

# Call for Proposals

**Diaspora's know-how and financial capital are utilized for economic development of Kosovar municipalities**

**Guidelines for applicants**

**Municipal Action for Re-integration and Diaspora - MARDI**

**Nr. P220003**

Deadline for submission of applications  
13.02.2023, 16:00hrs (CET)

## Content

|  |                                     |
|--|-------------------------------------|
| 1. BACKGROUND INFORMATION .....  | 3                                   |
| 2. OBJECTIVE OF THE CALL .....   | 4                                   |
| 2.1. Expected outputs of a project proposal: .....   | 4                                   |
| 2.2. Activities .....  | 4                                   |
| 2.3 Application.....   | 4                                   |
| 3. FORMAL CONDITIONS OF CALL .....   | 5                                   |
| 3.1. Eligible applicants: who can apply?.....  | 5                                   |
| 3.2. Selection Criteria - Evaluation Grid.....   | 5                                   |
| 3.3. Eligible activities, Timeframe and Regions .....  | 5                                   |
| 3.4. Eligible costs .....  | 6                                   |
| 3.5. Ineligible costs .....  | 6                                   |
| 4. HOW TO APPLY? .....   | 6                                   |
| 4.1. Project Application Form.....   | 7                                   |
| 4.2. Budget Form .....   | 7                                   |
| 4.3. Where to submit the application?.....   | 7                                   |
| 4.4. Deadline for submitting applications .....  | 7                                   |
| 4.5. How to contact if you have any questions?.....  | 8                                   |
| 4.6. Info session, online through Zoom .....   | 8                                   |
| 5. EVALUATION.....   | 8                                   |
| 5.1. Applications will go through the following procedure .....                                    | 8                                   |
| 5.2. Additional Documentation and Contracting .....  | <b>Error! Bookmark not defined.</b> |
| 6. INDICATIVE CALENDAR OF CALL REALIZATION.....  | 8                                   |
| 7. LIST OF FORMS TO USE FOR THIS CALL.....   | 8                                   |
| 8. ETHICS CLAUSES AND CODE OF CONDUCT .....  | 9                                   |
| 8.1. Absence of conflict of interest .....   | 9                                   |
| 8.2. Respect for human rights as well as environmental legislation and core labour standards ..... | 9                                   |
| 8.3. Zero tolerance for sexual exploitation and sexual abuse .....                                 | 9                                   |
| 8.4. Anti-corruption and anti-bribery .....  | 9                                   |
| 8.5. Unusual commercial expenses .....   | 9                                   |
| 8.6. Breach of obligations, irregularities or fraud .....  | 10                                  |
| 9. BIDDING COSTS .....   | 10                                  |

**You can find the annex documents in the following link:**

[https://drive.google.com/drive/folders/1GNhoWFmJBS2\\_ksEJSTpGrdDgpOzNldx2?usp=share\\_link....](https://drive.google.com/drive/folders/1GNhoWFmJBS2_ksEJSTpGrdDgpOzNldx2?usp=share_link....) 10

## 1. BACKGROUND INFORMATION

As of January 2022, Caritas Switzerland (CACH) implements the project "Municipal Action for Reintegration and Diaspora" (MARDI), financed by the Swiss Agency for Development and Cooperation, the Principality of Liechtenstein and Caritas Switzerland, in co-financing with the Ministry of Regional Development.

**The MARDI** project has its main objective, as follows:

*The municipalities of Kosovo are perceived as places of positive socio-economic development, utilizing the potential and strong experience of repatriated persons, returnees, foreigners, ethnic minorities and the diaspora.*

For this purpose, the project will support the strengthening of the capacities of local administrations and business to manage migration and (re)integration. CACH aims to fully achieve the project goals by engaging and working closely with key stakeholders in at least 10 municipalities of Kosovo.

The three main outcomes of the MARDI project are as follows:

- 1. Municipal and non-governmental actors improve their capacities and coordination to better address challenges in the fields of migration and (re)integration management;*
- 2. Local Capacities are developed and strengthened to provide individual support and to facilitate the sustainable (re)integration of repatriated persons, refugees and asylum seekers;*
- 3. Diaspora know-how and financial capital are utilized for economic development of Kosovar municipalities;*

This call is specifically related to the third outcome *Diaspora know-how and financial capital are utilized for economic development of Kosovar municipalities.*

Certain municipalities have great investment opportunities, but they lack expertise, networks and coordination with the national level institutions to capitalize that. Meanwhile, the diaspora has the necessary human and financial resources as well as the interest to invest at the local level in Kosovo. By linking these two factors: using the expertise and the experience of the organization (communication, comprehensive planning and connections) on leveraging the large diaspora networks and their resources, this intervention has all the preconditions to succeed. CACH together with the selected NGO will utilize approaches such as business-to-business (B2B) meetings, outreach events and capacity building to link with the diaspora. Based on previous experiences of CACH, B2Bs have facilitated the promotion of local and national goods, services and products to the foreign markets and indeed provided new partnerships and investment opportunities for local businesses. This Call also aims to initially to support municipalities build the capacities in project planning and communication to attract foreign investment, especially in innovative fields such as ICT and tourism.

## 2. OBJECTIVE OF THIS CALL

The main objective of this Call is to:

***Support Kosovar Municipalities and local businesses to better use diaspora know-how and financial capital for economic development of Kosovo***

Therefore, the purpose of the call is to **engage one (1) national Non-Governmental Organization (NGO)** that will be active in all regions of Kosovo. This NGO will undertake activities to Support Kosovar Municipalities and local businesses to better use the diaspora know-how and financial capital for economic development of Kosovar municipalities.

### 2.1. Expected outputs of the project (proposal):

| <b>Outputs</b>  |
|---|
| <i>Kosovar businesses are promoted abroad, with a specific focus on the diaspora community;</i>     |
| <i>Diaspora investment is generated through attractive and competitive investment projects; and</i> |
| <i>The dialogue between the diaspora community and Kosovar institutions is facilitated;</i>         |

### 2.2. Activities

| <b>ACTIVITIES</b>   |
|---|
| <i>Facilitate exchange and strengthen the cooperation between Kosovar and diaspora linked entrepreneurs through business-to-business meetings</i>   |
| <i>Municipalities with high investment potential are engaging in a dialogue with the diaspora business community</i>  |
| <i>Support municipalities to build the necessary capacities to develop investment projects appropriate for their municipality/region and approach potential investors from diaspora / abroad</i>                                  |
| <i>Engaging Diaspora Professionals at the local level in Kosovo to share their knowledge and skills, thus contributing to the improvement of local capacities and serve as entry points for municipalities to foreign markets</i> |

### 2.3 Application

Organisations can apply for the maximum total amount of 106,800.00 - EUR.

The total amount must include the following:

- Organisation of B2Bs and outreach events: 25,000.00 EUR
- Capacity Building to Municipalities (development of investment projects): 16,800 EUR
- Engagement of Diaspora Professional: 50,000.00 EUR
- Project Implementation Costs: 15,000.00 EUR

CACH expects a contribution by the applicant or a 3<sup>rd</sup> party of at least 10%, while a higher share will be evaluated positively.

### 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 100,000 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 of activities and that are focused according to their mandate/statute on business development, income generation activities, work with vulnerable groups, employment promotion and support;
- ✓ 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 of this call;
- ✓ At least three (3) project references, where two (2) of them are projects that have contributed to the following areas: business development, employability, migration, social integration or comparable;
- ✓ 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 / international NGOs;
- ✓ Demonstrate capacity for the management of proposed activities;

#### 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                        | - Diaspora engagement activities, and proven experience working with local stakeholders and business sector;<br>- Administrative capacities to ensure coordination, organisation and implementation of the respective activities; | 20          |
| 5                        | Financial Offer/Budget including co-funding share   | 20          |
| <b>OVERALL WEIGHTING</b> |   | <b>100%</b> |

*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.*

#### 3.3. Eligible activities, Timeframe and Regions

- ✓ Eligible period of the proposed project: 1 March 2023 – 1 March 2024; Project must last at least 12 months within this timeframe.
- ✓ Activities will be implemented for the municipal officials and business sector in ten (10) municipalities of Kosovo (Prishtine/Priština, Podujeve/Podujevo, Fushe Kosove/Kosovo

Polje, Rahovec/Orahovac, Vushtrri/Vučitrn, Peje, Istog/Istok, Prizren, Suhareka and Gjilan/Gnjilane)

- ✓ The list and main types of activities that will be funded through this call are listed in point **2.2.** 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:

- ✓ Organisation of B2B sessions and outreach events
- ✓ Diaspora Professional engaged in the local municipalities
- ✓ Conducting the trainings for the development of investment projects by Municipalities
- ✓ Other costs that are related to the implementation of the (re)integration related project activities.

### 3.5. Ineligible costs

Ineligible costs include:

- ✓ Administrative overhead / indirect cost;
- ✓ Usual operating costs (maintenance and similar, other running cost);
- ✓ Capital investments or investment loans, guarantee funds;
- ✓ Construction works;
- ✓ Vehicles;
- ✓ Alcoholic drinks;
- ✓ School material and other items produced from plastic;
- ✓ Debt interest expense;
- ✓ Fines, financial penalties and court costs;
- ✓ 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;
- ✓ 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);**
3. Action Plan;
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: (re)integration, business development and working with vulnerable groups;
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. 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, kindly note the following:

- Organisation of B2Bs and outreach events: 25,000.00 EUR shall be dedicated for the organisation of at least 5 events.
- Capacity Building to Municipalities (development of investment projects): 15,000 EUR shall be dedicated for the organisation at least 7 projects.
- Engagement of Diaspora Professional: 50,000.00 EUR shall be dedicated for the at least 10 professionals.

#### 4.3. 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: *“Diaspora’s know-how and financial capital are utilized for economic development of Kosovar municipalities”* to: [lsekiraqa@caritas.ch](mailto:lsekiraqa@caritas.ch) and in Cc: [kosovo@caritas.ch](mailto:kosovo@caritas.ch)

#### 4.4. Deadline for submitting applications

The deadline for submission of applications is **13 February 2023 at 16:00 (CET)**.



#### 4.5. 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: [lsekiraqa@caritas.ch](mailto:lsekiraqa@caritas.ch) and in Cc: [kosovo@caritas.ch](mailto:kosovo@caritas.ch), no later than **7 days before** the call expires.

#### 4.6. Info session, online through Zoom

Please note that the information session will be held online via the Zoom platform. Topic: Call for proposals Economic (re)integration for repatriated persons and foreigners  
Time: January 26, 2023 03:00 PM Belgrade, Bratislava, Ljubljana

Join Zoom Meeting

<https://us04web.zoom.us/j/78695290098?pwd=m4y4hvB3IcMzf3e3KfUkCG6KxfIyUY.1>

Meeting ID: 786 9529 0098

Passcode: 5kqtUc

### 5. EVALUATION

#### 5.1. Applications will go through the following procedure

- ✓ Eligibility check;
- ✓ 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;
- ✓ CACH will notify in writing only the shortlisted applicants on rejection or selection of their application.

### 6. INDICATIVE CALENDAR OF CALL REALIZATION

Stages of the call procedure:

1. Info session date 26 January 2023
2. Deadline for sending questions regarding the call 31 January 2023
3. Deadline for application 13 February 2023
4. Estimated date for notifying the winning applications regarding the award decision and notifying applicants 20 February 2023

CACH reserves the right to update the indicative calendar.

### 7. LIST OF FORMS TO USE FOR THIS CALL

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



## 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

CACH 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

CACH 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://drive.google.com/drive/folders/1GNhoWFmJBS2\\_ksEJSTpGrdDgpOzNldx2?usp=share\\_link](https://drive.google.com/drive/folders/1GNhoWFmJBS2_ksEJSTpGrdDgpOzNldx2?usp=share_link)