

# Call for Proposals

**Economic Re-integration for repatriated persons and foreigners**

**Guidelines for applicants**

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

**Nr. P220003**

Deadline for submission of applications  
11.11.2022, 16:00hrs (CET)

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## 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 second outcome *Development and strengthening of local capacities to provide individual support and facilitate the sustainable (re)integration of repatriated persons, refugees and asylum seekers.*

The majority of Repatriated Persons (RP), but also refugees and asylum seekers who have acquired the status of international protection, return or arrive, respectively, in Kosovo without having sufficient financial means. These people must rely on their ambitions to become skilled and generate income, either through vocational training, on-the-job training, employment or self-employment. Otherwise, many RPs and foreigners will fail to (re)-integrate, which makes their life even more difficult after return or after involuntary leave of their countries of origin.

Only a limited number of RPs, especially those who have stayed for a longer period in Western Europe, have had the opportunity to acquire skills and accumulate funds, which can help them find work or become self-employed and (re)integrate easily into the society they have returned to.

Assuming that the majority of RPs and foreigners who intend to (re)integrate into Kosovar society will have the same limited abilities in terms of creating economic stability, they need institutional support in terms of counselling, access to vocational training that allows them to either become part of the skilled workforce or successfully operate their own business, support in job training and long-term employment. It is considered that further training and short-term financial support will increase their opportunities in the labour market and will make their (re)integration in society and especially economic (re)integration more sustainable.

CACH, respectively the MARDI project aims to connect the target groups with existing vocational training programs and support them if necessary. In addition, the project will actively profile these persons, which will then be used to match these profiles with employers active in the market, in order to include those who will be eligible in the labour market through the on-the-job training and/or job placement (employment) measures.

## 2. OBJECTIVE OF THE CALL

The main objective of this Call is to:

*Support returnees, refugees and asylum seekers to become more skilled and economically empowered through career counselling, on-the-job training and increased income.*

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, especially qualified for the target municipalities of the project (Prishtina, Podujevë, Fushë Kosovë, Lipjan, Vushtrri, Istog, Pejë, Prizren, Ferizaj and Gjilan). This NGO will undertake activities to support repatriated persons and foreigners (refugees and asylum seekers) by contributing to the economic empowerment of these vulnerable groups through counselling, referral to employment offices, referral and enrolment to vocational training centres and the provision of on-the-job training and employment. The implementation of this objective is expected to be beneficial **200 people** from the above-mentioned groups out of which **50** will be supported financially, as well as for private businesses who will provide on-the-job training and job placement through the measure of on-the-job training and wage subsidy as two of the active measures of the labour market.

### 2.1. Expected outputs of a project proposal:

<b>Outputs</b>
<i>Needs assessment and professional profiling of repatriated persons, refugees, and asylum seekers to enable them to enter into the labour market;</i>
<i>Counselling and support to engage in vocational training and other trainings that facilitate access to the labour market; and</i>
<i>Support in matching profiles of the target groups with potential employers, implementation of the measure of the most suitable economic (re)integration (vocational trainings on-the-job training and employment) measure for the beneficiary and monitoring of the implementation of the activity</i>

### 2.2. Activities

<b>ACTIVITIES</b>
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<i>Draft of assessment plan and needs assessment in terms of economic (re)integration of at least 200 RPs, refugees and asylum seekers,</i>
<i>Referral of assessed cases for other (re)integration measures (e.g. psycho-social, legal, medical support) if needed,</i>
<i>Professional profiling for at least 200 persons of the target groups to increase their possibility for economic (re)integration.</i>
<i>Based on created profiles, counselling and referral of at least 200 PRs, refugees and asylum seekers to register at employment offices and vocational training centres to receive services for economic (re)integration in each target municipality.</i>
<i>Counselling RPs, refugees and asylum seekers directly to gain access to life skills training programs, financial literacy, debt counselling, entrepreneurship skills and vocational training through 30 organized sessions.</i>
<i>In full coordination with the Employment Agency of the Republic of Kosovo (EARK), namely municipal employment offices, labour market research and identification of potential employers.</i>
<i>In coordination with the employment offices, matching of the profiles of the assessed persons with the potential employers to enable longer-term income generation.</i>
<i>Full coordination with employers for the inclusion of target groups in relevant active labour market measures.</i>
<i>Preparation of the personalized mode of engagement of the beneficiary in identified businesses.</i>
<i>Facilitation of the contractual engagement between the beneficiary, and the employer.</i>
<i>Execution of monthly payments to beneficiaries engaged in job training and/or employment.</i>

## 2.3 Application

Organisations can apply for the total amount of 125,100.00- EUR.

The total amount must include the following:

- Direct support to the beneficiaries of the economic (re)integration is reserved to 90,000.00 EUR, where a total of fifty (50) people are expected to be financially supported (50p x EUR 1,800 = EUR 90,000);
- Counselling for life skills, financial literacy, entrepreneurship training, referral of beneficiaries to VTCs and admin cost shall be financed from the remaining maximum amount (35,100 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 50,000 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 five (5) project references, where three (3) 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 grant will be awarded 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	- Reintegration activities, and proven experience working with local stakeholders and business sector; - Experts, facilitators and qualified support staff to cover the following fields: profiling, counselling, facilitation in vocational education trainings, on-the-job training and job placement; - NGOs which have research capacity to conduct analysis and reporting, as well as evaluate the outcomes of the process.	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 January 2023 – 31 December 2023; Project must last at least 12 months within this timeframe.
- ✓ Activities will be implemented for repatriated persons, refugees and asylum seekers in the five regions of Kosovo (Center - Pristina, Podujevë, Fushë Kosovë, Lipjan, West - Pejë, Istog, South - Prizren, East - Ferizaj, Gjilan, North - Vushtrri)
- ✓ 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:

- ✓ Needs assessment and profiling of the repatriated persons, asylum seekers and refugees;
- ✓ Counselling and when needed training services for target groups to gain life skills, financial literacy, entrepreneurship skills, and other related;
- ✓ Facilitation and direct financial support for Vocational Education Trainings, On-the-Job Trainings and Employment for 50 persons of target groups for their economic (re)integration;
- ✓ Service fees, specifying the name of the persons engaged, their professional competencies;
- ✓ Communication costs (telephone, internet costs, etc.) directly linkable to the project;
- ✓ Transport costs (where necessary specifying number of people, destination, frequency and purpose of travel and type of public transport);
- ✓ 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;
- ✓ 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;
- ✓ Payments and 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;
- ✓ Usual operating costs (maintenance and similar, other running cost);
- ✓ 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. Copy of NGO registration certificate;
4. Copy of Fiscal Number certificate;



5. Annual financial statements from TAK for the last 3 years (2019, 2020, 2021);
6. 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;
7. At least three (3) reference projects, preferably in the following areas: (re)integration, business development and working with vulnerable groups;
8. 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;
9. 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, VET, on-the-job trainings and the employment (EUR 1,800 per person for 6 months) shall be dedicated for the at least 50 selected beneficiaries, therefore cannot be used to cover any other project activities.

#### 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: “*Economic (Re)integration for Repatriated Persons and Foreigners*” to: [kosovo@caritas.ch](mailto:kosovo@caritas.ch) and in CC: [lsekiraqa@caritas.ch](mailto:lsekiraqa@caritas.ch).

#### 4.4. Deadline for submitting applications

The deadline for submission of applications is **11 November 2022 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: [kosovo@caritas.ch](mailto:kosovo@caritas.ch), in CC: [lsekiraqa@caritas.ch](mailto:lsekiraqa@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: Oct 28, 2022 02:00 PM Belgrade, Bratislava, Ljubljana

Join Zoom Meeting

<https://us04-web.zoom.us/j/4365375123?pwd=S0xaZXJMNIBPajJZZ2lkUUYkpsQT09>

Meeting ID: 436 537 5123

Passcode: ji8sRg

### 5. EVALUATION

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

- ✓ The Evaluation Committee will prepare a list of all applicants which have met the eligibility criteria to evaluate the content of their applications, and a list of applicants who haven't met the eligibility criteria of competition;
- ✓ CACH will notify in writing only the shortlisted applicants on rejection or selection of their application;
- ✓ 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;

#### 5.2. Additional Documentation and Contracting

- ✓ To avoid unnecessary additional costs when applying, CACH will require additional documentation only from those applicants who, based on the evaluation process, have entered the provisional list of applications selected for funding.
- ✓ If the applicant does not submit the required additional documentation within the specified time, the application will be rejected.
- ✓ After reviewing the documentation submitted, the Committee will propose the final list of applications selected for funding.

### 6. INDICATIVE CALENDAR OF CALL REALIZATION

Stages of the call procedure:

1. Call launch date October 21 2022
2. Info session date 28 October 2022
3. Deadline for sending questions regarding the call 3 November 2022
4. Deadline for application 11 November 2022
5. Estimated date for notifying the winning applications regarding the award decision and notifying applicants 21 November 2022
6. The deadline for submitting complaints is 30 November 2022

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/1shubrPle5MFXqAXtXFFOESX2mYn6wU\\_U?usp=sharing](https://drive.google.com/drive/folders/1shubrPle5MFXqAXtXFFOESX2mYn6wU_U?usp=sharing)