 EUR); will be accepted in the Albanian language, with only 1 narrative page in the English language.

Applicants must verify that their application is complete using the checklist (Annex I). Incomplete applications may be rejected.

Applications must be submitted **in one printed copy** and all documents presented for application should be delivered in an electronic form included in a CD/USB.

Applications, both printed and electronic version, must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

*Save the Children  
Rruga Mihal Popi (Ish Pallatet 1 Maji)  
Ndërtesa 7 (Vila Lami), Kodi Postar 1021,  
Kutia Postare 8185  
Tiranë – Shqipëri  
Tel: 042261849 & 2261929*

Applications sent by any other means (e.g. fax or by e-mail) or delivered to other address will be rejected.

Applicants must verify that their application is complete using annexes attached to the SGS Operational Manual.

## 2.2.3 Deadline for submission of concept notes

The deadline for the submission of applications is **03 April 2017** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **<16:00 hours local time>** as evidenced by the signed and dated receipt. Any Application submitted after the deadline will be rejected.

## 2.2.4 Further information about Applications

The present announcement of the Call for Proposals is published on the website; <http://albania.savethechildren.net>) and in three national newspapers and remains opened for **four weeks**.

Moreover, information sessions in Tirana, Korca, Vlora, Shkodra, Gjirokastra, Kukes and Tropoja will be held.

CSOs will be notified in advance on the date, time and place where these sessions will be held in each city and town.

Additionally, interested applicant may address questions by e-mail no later than 5 working days before the deadline for the submission of applications to the address below, indicating clearly the reference of the call for proposals:

E-mail address: <[cefjsaja.albania@savethechildren.org](mailto:cefjsaja.albania@savethechildren.org)>

The Sub- Granting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 3 working days before the deadline for submission of applications.

## **2.2 Evaluation and selection of applications**

All applications will be assessed according with the procedures detailed in the mentioned SG Operational Manual (section 4.4 Evaluation and selection of applications) following the steps and criteria below:

STEP 1 – Opening and Administrative check

STEP 2 - The Technical Evaluation

STEP 3 - Final Evaluation, decision and notification

STEP 4 - Complaints and Response Mechanism (CRM)

STEP 5 - Negotiation and contracting stage.

Please, note that all applications will be assessed following the evaluation criteria entailed in the grid mentioned in SG Operational Manual (section 4.4 – STEP 2).

## 2.3 Indicative Timetable

	Activity	From	Until
1	The Official Application Process	06-mar-17	03April -17
2	Information sessions/meetings	13-mar-17	24-mar-17
3	Deadline for requesting clarifications	27-mar-17	
4	Last date on issue of clarifications	30-mar-17	
5	Administrative/eligibility / Vetting Assessment	04-apr-17	11-apr-17
6	Information to applicants on selection I	13-apr-17	
7	Complaints & Replies on Selection I	13-apr-17	18-apr-17
8	Technical Assessment	13-apr-17	27-apr-17
8	No objection approval from EUD	27-apr-17	01-may-17
9	Information to applicants on selection II	02-may-17	
#	Complaints & replies on Selection II	02-may-17	07-may-17
#	Partner Evaluation, negotiations, agreements	07-may-17	14-may-17
#	Effectiveness of the agreements	15-may-17	
#	Financial/Operational/Reporting training	Last 2 weeks of may	

## 3 LIST OF RELEVANT DOCUMENTS AND ANNEXES

All Applicants under this Call must refer to the following documents:

### DOCUMENT FOR INFORMATION AND GUIDELINES

- SG Operational Manual
- Web site and FAQ (<http://albania.savethechildren.net>)

### RELEVANT ANNEXES FOR THE APPLICANTS

- Annex I: CHECK LIST FORM
- Annex II: ADMINISTRATIVE/ELIGIBILITY ASSESSMENT FORM
- Annex IV Declaration of Vetting
- Annex V: Technical Evaluation Form (Small Sub Grant- LOT1 )
- Annex VI: Technical Evaluation Form (Medium and Large Sub Grant- LOT2 and LOT3)
- Annex VII Project Application Form
- Annex VIII Project Abstract (Small grant only)
- Annex IX Project Logical Framework (Mid and Large Grants)
- Annex X Budget Application Form
- Annex XI Public Evaluation report

- Annex XIII Declaration by the Applicant