**Programme: “Sustainable community-based reintegration of Albanian nationals returning from Syria”**

REQUEST FOR PROPOSALS (RfP)

The Institute for Democracy and Mediation invites local Civil Society Organizations (CSOs) to express their interest by submitting proposals to implement Community Based Initiatives. These initiatives are expected to strengthen social cohesion and build community resilience in 10 targeted project areas.

Application deadline: 02/09/2022

# I.Introduction about the organization

**The Institute for Democracy and Mediation (IDM)** is an independent, non-governmental organization, founded in November 1999 in Tirana – Albania. Its mission is to strengthen the Albanian civil society, to analyze and support the EU accession and development process in the country, and to help consolidate good governance and inclusive policymaking. IDM carries on its objectives through expertise, policy analysis, applied research, as well as through building capacities of key societal actors and developing partnerships for evidence-based policy alternatives. By combining the advantages of a knowledgeable think-tank and a resourceful operational non-governmental actor, the institute’s expertise extends in the following key sectors in five thematic areas; Governance, Security, EU enlargement, Local governance, and integrated development and Civic space.

# II.Background of the programme

The programme “**Sustainable community-based reintegration of Albanian nationals returning from Syria”** is funded by Global Community Engagement and Resilience Fund (GCERF) and implemented by IDM, in close coordination with the Coordination Center for Countering Violent Extremism in Albania. The project is implemented in partnership with the Observatory for Children and Youth Rights and the Woman Center for Development and Culture Albania. The primary objective of the project is to ensure the sustainable and effective rehabilitation and reintegration of returning Albanian men, women, and children from Syria. Through comprehensive multi-stakeholder and cross-sectoral approaches, the programme aims to enhance the capacities of central and local institutions, frontline responders, and media, strengthen cooperation and empower returnees and host communities.

**The project targets**: Albanian nationals returning from Syria, their families, receiving communities, frontline responders (social workers, psychologists, and teachers; community policing officers), and relevant central and local level actors and non-state actors. The intervention is composed of three main pillars: capacity building, intersectional cooperation, and community empowerment component, which aim at shaping the operating environment for institutions and front-line responders while building cohesiveness and enhancing their overall resilience against violent extremism.

* The capacity-building component aims at improving capacities, current knowledge, and skills of front liners and institutions. It includes various activities such as: researching to understand the current VE threats and inform policymakers, conducting training with front-line responders and local leaders on practices and policy actions needed to ensure effective R&R, and establishing a “community of practice” to enable practitioners to share knowledge, build new communication channels and learn by sharing their unique experiences.
* The second component aims to strengthen cooperation and partnerships between institutions working with R&R policies. It does so by helping prioritize CVE on the policy agenda and enhancing coordination among institutions.
* Finally, the third component aims to increase the adaptation of returnees in their communities, their acceptance by communities, and overall social cohesion and reintegration of returnees in communities. This component includes a whole set of activities including VET courses and apprenticeship programs for returnees and their familiars, supporting community-based initiatives, activities with religious and community leaders, as well as cultural, recreational activities with returnees and local communities.

# III.PURPOSE OF THE APPLICATION

**IDM is pleased to invite interested local CSOs to implement community-based initiatives (CBIs).** These initiatives are in line with the objectives of the programme “Sustainable community-based reintegration of Albanian nationals returning from Syria” to engage and empower local community members through strengthening social cohesion. The primary aim of these initiatives is to build more inclusive, resilient and safer communities through community agency and social engagement.

3.1 ELIGIBILITY INFORMATION

3.1.1 Duration:

Project life duration should not be less than 3 months nor exceed in total 8 months.

3.1.2 Who:

CBIs’ beneficiaries will be local community members in targeted project areas with special focus on youth.

3.1.3 Where: Albania

Community-based initiatives should take place **in any of the 8 municipalities /10 programme areas**, respectively 1. Yzberisht; 2. Kashar (Municipality of Tirana); 3. Municipality of Kavaja; 4. Buçimas: Rëmenj & Gurras (Municipality of Pogradec); 5. Leshnicë (Municipality of Pogradec); 6. Municipality of Librazhd; 7. Mollas (Municipality of Cërrik); 8. Municipality of Mat; 9. Municipality of Kukës; 10. Postribë (Municipality of Shkodër). The projects should cover at least one target area, but more than one area is welcome.

3.1.4 The award budget

The overall indicative amount available for financial support to CSOs for the implementation of CBIs under this call for proposals is 3.500.000 All. Any fund requested under this RfP must fall within the minimum 250.000 All and maximum amount of 500.000 All.

# 3.2 What: PROPOSALS THAT WILL BE SUPPORTED

Funds will only be awarded to the following types of organizations: Albania – based, non-profit organizations entities (government entities are excluded). Please note that if an applicant does not meet the eligibility criteria, will not be considered for review.

3.2.1 Prerequisites:

To be eligible, an applicant must have the following:

* CSOs that are legally registered and recognized under Albanian law;
* CSOs experienced in community-level and grassroots initiatives focused on strengthening resilience against vulnerable groups;
* CSOs working on one or more thematic areas of relevance to this call for RfP;
* CSOs founded at least 1 year before the announcement of this call for RfP;
* CSOs be directly responsible for the preparation and management of the application, not acting as an intermediary.

3.2.2 Thematic priorities

Priority will be given to projects which involve target group beneficiaries and manage to accelerate civic participation, while at the same time building more resilient and safer communities. The CBIs’ priority sectors/ themes (not limited) include:

* **Enhancing social cohesion** to help communities and their members maintain harmony during societal change (such as interventions that leverage socio-cultural, sportive and recreational activities that promote social engagement, tolerance, volunteerism, wellbeing and inclusion).
* **Strengthening community agency** through promoting active citizenship. Interventions that will enhance mobilization, organization and representation of communities and their interest, such as offering access to equal opportunities, positive social and economic alternatives; promoting an enabling infrastructure through enhanced collaboration with key stakeholders (local government, businesses and academia in the area etc).

3.2.3 Non-eligible actions

The following types of operations are ineligible for this financial support:

* Actions concerned only or mainly with individual sponsorships for studies or training courses, participation in workshops, seminars, conferences, and congresses;
* Projects which consist entirely, or in most part, of preparatory works or studies;
* Actions linked to political parties or of a political/partisan nature;
* Actions dealing with emergency relief, fundraising or charitable donations;
* Debt or payments for losses; loan interest; money exchange fees; customs and import duties;
* Purchase of land or immovable property;
* Credit to third parties;
* Assets and equipment;
* Projects taking place outside of the targeted areas;
* Capacity building activities targeting local and central public institutions.

3.2.4 Number of applications per applicant

The applicant may not submit more than one application under this RfP.

# IV. Application Review Information

4.1 PROPOSAL EVALUATION PROCESS

IDM will conduct an administrative check and a technical screening for all applications submitted up to the deadline. The administrative check includes whether or not the organisation has submitted the following documents, as per the application procedures of this RfP:

* Electronic version of the project proposal submitted at info@idmalbania.org within the deadline;
* The project proposal is in English language and in accordance with the RfP template;
* The budget breakdown in the excel sheet in accordance with the RfP template;
* The Court registration Act and Founding Act of the organization;
* The Statute of the organization;
* The Registration at the regional tax office;
* NIPT number (NUIS/ VIT);
* Electronic submission of a valid bank account in one of the Albanian Banks.

All applications received by the deadline will be technically screened/ reviewed by an **evaluation committee**, comprised of an external evaluator/expert and Program staff. The maximum of points available is 100 and the number of points assigned indicates the relevance of each factor. Each applicant must clearly demonstrate how their proposal meets the following criteria:

**A. Technical Application: 60 points**

* Extent to which the proposed intervention is logical, well-structured, relevant and addresses the themes and objectives identified in this call (20 points)
* Extent to which the proposal demonstrates a clear understanding of the issues/problems to be addressed and sets meaningful and realistic results to be achieved within the proposed timeframe (20 points)
* Extent to which the proposed intervention has a meaningful routine monitoring plan (the means of verification/source of data) for the planned activities (10 points)
* Extent to which the proposed project ensures gender inclusiveness /sensitivity (5 points)
* Extent to which the proposed activities demonstrate contribution towards sustainability (5 points)

**B**. **Cost Proposal: 20 points**

* Extent to which the proposed costs at the activity level are realistic and consistent with the proposed intervention (20 points)

**C. Organizational Capacity: 20 points**

* Extent to which the applicant demonstrates commitment to its mission and the ability to carry out the proposed project as planned (10 points)
* Extent to which the applicant has proven experience in themes identified in this call (10 points)

# v. How to apply and the procedures to follow

5.1 APPLICATION Package:

Applicants should submit the following documents:

1. [Completed application form – (Annex B);](https://idmalbania.org/download/35673/)
2. [Completed proposed budget in excel (Annex C);](https://idmalbania.org/download/35674/)
3. The Court registration Act and Founding Act of the organization;
4. The Statute of the organization;
5. The Registration at the regional tax office;
6. NIPT number (NUIS/ VAT);
7. Electronic submission of a valid bank account in one of the Albanian Banks.

Applicants must prepare and deliver their application in English language. Hand-written applications will not be accepted. Please note that only the application form and the published annexes will be evaluated. It is therefore of utmost importance that these documents contain all the relevant information concerning the operation.

# 5.2 APPLICATION DEADLINE

**All proposals must be submitted electronically in English to** **info@idmalbania.org** **by 02/09/2022. The email should be marked as ‘Application [acronym of the applicant] – Community Based Initiatives.**

Any queries or clarification about the call for RFP should be submitted electronically to info@idmalbania.org by 20/08/ 2022. The email should be marked as ‘Questions: RFP– Community Based Initiatives.

IDM is hosting an information session on 28/07/2022, at 12:00 for all those who would like to ask questions related to this call for proposals. Joining instructions will be sent to each of the interested applicants.

5.3 INDICATIVE TIMETABLE

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|  | **Date** | **Time** |
| Announcement of the CfP | 18/07/2022 | 15:00 |
| Info session day | 28/07/2022 | 12:00 |
| Deadline for requesting any clarifications from the interested applicants  | 20/08/2022 | 17.00 |
| Last date on which clarifications are issued by IDM | 29/08/2022 | 17.00 |
| Deadline for submission of project proposals | 02/09/2022 | 23.59 |
| Notification of shortlisted applicants | 23/09/2022 | 17.00 |
| Notification of selected applicants | 30/09/2022 | 17.00 |
| Contract signing | 03/10/2022 | 10.00 |