

**MUNICIPALITY OF PODUJEVË/O IN PARTNERSHIP WITH THE RELOaD2 PROGRAMME ANNOUNCES:**

**FIRST PUBLIC CALL FOR CIVIL SOCIETY ORGANIZATIONS FOR SUBMISSION OF PROJECT PROPOSALS TO THE REGIONAL PROGRAM FOR LOCAL DEMOCRACY IN THE WESTERN BALKANS 2**

**(ReLOaD2)**

The Regional Programme for Local Democracy in the Western Balkans 2 (ReLOaD2) is a European Union-funded initiative implemented by the United Nations Development Program (UNDP) in six Western Balkan countries, including Kosovo[[1]](#footnote-1)\*. This program is a continuation of the initiative Regional Programme for Local Democracy in the Western Balkans (ReLOaD, 2017-2020). The total budget of ReLOaD2 is 12.63 million euros ($ 15.06 million), while the component for Kosovo is 1.38 million euros ($ 1.64 million). The duration of the project is 48 months (January 2021 - December 2024). The overall objective of ReLOaD2 is to strengthen inclusive democracies in the Western Balkans and the EU integration process. The project will work to empower civil society and youth to be an active part of decision-making, promoting a legal and financial environment for civil society.

The specific objective of the programme is to strengthen cooperation between local government and civil society organizations in the Western Balkans by strengthening transparency in the financing of Civil Society Organizations from the local government budget. The ReLOaD2 programme also aims to promote civic engagement with a special focus on young people in order to become part of decision-making processes for the development of the community.

The ReLOaD2 programme will support seven partner municipalities (Dragash/š, Fushë Kosovë/Kosovo Polje, Mitrovicë/a South, Podujevë/o, Rahovec/Orahovac, Skenderaj/Srbica and Shërtrpcë/Štrpce), with a holistic approach starting with increasing the capacity of municipal staff to project cycle management and LOD[[2]](#footnote-2) methodology , grant, technical assistance during the announcement and implementation of public calls, technical assistance during the implementation of independent public calls as well as for the empowerment of youth in its territory.

Regarding the above, the Municipality of Podujevë/o and the ReLOaD2 programme invite all Civil Society Organizations (CSOs) in Kosovo to submit project proposals in the following priority areas, however priority will be given to the CSOs operating in the Municipality of Podujevë/o.

**CSOs based in Podujevë/o Municipality with working experience in Podujevë/o Municipality, are encouraged to apply.**

Priorities:

**1. Increasing the well-being of people with special needs**

 1.1 Improving the quality of services for people with special needs;

 1.2 Support for the integration of persons with special needs in society and the protection of their

 rights;

 1.3 Raising the awareness of local companies for the creation of employment schemes for people with

 special needs;

 1.4 Improving the position of people with special needs by organizing trainings / workshops for their

 economic empowerment.

 **2. Development and promotion of physical education and sports activities for young people**

2.1 Promoting a healthy lifestyle through sports activities;

 2.2 Raising awareness of the importance of health care through the promotion of sports disciplines;

 2.3 Involvement of persons with special needs through sports and recreational activities;

 2.4 Educating young people to play more sports and spend less time on social networks.

 **3. Awareness and education of citizens for environmental protection and green policies in accordance**

 **with the objectives for sustainable development**

 3.1 Awareness and education of citizens for environmental protection and green policies in accordance

 with the goals of sustainable development;

 3.2 Supporting public and private institutions in the implementation of proper waste management;

 3.3 Design school curricula to educate children about the benefits of green policies.

The total value allocated to this public call is up to 60,000.00 EUR (of which 25% is financed by the municipality of Podujevë/o).

**The amount of funds for the approved projects will be from EUR 5,000.00 to EUR 15,000.00.**

Applicant may submit maximum one project proposal, containing all required documents. The same applicant can apply to maximum 2 municipal calls in the framework of ReLOaD. The maximum amount of funds that can be allocated to the CSO applicant for the ReLOaD2 project duration up until December 2024, cannot exceed 30,000.00 EUR.

The Municipality reserves the right not to allocate all available funds in case the submitted project proposals do not meet the set criteria. The duration of each project should last from 6 to 9 months. The selected projects will be implemented in the period from August 2022 to April 2023.

**ELIGIBILITY:**

Participation in this public call is open, on an equal basis, to all officially registered CSOs (associations / organizations or foundations) in accordance with applicable laws and regulations in Kosovo. All interested civil society organizations can find detailed information about the application conditions as well as the project funding criteria in the Guidelines for Applicants, an integral part of the public call documentation.

**DOCUMENTS:**

All the relevant information and the electronic version of the application set can be found at the following addresses: [www.ks.undp.org](http://www.ks.undp.org), and at the official address of the Podujevë/o municipality <https://kk.rks-gov.net/podujeve/>

Documentation for the public call in the Municipality of Podujevë/o can be obtained from **18 May 2022 until 28 June 2022.**

Application documents can be obtained:

by sending a request for the application set with the name of the interested CSO to the email address infopodujeva@rks-gov.net or in person, at the address:

***Podujevë/o Municipality***

**N*uhi Gashi Str.- Office for Public Relations and Information, no. 54***

an electronic version of the application set can also be downloaded from:

Municipal website (<https://kk.rks-gov.net/podujeve/>);

UNDP website ([www.ks.undp.org](http://www.ks.undp.org)) and

<https://kosovofunding.org>

Or by personally transferring onto a USB stick all the application forms during the info session “Open Days” held on **May 18, 2022**.

**INFORMATION SESSIONS (Open days for more information)**

***Informative sessions (open days)*** will be conducted in the Municipality of Podujevë/o on **18 May 2022 (from 13:30 pm), that will be followed by Project Cycle Management (PCM) training on the same day, 19 and 20 May 2022** **in the** **municipal assembly, starting at 10:00 am.** The purpose of the training is to strengthen the capacity of organizations to design and implement projects that contribute to local development and delivery of services, as well as how to apply the necessary skills for developing project ideas, effective project writing, monitoring and evaluating the implementation of the project through practical work. In case of high interest of CSOs the session will be repeated. Rules and propositions of the public call will be presented on each session along with presentation of common mistakes CSO make when applying. Informative sessions will take place during the public call. Project Cycle Management (PCM) training for CSOs will be organized with focus on proposal preparation (project application, budget, logical framework, and activity plan). Throughout the duration of the ***public call expert/mentor support*** will be provided. The assistance will be open and public while the schedule, including date and time, will be shared through the municipal website. For transparency purposes, the minutes of the Mentor meeting will be published on the website of the Municipality of Podujevë/o. This will make information available to CSOs who were not able to attend the mentor meetings.

In addition, all questions related to the public calls can be submitted by e-mail registry.ks@undp.org referencing the public call. Queries can be submitted by **23 June 2022,** and the answers will be provided in writing within three (3) working days from the date of receiving. For transparency purposes all answers will be published at the UNDP web site ([www.ks.undp.org](http://www.ks.undp.org)).

Furthermore, a document named “Frequently Asked Questions” will be available in the Municipality and the UNDP website during the public call, along with other relevant documents of the Public Call. The document aims to offer additional help for applicants in order to have an overview of the previously asked questions that applicants had during previous calls.

**SUBMISSION OF APPLICATIONS:**

The application set comprises of an electronic copy (USB flash drive) with the mandatory and additional documentation and one copy of the documents that need to be submitted in a printed form. The USB flash drive with all the required documents for application (including the printed forms), must be submitted in a sealed envelope with the recommended postal stamp or in person in the municipality of Podujevë/o during working days (Monday – Friday), with an indication for the ReLOaD2 project, in the time period between 08:00 and 15:00 hours, at the address:

 ***Podujevë/o Municipality, 11000, Podujevë***

**N*uhi Gashi Str.- Office for Public Relations and Information, no. 54***

The deadline for submitting applications is **28 June 2022** at 15:00 hours. Applications received after the deadline will only be considered if the postal mark indicates a sending date before the official deadline.

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

The outer side of the envelope must contain the name of the public call for project proposals, full name and address of the applicant, full name of the project and the words: **“Do not open before official opening.”** The municipality will keep records of all received CSO project proposals and will issue pertinent receipts. Before submitting full application CSO applicant are advised to verify that the required documentation/application set is completed. It is done by filling in the Check list (Annex 10) which is an integral part of the application.

APPLICATION SET :

Guidelines for aplicants

Annex 1

Annex 2

Annex 3

Annex 4

Annex 5

Annex 6

Annex 7

Annex 8

Annex 9

Annex 10

Annex 11

FAQ ENGLISH

1. \* For the European Union, this designation is without prejudice to position on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. For UNDP all references to Kosovo shall be understood in the context of the UN Security Council Resolution 1244/1999. [↑](#footnote-ref-1)
2. <https://www.ks.undp.org/content/kosovo/en/home/operations/projects/poverty_reduction/regional-programme-on-local-democracy-in-the-western-balkans--re.html> [↑](#footnote-ref-2)