**Guidelines for Applicants**

**for proposals under the public call**

**“Supporting Innovative Approaches
to Tackle Youth Employment
and Employability”**

Belgrade, 10. Маy 2017

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**1. Support to Youth Employment and Employability in the Republic of Serbia**

**1.1. Key strategic (policy) documents at the national level**

A number of strategic documents of the Republic of Serbia adopted in recent years have recognized the issue of youth[[1]](#footnote-1) employment and employability and envisage measures and activities to overcome the issue.

Within the European integration process and having priorities until 2020 in mind, the Government of the Republic of Serbia prepared and adopted **the Employment and Social Reform Programme (ESRP)** in May 2016[[2]](#footnote-2). The ESRP primarily covers labour market and employment, human capital and skills, social inclusion and social protection as well as the challenges in the pension system and health care. The document focuses specifically on the enhancement of the status of youth in the labour market.

**The National Employment Action Plan 2017[[3]](#footnote-3)**,( recognizes the unfavorable status of various categories of youth in the labour market. A priority of the action plan is to “stimulate employment and involve hard-to-employ persons in the labour market and provide support to the regional and local employment policy”, including youth. Furthermore, the document envisages specific apprenticeship and traineeship programmes, as well as focus on entrepreneurship.

In the **National Employment Strategy** for the period 2011-2020[[4]](#footnote-4) (Official Gazette of the Republic of Serbia No. 37/11), which is the main strategic policy document in Serbia for employment policy development, young people are identified as a category of hard-to-employ persons that has priority for inclusion in active employment policy measures. The Strategy is made operational by passing and implementing the National Employment Action Plans on an annual basis.

**The National Youth Strategy 2015-2025[[5]](#footnote-5)** identifies the following strategic objectives: “Enhanced employment and employability of young women and men” and “Enhanced quality and opportunities for acquiring qualifications and the development of competencies and innovation among youth”, operationalized through the **Action Plan for the Implementation of the National Youth Strategy 2015-2017[[6]](#footnote-6).**

**The National Education Development Strategy in Serbia until 2020 and its Action Plan**[[7]](#footnote-7) envisage a set of measures aimed at stimulating entrepreneurial and lifelong learning and the development of entrepreneurial thinking in education, as well as the alignment with economic needs.

The **Needs Assessment Document 2014-2017 with Projections until 2020**[[8]](#footnote-8)contains Measure 1.4: Enhancing youth employability and facilitating their access to the labour market.The measure envisages the provision of opportunities for vocational training, retraining or active labour market measures for youth, especially those who are unemployed or do not attend some form of education or training, including persons who leave school early.

**1.2. Data on youth employment and youth unemployment in Serbia**

The youth inactivity rate (15-24) increased continually from 66.2% in 2008 to 70.8% in 2015 and reached 69.7% in 2016[[9]](#footnote-9). One of the major concerns is the proportion of unemployed youth who are, at the same time, not in education, employment or training (NEET), which was 19.9% in 2015 but dropped to 17.7% in 2016. Many inactive young people have neither work experience nor practical skills and being trapped in long-term unemployment further diminishes their prospects of activation and employment. The youth employment rate (15-24) increased from 16.6% (2015) to 19.7% in 2016 and for the age group 15–30 from 32.34 to 35.6% in 2016. Also, the youth unemployment rate (15-24) dropped from 43.2% (2015) to 34.9% in 2016 and for the age group 15–30 from 33.3% to 28.5% in 2016.

Of particular concern is the long-term nature of youth unemployment, given that 44.3% of registered unemployed young people at the National Employment Service have been looking for work longer than one year. As a result, the likelihood of becoming employed decreases proportionally to the length of unemployment, which could potentially lead to their permanent exclusion from the labour market.

Also, youth (18-24) are one of the categories at an above-average risk of poverty (30.2%)[[10]](#footnote-10) which is, amongst other things, a result of the high youth unemployment rate or the large number of youth not in employment, education or training (NEET). Informal youth employment is significant indicator of unfavorable situation of young people on the labour market, too. Out of the total number of employed young people under 24 years, over 30% is in informal employment, compared to 21.1% of those under 30 years[[11]](#footnote-11).

In this Call, the focus will be on the vulnerable youth population which belongs to two or more categories of hard-to-employ groups identified in the priorities of the National Employment Action Plan for 2017.

**1.3. Context and background of intervention**

This Call for proposal is published under the program “From Education to Employment (E2E): Youth Skills Development and Private-Public Partnership in Serbia” aiming to increase youth employment and employability in Serbia in a socially inclusive and sustainable way. The Swiss Agency for Development and Cooperation (SDC) provides financial support for cross-sector partnerships for youth employment and employability, focusing on innovative solutions and connecting actors on the national and local level. The E2E program contributes to the implementation of the Employment and Social Reform Program (ESRP) as well as to upcoming IPA II funds in the field of youth employment and employability.

Within the E2E Program, Project “Support to the Implementation of the Employment and Social Reform Programme in Serbia focusing on Youth Employment and Employability Policies – main phase“ is implemented by the Social Inclusion and Poverty Reduction Unit (hereinafter: SIPRU) of Government of Serbia. The Project is implemented in cooperation with the following ministries: the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA), the Ministry of Education, Science and Technological Development (MoESTD) and the Ministry of Youth and Sports (MoYS). The project entails two outcomes:

* Outcome 1 – Relevant line ministries develop improved national youth employment and employability policy framework;
* Outcome 2 – Young unemployed people benefit from theinnovative solutions and models for increasing youth employment and employability.

The Youth Employment Initiative (YEI) is designed with the aim to contribute to the resolution of the identified problems related to youth employment and employability in the Republic of Serbia. This will be achieved by means of innovative and comprehensive approaches from different sectors tackling the issue of youth unemployment, thus putting the relevant strategic documents in action, in particular the Employment and Social Reform Programme – ESRP.

Therefore, this Call for Proposals should be viewed in the light of developing and testing innovative models and services to tackle the youth employment problem, whose results should be fed into the future policy cycle(s).

A similar Call for Proposals was launched in 2016 by the SIPRU as part of the pilot phase of the YEI Project and this is the continuation of the started efforts. For more information and experience on that CfP, visit the SIPRU website[[12]](#footnote-12).

# 2. Purpose of the Call

**2.1. Why socially innovative approaches?**

New approaches that clearly define the problem or part of the problem in the area of youth employment at the local level and offer adequate solutions, whilst at the same time ensuring that the solution is feasible in a given context, bearing in mind resources and capacities, deserve attention in terms of financial and non-financial support.

Giving a chance to new approaches will additionally encourage citizens and local stakeholders to think innovatively, freely and outside the box, and to contribute through their activities to bringing about a change in the undesired situation and the community in which they live. Positive effects of supporting innovative approaches to youth employment certainly include a change in the mind-set of the youth population for shifting from “passive idleness” to “active and proactive action”, which is a genuine challenge for youth in most local communities in the country.

The importance of alternative solutions and mechanisms in the field of youth employment in Serbia is enormous, bearing in mind that the youth (15-24) unemployment rate in Serbia is more than twice as high in relation to the total population and that, despite good short-term results, all programmes implemented so far did not result in the creation of a sustainable mechanism (modality, approach) that would continue to yield equally good results after the end of project financing.

By means of this Call for Proposals, the SIPRU aims to enable the development of new ideas, improvement of existing solutions that have proven successful or that could become successful with some adjustments and scaling of successful solutions[[13]](#footnote-13)

The SIPRU aims to support the elimination of clearly defined shortcomings of the existing solutions (inability to forge or maintain partnerships, lack of clearly defined elements such as “who does what, how, and how to measure outputs”), enable solutions that have produced good and measurable results to evolve from pilot initiatives to regular practices and facilitate their dissemination.

**2.2. Objective and priority areas of the Call**

**2.2.1. Overall and specific objectives of the Call**

**The overall objective** is to increase youth employment and employability in Serbia in a socially inclusive and sustainable way.

**Specific objective**:

To support inter-sectorial dialogue, cooperation and partnerships (between the civil, private and public sectors) **in development, testing and scaling** of innovative solutions to tackle youth employment and employability at the local and/or regional level in the Republic of Serbia that are feasible given the specific context, capacities and available resources.

**2.2.2. Priority areas**

Innovative solutions supported under this Call should be delivered in one or more of the following **priority areas:**

* **job creation** through entrepreneurship, improved access to information, education and training, business counselling and mentorship, financial support (small incentives for entrepreneurship)
* youth **employability**, mobility and flexibility through internships in SMEs, youth organizations and civil society organizations, as well as through opportunities to acquire transferable and generic skills;
* **entrepreneurial learning** for youth through formal and non-formal education;
* **employability and mobility** of youth in the **NEET group** (young women and men not in employment, education or training);

**Cross-cutting principle:**

* **employability of young men and women facing additional barriers in the labour market** (youth with no/low qualifications, Roma, youth with disabilities, rural youth, young women and men who left the institutions for social protection, beneficiaries of social assistance, long-term unemployed youth, young women and men living with HIV, and other young women and men groups recognized in strategic documents).

**2.2.3. Target groups and final beneficiaries**

* Target groups: stakeholders from civil society, private, public sector and youth (aged 15-30).
* Final beneficiaries: young women and men aged 15-30.

**2.2.4. Location of action**

Under this Call, activities may be implemented in the territory of one or more municipalities in the Republic of Serbia, regardless of where the applicant is registered. However, project partners are required to be registered or to have a representative office in the territory where the action will take place.

**3. Rules for This Call for Proposals**

These Guidelines set out the rules for the submission, selection and implementation of the action financed under this Call in accordance with best SIPRU practices.

**3.1. Eligible applicants, partners and associates**

**3.1.1. Eligible lead applicants**

Under this Call for Proposals, **eligible lead applicants are civil society organizations** (citizen associations, foundations, endowments):

* with the status of association granted pursuant to the Law on Associations[[14]](#footnote-14) and which are registered with the competent body and
* whose area of expertise is related to youth employment and employability.

In case of award, the civil society organization, as the lead applicant, is directly responsible for the implementation and management of the project.

**Partnership of a CSO with the private sector** (minimum one representative) with its clear role, responsibility and contribution in the project is **mandatory. If this condition is not met, the application shall not be considered at all.**

**Partnership with more than two** sectors (public, private, civil society sector, media, trade unions, academia and scientific institutes) is strongly encouraged and desirable.

A civil society organization (CSO) may apply as a lead project proposal applicant, and may participate as one of the project partners.

**3.1.2. Eligible partners**

**Private sector partners** may include: companies, sole traders, cooperatives and other legal forms pursuing economic activities.

**Public sector partners** may include: local government units, schools, National Employment Service branched, youth offices, centers for social work, academia and scientific institutes and other public institutions at the local level.

Furthermore, **public sector partners** may include regional development agencies, chambers of commerce, business associations and clusters, regardless of their registration as LLC (d.o.o.).

Agreement on Cooperation

The lead applicant shall submit a signed and stamped Agreement on Cooperation with the local partner/partners, which defines in detail the rights, obligations and responsibilities of partners with a view to project implementation, including the information on the delegated representative of the local partner that will participate in project implementation. The partner’s contribution, as well as its role and responsibility in the consortium should be clearly defined in a partnership statement submitted as part of the technical documentation. The form of the Agreement on Cooperation is not prescribed; however, it must be signed and stamped by all parties.

Civil society organizations are also eligible as partners. However, they may not replace the private sector representatives since its presence is mandatory under this Call.

**3.1.3.** **Eligible associates**

The status of project associates may be granted to:

* local and national institutions relevant for the selected topic,
* the media and
* other CSOs, informal groups or initiatives.

Associates are not entitled to receiving any programme funds, except to have their travel and accommodation costs covered.

**3.2. LOTs under the Call**

**3.2.1. Number of LOTs**

Under this Call, the SIPRU aims to provide grant support for different types of activities recognizing different development stages of innovations under three LOTs:

* **Lot 1 – Support for early development of innovative ideas;**
* **Lot 2 – Support for testing or improvement of already developed innovative solutions;**
* **Lot 3 – Support for scaling of successful innovative solutions.**

**3.2.2. Description of LOTs**

Please read carefully about LOTs objectives, eligible indicative and mandatory activities and expected outcomes.

Given the fact that this Call aims to develop, test and/or scale innovative ideas/solutions to tackle youth employment and employability, there are predefined activities the SIPRU expects to see under each LOT. Project activities should be developed and planned to achieve the expected results in addition to the results you want to achieve by implementing the innovative idea/solution.

|  |  |  |  |
| --- | --- | --- | --- |
| **LOT TITLE** | **Lot 1 – ED – Support for early development of innovative ideas** | **Lot 2 – P – Support for testing or improvement of already developed innovative solutions** | **Lot 3 – S – Support for scaling of successful innovative solutions** |
| **LOT objective** | Support an innovative approach/idea that better addresses the problem in the community to develop to the phase when it is **ready for piloting.** | Support an innovative solution that is **well developed to be tested.****Or**Support an innovative solution to **be improved based on prior piloting** and prepared for scaling.  | Support piloted innovative solutions that have results in practice **to scale** and move from pilot to practice, and to increase their effects and coverage. |
| **List of indicative activities per LOT** | * Data collection and problem analysis
* Consultations with beneficiaries and stakeholders
* Workshops, meetings
* Document/proposal writing
 | * Testing innovative solutions through implementation
* Development of a monitoring plan/tools
* Cost-benefit analysis
* Effectiveness analysis of proposed model,
* Sustainability planning
* Communication tools
* Development of implementation procedures and know-how
* Capacity building of implementing partners
* Startup incentives for youth entrepreneurship
* Scaling plan development
 | * Scaling through implementation
* Development and implementation of a scaling plan
* Development of implementation procedures/codification of know-how
* Communications tools
* Monitoring and evaluation tools
* Effectiveness analysis of proposed model
* Cost-benefit analysis
* Capacity building
* Startup incentives for youth entrepreneurship
 |
| **Mandatory activities** | Consultations with beneficiaries. | * Monitoring and evaluation tools
* Codification of all procedures, processes and other requirements necessary for the implementation of the solution (know-how)
* External evaluation of the project
* Sustainability plan
 | * Monitoring and evaluation tools
* External evaluation of the project
* Scaling plan and/or sustainability plan
 |
| **Expected outcome** | The innovative idea is fully developed, written in a clear project proposal and ready for implementation. | The innovative idea is tested or improved, project results are achieved and the idea is ready for scaling. | The innovative idea is successfully scaled up in accordance with the scaling plan and expected results. |

*Scaling means expansion and growth. Scaling could take place by applying different strategies. For example:*

* *by increasing number of direct beneficiaries;*
* *through organizational growth and capacity development of all stakeholders involved in the implementation;*
* *by increasing the number of implementing partners and applying the innovative solution on other areas/topics;*
* *by imitating an innovative solution developed by other organizations;*
* *by multiplying (training of a team to spread the solution in other geographic areas);*
* *by developing sub-structures;*
* *through franchising;*
* *through the accreditation of new providers;*
* *through the institutionalization of a solution (it means that the piloted and successful innovative solution becomes a practice that replaces or complements existing measures and/or programmes) etc.*

**3.3. What is considered a social innovation in the context of this grant scheme?**

**3.3.1. What is a social innovation?**

A social innovation can be a practice, process, product, service, business model, tools and methodologies or a combination of all of these with an aim to respond to an unmet need or a social problem in a better way.

***To find out more about social innovations, refer to the document “About Social Innovations”, which is attached to this Call for Proposals.***

**3.3.2. Innovation criteria[[15]](#footnote-15)**

Under this Call, approaches are considered socially innovative **if they meet at least three of the seven criteria listed below. If this condition is not met at the concept note stage, the application shall not be selected for the next evaluation stage.**

Please make sure that you indicate and describe in your proposal how your idea and/or solution meets the criteria listed below. It is not enough just to say it meets the specific criteria. You need to be very precise in defining how exactly, using which mechanism and tools in your proposal, you plan to achieve this. More detailed instructions are provided in the application form under each LOT.

|  |  |
| --- | --- |
|  | **Criteria for idea/solution to be considered socially innovative**  |
| 1 | It responds to social needs and centers on people/users/beneficiaries |
| 2 | It improves everyday lives of citizens – target groups/beneficiaries |
| 3 | It empowers and involves citizens – target groups/beneficiaries as partners and co-creators of solutions |
| 4 | It contributes to the efficient and effective use and conservation of resources |
| 5 | It contributes to cooperation and partnership building between different sectors (e.g. private, public, civil society)  |
| 6 | It contributes to changes in relations and/or relationships between users/beneficiaries; public sector and/or other actors; physical and human capital |
| 7 | It has transformative potential to decrease and/or to eliminate inequalities in society |

**3.4. How to apply and procedures to follow**

**3.4.1. How to choose the LOT?**

Before applying, please check the table below and find out in which LOT your project fits best. The Evaluation Panel will use the same table when deciding on your application.

|  |  |
| --- | --- |
| **Status of your innovation prior to applying** | **What to do** |
| Your team has an innovative idea for a solution that contributes to tackling the issue of youth unemployment and employability in the targeted geographic area, ***but the idea is not fully developed***. You need additional time and resources to work on further development of the proposed solution.*(For example, you need to perform additional problem analysis for your local context, and/or beneficiary assessment, and/or assessment of stakeholders, and/or resources to work with partners to plan innovative project activities, budget, implementation plan and/or defining roles, etc.).* | **Apply for LOT 1**Benefits:You will have an opportunity and resources to develop your innovative solution into a project proposal that will be ready for experimentation and testing.  |
| Your team has an innovative solution **ready for experimentation and testing.** It means problem is well analyzed and understood, both beneficiaries and stakeholders are mapped and consulted, and all activities are well planned. | **Apply for LOT 2**Benefits:You will have an opportunity to test your solution in practice, develop and apply a system for monitoring the implementation, develop all procedures and document all steps in the implementation, roles and responsibilities of partners involved, and evaluate both externally and internally your solution and its contribution to tackling youth employment and employability.Another benefit of testing the solution is an opportunity to build partnerships with stakeholders from the private and public sectors in the implementation, and explore options for sustainability of the solution after the grant support ends. |
| Your team has an innovative solution that addresses the issue of youth employment and employability that ***has been implemented.* Now, your team wants to improve the solution by applying lessons learned from the earlier stages**, based on internal and external monitoring and evaluation, feedback from beneficiaries and stakeholders, as well as against achieved results. You also want to develop a sustainability plan (financial, managerial, institutional and operational sustainability), and **prepare your solution for the scaling phase.**  | **Apply for LOT 2**Benefits:You will have an opportunity to improve your solution and to test the (improved) solution; develop a sustainability plan. |
| Your team has an **innovative solution that has been tested in the past and is fully ready for scaling;** you have an indicative plan for *scaling* and now you seek support to further develop and implement it. | **Apply for LOT 3**Benefits:You will have an opportunity to expand and scale your innovative solution that has been tested and improved in practice, which has track record of achieved results in tackling the issues of youth employment and employability. |

**3.4.2. Total funds available**

**The total available grant budget for the implementation of the selected projects is up to CHF 300.000 for all three lots.** *The**SIPRU reserves the right not to disburse all financial resources. In addition, the SIPRU may decide not to support all three LOTs if the proposals received do not meet the objectives of the Call, or if the proposals are not satisfactory.*

**3.4.3. Grant amounts and project duration**

Depending on the LOT, the maximum grant amounts requested under this Call and project duration are the following:

|  |  |
| --- | --- |
| **LOT number** | **Maximum timeline and budget** |
| **Lot 1 – – Support for early development of innovative ideas** | *Up to 6 months, up to CHF 5.000* |
| **Lot 2 – – Support for piloting/testing or improvement of developed innovative solutions** | *Up to 12 months, up to CHF 30.000* |
| **Lot 3 – Support for scaling of successful innovative solutions** | *Up to 12 months, up to CHF 25.000* |

**3.4.4. Contribution rules**

**The total eligible costs of the grant may not exceed 85% of the total project budget. The balance must be financed from the applicant’s and/or partners’ own resources.**

**The applicant’s and/or partners’ own resources** may **be financial or in-kind support** (time and expertise of employees, space, equipment etc.). Contributions by the applicants may be replaced by other donors' contributions at any time. If applicant is already using Swiss financial support, it can’t be used for balance purpose under this Call. In-kind contribution by the applicant, requested under this Call is not eligible expenditure and may not be covered by the programme funds.

However, all other costs of the partners related to the implementation of project activities are eligible.

Please note that the grants may not have the purpose or effect of producing a profit for the grantees as the direct result of the operations/activities financed under this Call for Proposals.

**3.4.5. Budget and payment notes**

The maximum administrative and managerial costs (project coordination, travel, office and supplies) are as follows:

* LOT 1 – up to 30%; the remaining 70% is the direct cost of activities, including fees for external expertise;
* LOT 2 and LOT 3 – up to 40%; the remaining 60% is the direct cost of activities, including fees for external expertise.

Contracts will be signed with the successful applicants. The organization which signs the contract will be exempt from paying VAT. Exemption from VAT does not apply to project partners and third parties contracted for certain activities (subcontractors).

The approved funds for each project will be transferred to the account of the lead applicant. The funds will be disbursed in Serbian dinars, at the commercial bank’s selling rate for Swiss francs applicable on the day of conversion.

Payments will be made according to the following schedule:

* LOT 1: 80% of the total requested funds – after signing the contract. The remaining 20% will be paid upon submission and approval of the final report on project implementation.
* LOT 2 and LOT 3:
	+ the first installment of 50% of the total requested funds – 15 days after signing the contract;
	+ the second installment of 30% of the total requested funds – after the adoption of the mid-term report (after six months of project implementation);
	+ the third installment of 20% of the total requested funds – 15 days after the adoption of the final report.

The indicative list of expenses that may be covered under this Call for Proposals:

* human resources (coordinators' salaries, external collaborators and the like),
* local travel (travel and accommodation),
* rental costs and the functioning of the office,
* capacity building (training, education, etc.),
* promotional activities,
* startup incentives for youth entrepreneurship,
* other costs necessary for project implementation.

The resources allocated and assigned to the implementation of activities may not support activities related to:

* funding previously started projects (budget deficit filling, etc.), financed by other means or funds,
* core funding of the lead applicant or partner(s),
* reconstruction/renovation of facilities,
* purchase of equipment,
* allocation of grants to other organizations,
* individual sponsorships for participation in workshops, seminars, conferences, congresses,
* individual scholarships for studies or training courses,
* coverage of losses, debts or potential future liabilities,
* providing tangible and intangible support to political parties and religious organizations,
* humanitarian activities.

**3.4.6. Application process, deadlines for submission**

Applications must be submitted in accordance with the instructions on the grant application forms, which are available for download from the E2E website: <http://znanjemdoposla.rs/konkursi/> . M**ake sure you use the correct application forms for desired lot.**

Any error or major discrepancy related to the concept note or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarification will only be requested when the information provided is not sufficient to conduct an objective assessment.

**Project documents:**

For the concept note phase:

* Concept note application form.

For the full application form:

* project proposal,
* budget,
* log frame.

**Technical documents:**

For the concept note phase:

* Agreement on Cooperation among consortium members (one Agreement on Cooperation to cover all consortium members).

For the full application phase:

* Copy of the lead applicant’s registration act (only in the Serbian language),
* CV of the project manager.

For successful applicants passing the concept note stage, the SIPRU shall organize two workshops on social innovations and project cycle management based on the needs assessment exercise carried out between concept note and full application phase.

**3.4.7. How to send applications**

Applications must be submitted in the English language using the email address provided in the table below. Only electronic versions of applications should be submitted, no hard copies.

Project documents should be submitted both in Word and PDF form. PDF versions of the supporting documents must be completed, signed and stamped by the relevant organizations/partners.

Documents should be sent in zip files, rather than separately. They should be named appropriately (project and technical documents) and sent in one e-mail message with a clear distinction between project and supporting documents.

The subject line of the email message must contain the following: “Project title”, the name of the CSO and LOT number – LOT 1, LOT 2 or LOT 3.

**3.4.8. Contact details and deadlines for the submission of applications**

The table below provides you with the key dates with regard to this Call for Proposals.

|  |  |
| --- | --- |
| Date of publication: | 10. May 2017 |
| E-mail for Q&A | Mr. Aleksandar Roncevic;E-mail: a.roncevic@gov.rs |
| Deadline for Q&A: | 26. May 2017 |
| Deadline for concept notes: | 31. May 2017 until 24:00 |
| Deadline for full applications: | 9. July 2017 |
| Address for the submission of proposals: | konkursi@znanjemdoposla.rs |

**3.5. Selection and evaluation process**

Under this Call, there are three stages in the selection process:

* STAGE 1 – Evaluation of concept notes

Applicants reaching the threshold for the concept note stage (22 points, including min. 3 points under criterion 1.3) shall be considered for preselection. Once all Concept Notes have been assessed, a list will be drawn up with the proposed projects ranked according to their best score.

* STAGE 2 – Evaluation of full applications

Applicants with the highest scores on full application shall be invited to stage 3, where they will be expected to deliver their project presentations.

* STAGE 3 – Public presentations of shortlisted projects to the Evaluation Panel

The final list of awarded grants will be prepared by adding up the points received for full application and presentation. The final decision on grants under this Call for Proposals shall be made by the Evaluation Panel. The applicants will have 7 days for appeals against the Evaluation Panel’s decision.

Concept notes and full applications will be evaluated only if:

* submitted on time;
* all project and technical documents are submitted as requested and in line with the Guidelines.

The elements outlined in the concept note may not be modified in the full application.

**3.5.1. Evaluation Panel members**

The Evaluation Panel will consist of representatives of relevant stakeholders (relevant ministries, E2E local-level implementation partner (IP Consult/NIRAS), an external evaluator from the business community, the SIPRU).

Each member of the Evaluation Panel makes an independent decision. All scores are combined and divided by the number of evaluators involved. The average score received is the score to be included into the decision letter and into ranking lists in all stages of the selection process.

**3.5.2. Evaluation criteria and scoring**

STAGE 1 – max. 30 points on the concept note (stage 1)

STAGE 2 – max. 100 points on the full application (stage 2)

STAGE 3 – max. 10 points on the presentation (stage 3)

The total number of points is 110, based on the added-up points from stages 1, 2 and 3.

**Concept note evaluation criteria for LOTs 1, 2 and 3**

STAGE 1 – CONCEPT NOTES will be evaluated against the following two criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description of criteria under category** | **Maximum points** | **Required minimum** |
| 1. **Relevance of your innovative idea**
 | **18** |  |
| 1.1. | The concept note is in accordance with the overall and specific objective and priority areas of the Call as presented in the Guidelines | 5 |  |
| 1.2. | How clearly have the needs and constraints of those involved (final beneficiaries, target groups) been defined? How well is the problem defined? Does the proposal address them appropriately? The roles and responsibilities of the target groups/final beneficiaries in the development of the idea? | 6 |  |
| 1.3. | Is the innovative solution well defined in relation to the problems and does it meet the innovation criteria? | 7 | **3** |
| 1. **Description and design of the action**
 | **12** |  |
| 2.1. | How coherent is the overall design of the action? In particular, does it reflect the analysis of the problem(s) identified, take into account external factors and relevant stakeholders?  | 6 |  |
| 2.2. | Is the action feasible and consistent in relation to the project objectives and its expected results? | 6 |  |
| ***MAXIMUM POINTS*** | **30** |  |
| ***MINIMUM for preselection*** |  | **18** |

*The maximum score on the concept note is 30 points. The minimum for preselection for Stage 2 is 18 points, of which minimum 3 points under 1.3. – Innovation criteria.*

**Full application evaluation criteria for LOT 1**

STAGE 2 – FULL APPLICATIONS for LOT 1 will be evaluated against the following criteria:

|  |  |  |
| --- | --- | --- |
| **Category** | **Description of criteria under category** | **Maximum points** |
| **Relevance** | *Score transferred from the concept note evaluation* | **18** |
| 1. **Clarity and quality of proposed action**
 | **20** |
| 3.1. | The activities are realistic, contributing to project results and objectives and well thought out for the proposed time frame | 7 |
| 3.2. | The detailed roles and responsibilities of partners are well defined and clear | 7 |
| 3.3. | The roles and responsibilities of the implementation team are well defined and clear | 6 |
| 1. **Clarity of proposed budget**
 | **20** |
| 4.1. | The budget is well balanced (the ratio of estimated costs to expected results is satisfactory) | 7 |
| 4.2. | Are the activities envisaged in the proposal properly reflected in the budget? | 7 |
| 4.3 | Is the ratio of administrative to programme activities met? | 6 |
| 1. **Sustainability of results beyond project**
 | **15** |
| 5.1. | The applicant has well explained what actions are envisaged in innovative idea so it is ready for testing. | 15 |
| **6. Quality of monitoring plan and evaluation** | **12** |
| 6.1. | The methods of collecting evidence to verify results achieved are clear | 6 |
| 6.2. | The indicators are technically correct (measure objectives, activities and results) | 6 |
| **7. Capacity of applicant and partners** | **15** |
| 7.1 | Relevant experience and/or expertise for the topic | 8 |
| 7.2. | Managerial capacities | 7 |
| ***MAXIMUM POINTS*** | **100** |

*The maximum score on the full application is 100.*

**Full application evaluation criteria for LOT 2 and LOT 3**

STAGE 2 – FULL APPLICATIONS for LOT 2 and LOT 3 will be evaluated against the following criteria:

|  |  |  |
| --- | --- | --- |
| **Category** | **Description of criteria under category** | **Maximum points** |
| **Relevance** | *Score transferred from the concept note evaluation* | **18** |
| **3. Clarity and quality of proposed action** | **20** |
| 3.1. | The activities are realistic, contributing to project results and objectives and well thought out for the proposed time frame | 7 |
| 3.2. | The roles and responsibilities of partners are well defined and clear | 7 |
| 3.3. | The roles and responsibilities of the implementation team are well defined and clear | 6 |
| **4. Clarity of proposed budget**  | **20** |
| 4.1. | The budget is well balanced (the ratio of estimated costs to expected results is satisfactory) | 7 |
| 4.2. | Are the activities envisaged in the proposal properly reflected in the budget? | 7 |
| 4.3. | Is the ratio of administrative to programme activities met? | 6 |
| **5. Sustainability of results beyond project** | **15** |
| 5.1. | The applicant has well explained and developed actions for the financial sustainability of the solution | 4 |
| 5.2. | The applicant has well explained the ideas/plans for the managerial sustainability of the solution | 4 |
| 5.3. | The applicant has well explained the ideas/plans for the policy sustainability of the solution | 4 |
| 5.4 | The applicant has well explained the ideas/plans for the institutional sustainability of the solution | 3 |
| **6. Quality of monitoring plan and evaluation** | **12** |
| 6.1. | The methods of collecting evidence to verify results achieved are clear | 6 |
| 6.2. | The indicators are technically correct (measure objectives, activities and results) | 6 |
| **7. Capacity of applicant and partners** | **15** |
| 7.1. | Relevant experience and/or expertise for the topic | 8 |
| 7.2. | Managerial capacities | 7 |
| ***MAXIMUM POINTS*** | **100** |

*The maximum score on the full application is 100.*

**3.5.3. Final selection of proposals for grant award**

The final list of selected proposals will be prepared by adding up the points received on the full application and on the presentation. Lists will be created for each LOT. Grants will be awarded to applicants with the highest scores until all funds available are spent.

The final list will be published on the internet address: <http://znanjemdoposla.rs/konkursi/>

**Final list of selected proposals template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| **LOT number** | **Applicant Name/Number of Application** | **Number of points received on the concept note evaluation** **Min. 18** | **Number of points received on the full application evaluation**  | **Number of points received on the presentation** | **Total score** **D+E** | **Decision** | **Date** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*The SIPRU reserves the right not to disburse all financial resources. In addition, the SIPRU may decide not to support all three LOTs if the proposals received do not meet the objectives of the Call, or if the quality of the project proposals is not satisfactory.*

**4. Reporting Requirements**

|  |  |  |
| --- | --- | --- |
| **LOT 1, for projects up to 6 months** | **LOT 2, for projects up to 12 months** | **LOT 3, for projects up to 12 months** |
| N/A | Inception report to be delivered two months of signing the contract | Inception report to be delivered two months of signing the contract |
| Mid-term report, end of the third month of signing the contract | Mid-term report, after six months of project implementation | Mid-term report, after six months of project implementation |
| Final report, 30 days after the project ends | Final report, 30 days after the project ends | Final report, 30 days after the project ends |
| Ad hoc reporting if requested by the SIPRU  |

*Upon signing the grant contract, grantees will receive detailed instructions on both financial and narrative reporting.*

1. Pursuant to the Law on Youth, “youth are persons aged 15 to 30“,

 <http://www.mos.gov.rs/mladisuzakon/attachments/article/388/Zakon%20o%20mladima-srb.pdf> [↑](#footnote-ref-1)
2. http://socijalnoukljucivanje.gov.rs/sr/%D1%83%D1%81%D0%B2%D0%BE%D1%98%D0%B5%D0%BD-%D0%BF%D1%80%D0%BE%D0%B3%D1%80%D0%B0%D0%BC-%D1%80%D0%B5%D1%84%D0%BE%D1%80%D0%BC%D0%B8-%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B5-%D0%B7%D0%B0%D0%BF/ [↑](#footnote-ref-2)
3. Official Gazette of RS No 92/16 dated 14 November 2016 [↑](#footnote-ref-3)
4. http://www.minrzs.gov.rs/cir/dokumenti/zaposljavanje [↑](#footnote-ref-4)
5. <http://www.mos.gov.rs/mladisuzakon/attachments/article/389/nacionalna_strategija_za_mlade0101_cyr.pdf> [↑](#footnote-ref-5)
6. <http://www.srbija.gov.rs/extfile/sr/244163/ap_strategija_za_mlade_2015-2017_0148_cyr.zip> [↑](#footnote-ref-6)
7. <http://www.srbija.gov.rs/vesti/dokumenti_sekcija.php?id=45678> [↑](#footnote-ref-7)
8. <http://www.evropa.gov.rs/Evropa/ShowDocument.aspx?Type=Home&Id=1301> [↑](#footnote-ref-8)
9. Labor Force Survey, 2015/2016. [↑](#footnote-ref-9)
10. Survey on Income and Living Conditions, 2016 [↑](#footnote-ref-10)
11. Situational analysis in the field of informal economy and informal employment (Marek Radvanski, Miroslav Tefanik), 2016 [↑](#footnote-ref-11)
12. <http://socijalnoukljucivanje.gov.rs/sr/%D0%BE-%D0%BD%D0%B0%D0%BC%D0%B0/%D0%B8%D0%BD%D0%B8%D1%86%D0%B8%D1%98%D0%B0%D1%82%D0%B8%D0%B2%D0%B0-%D0%B7%D0%B0-%D0%B7%D0%B0%D0%BF%D0%BE%D1%88%D1%99%D0%B0%D0%B2%D0%B0%D1%9A%D0%B5-%D0%BC%D0%BB%D0%B0%D0%B4%D0%B8%D1%85/> [↑](#footnote-ref-12)
13. **Expansion and growth** [↑](#footnote-ref-13)
14. (Official Gazette of RS No 51/09) or the status of foundation/endowment pursuant to the Law on Endowments and Foundations (Official Gazette of RS Nos 88/2010 and 99/2011 – amended by another law). [↑](#footnote-ref-14)
15. Developed by SIL Advisory Board Members, and used by SIPRU in the pilot phase in 2016. [↑](#footnote-ref-15)