

## **PROJECT APPLICATION FORM**

**Date of issuing: 9 March 2018**

**Date of closure: 30 March 2018, 17:00 CET**

**Name of the Project: Enhancing awareness of Roma community about the elections for the representatives of national councils of national minorities**

**Ref #: IPA/SER/02/2018**

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### **1) Brief background of the Project**

To contribute towards accountable, free and fair elections of the national councils of national minorities (NMCs), expected to take place in the second half of 2018, the OSCE Mission to Serbia will support the Ministry of Public Administration and Local Self-Government (MoPALSJ) and the Republic Electoral Commission (REC) in acquiring preconditions relevant to organizing NMC elections. In that respect the Mission will support the process of inscription of national minority representatives in Special Voters Registry (SVR) by providing trainings of employees responsible for the maintenance of the SVR at local level. In order to enhance awareness of members of national minority communities, local media and CSOs about the role and work of NMCs, their public powers and mandate as well as encourage individuals from minority communities to participate in the forthcoming NMC elections, the Mission will also organize roundtable discussions across Serbia. In the context of adoption of the Roma Inclusion Strategy (2016-2025) and the accompanying Action Plan by which Roma community is recognized both as a minority community and a vulnerable group, and also bearing in mind the importance of additional efforts for inclusion of this community into each segment of social life, the low involvement of Roma community members in policy making process and enormous dispersion of Roma, in the preparation for the upcoming NMC elections additional focus needs to be placed on members of this community, with particular emphasis on women and youth. Direct communication with Roma community members in the pre-election phase is required in order to inform the community on the elections, scope of work of NMCs and voting procedures, thus supporting members of Roma community to be actively involved in the election of candidates that will in the upcoming period advocate for the rights of this community.

### **2) Project objectives**

The OSCE Mission to Serbia seeks proposals from civil society organizations (CSO) active in the field of Roma inclusion, that will aim at increasing awareness of the representatives of Roma community about the upcoming NMC elections, their voting rights and relevant procedures for inscription into Special Voters Registry. Project activities should be implemented in selected LSGs with significant percentage of Roma community and specifically target Roma women and youth.

### **3) Implementing Partner Tasks**

- Conduct different outreach activities at local level (roundtable discussions, awareness raising campaigns, media campaigns etc.) with the aim to increase awareness of the representatives of Roma community about the NMC elections, their voting rights, registration into Special Voters Registry and relevant procedures;
- Enhance awareness of Roma community about the role and work of NMCs, their public powers and mandate;
- Mainstream project activities with gender and youth;
- Work closely with the local authorities charged with maintenance of SVR to ensure that members of Roma community registered in the SVR receive up-to-date information on their registration and polling stations;
- Ensure smooth implementation of the agreed activity plan and respect for deadlines;
- Prepare and submit narrative and financial reports in a timely manner.

#### **The following factors will be considered when ranking received proposals:**

- Proven track record of addressing Roma inclusion related issues at local level;
- Proven track record of addressing issues pertaining to NMCs in general;
- Key project personnel (CVs) demonstrating experience in implementing Roma inclusion related projects and projects targeting NMCs;
- Integrating gender perspectives and youth component into the project proposal;
- Involving relevant local authorities, women and youth in project activities, where appropriate.

### **4) Mandatory Qualifications:**

- Organizations interested in applying should be registered in Serbia;
- Proven experience in the development and implementation of Roma inclusion projects in Serbia and projects or activities associated with NMCs, their roles and work;
- Possessing sufficient number of staff with adequate qualifications and expertise in the field of Roma inclusion projects and NMCs to ensure unimpeded implementation of duties and tasks as foreseen by the project proposal.

### **5) Optional Qualifications:**

- Proven record of successful collaboration with local authorities on Roma inclusion issues;
- Proven record of successful work on NMCs issues;
- At least 3 years of experience in the management and implementation of projects of similar size;
- Proven record of successful cooperation with (inter)national donors in managing projects;
- Experience in conducting awareness raising campaign would be an asset.

6) **The project proposals should provide:**

**Annex 1: Project Proposal**

1. Precise definition of the project objective(s);
2. Background information and justifications;
3. Description of activities contributing to the accomplishment of project objective(s);
4. Activities timeline;
5. Envisaged results of the project;

**Annex 2: Budget**

6. Draft budget proposal up to RSD 710,000.00 in a separate document

7) **Entities eligible to apply:**

- Civil society organizations registered in Serbia

8) **Evaluation Criteria:**

- Relevance of the project proposal to the objectives of the Public Call for Proposal;
- Proposed methodology of the action;
- Clear definition and strategic choice of beneficiary/ies, does the project proposal address their needs appropriately;
- Experience of the proposed project staff (number of permanent and part-time staff, qualifications, experience);
- Experience of proposed experts/consultants (academic and professional background, relevant experience, participation in similar projects, research, training, publications etc.);
- Experience in management and implementation of projects of similar size and topic;
- Clarity of the background, justification, project objective, expected results and activities;
- Description of the activities contributing to the accomplishment of project objective(s);
- Feasibility of implementation in the given timeframe;
- Activities appropriately reflected in the budget and
- Ratio between estimated costs and expected results.

**9) Supporting documentation:**

Applicants shall also provide information on their operational capacities:

- Registration certificate (issued by the Serbian Business Registers Agency);
- Statute (in Serbian and English, verified by the Serbian Business Registers Agency);
- A copy of the Mission Statement (in Serbian);
- A listing of all Board Members, key management personnel, and proposed project staff (with CVs);
- Copies of financial statements for previous three years; or, for new organisations, documented proof of the financial and material capacity to perform the proposed activities (description of previous projects, past/current donor support, agreements with relevant institutions, cooperation with other organisations, etc.);
- Bank account details;
- Short description of relevant projects implemented in the last three years, or short description of relevant activities and projects for new organisations (no more than 5 pages) and
- Supplier Registration form, presented in Annex A.

**10) How to apply and the procedures to follow:**

The Public Call documents are available on request by e-mail to: [marija.petrovic@osce.org](mailto:marija.petrovic@osce.org). The Public Call documents include:

- Annex 1 – Project Proposal Form (to be filled by applicants);
- Annex 2 – Budget (to be filled by applicants);
- Participation form, presented in Annex B; (applicants are required to submit Participation form **not later than 20/03/2018**)

Applicants must apply in English. Hand-written applications will not be accepted.

Applications must be submitted in a **sealed envelope** by registered mail or private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer by OSCE).

Applications must be delivered to the below specified address **on or before 30 March 2018, 17:00 CET (local time)** clearly marked as follows:

OSCE Mission to Serbia  
Attn: Chairperson, OSCE Bid Opening Board  
IPA/SER/02/2018  
Deadline: **30/03/2018, 17:00 (local time)**  
Španskih boraca 1, 11070 Belgrade, Serbia  
**Do Not Open, Except in the Presence of the OSCE Bid Opening Board**

**Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.**

**Any application submitted after the deadline at 17:00 on 30 March 2018, will be automatically rejected.**

**Please address all your queries or questions in writing at the addresses** given below up to 5 days before the submission deadline and kindly refrain from any telephone calls or personal visits.

[marija.petrovic@osce.org](mailto:marija.petrovic@osce.org)