

PROJECT APPLICATION FORM

Date of issuing: 27 August 2018

Date of closure: 21 September 2018 (17.00) CET

Name of the Project: Preventing risky behaviour among school children through sports and education in six cities in Serbia

Ref #: IPA/SER/04/2018

1) Background

The OSCE Mission to Serbia is in the process of implementing the project **Preventing risky behaviour among school children in Serbia through sports and education** funded by the Italian government. The overall goal of the project is to contribute to crime prevention through investment in early education and sports. The project reinforces the values among the young such as mutual respect, non-violence, inclusion and tolerance towards all kinds of differences, including gender.

The purpose of the project is to support the schools and local communities in Serbia to develop the programmes to include the children who are falling behind the school curriculum and who display early signs of risky (anti-social) behaviour (drugs abuse, bullying, peer violence, discrimination etc.), with the aim of preventing them from being susceptible to criminal behaviour.

In the pilot year of the project (2017/2018 schoolyear) four primary schools participated in the project: Sveti Sava from Vrčin (Belgrade), Ivo Andrić from Niš, Dušan Radović from Novi Sad, and Jovan Popović from Kragujevac. During the upcoming 2018/19 schoolyear, the project aims to further develop and spread the network of volunteers – sports coaches, tutors, teachers and others working with youth – who can use the sports and educational settings to target valuable life skills, such as resisting social pressures to engage in delinquency, coping with anxiety and communicating effectively with peers, through a set of interactive and entertaining exercises. Two additional schools, Bratstvo from Novi Pazar and Vožd Karadorđe from Leskovac, will join the project during 2018/19 schoolyear.

2) Objectives

The OSCE Mission to Serbia seeks proposals from civil society organizations (CSO) that will help in supporting the schools in six cities in Serbia to continue with and/or begin implementation of programmes to include the children who are falling behind the school curriculum and who display early signs of anti-social behaviour (drug abuse, bullying, peer violence, discrimination, etc.).

The CSOs should be active in the field of project implementation and possess necessary practical experience and knowledge in relation to prevention of crime and risky behaviour among youth, as well as necessary contacts and links with schools, institutions, CSOs, and individuals in Serbia.

3) Implementing Partner Tasks

Specific tasks of the implementing partner will be done in close co-operation with the OSCE Mission to Serbia and the three ministries (Ministry of Education, Science and Technological Development, Ministry of Health, and Ministry of Youth and Sports). Special attention will be given to equal participation of men and women in the planned activities.

1. Engage local consultants as per the following:

- One to two physical education (PE) teachers per school to continue/start their assignment in coaching the groups of 25 students in six schools in total - four schools which have already participated in the pilot project (from Belgrade, Novi Sad, Kragujevac and Niš) and two additional schools from Leskovac and Novi Pazar, who are joining the project in schoolyear 2018/2019. Sports project component includes football practices for students twice a week for 60 minutes which will be delivered via two formats: a) implement training based on structured training units in line with standards to sports coaching of this specific age group; b) organize intra-school and inter-school fair play football tournaments;
- Up to three volunteer tutors per school to implement the educational component of the project. The tutors should preferably be volunteer undergraduate or graduate students of psychology, pedagogy, humanities, or similar, who will assist the children with homework and run extra-curricular educational activities (twice a week for 45 minutes). The volunteer tutors will also provide support in the development of various social skills and attitudes (learning skills, communication, non-discrimination etc.). The IP will have the right to replace volunteer tutors should they not perform their tasks according to the plan. The IP will use OSCE budget to pay transportation costs to volunteers in all six cities.
- Lecturers and assistant lecturers to deliver seven lectures to volunteer tutors and PE teachers/coaches to equip them with knowledge and skills necessary for the organization of educational and sports sessions. The topics of the lectures should include: group cohesion, rules and boundaries setting, emotional intelligence, direct and online communication, conflict resolution, peer pressure, anger and stress management, learning motivation and techniques, behaviour in groups, adolescent development and prevention of substance abuse. The lecturers should have proven track record of working with schools and school children within programmes of education development and prevention of drug abuse, peer violence and similar. The lecturers' assistants will act as co-trainers and, as a team, they will provide practical tools for development of classroom activities and materials in the context of the project. They should have proven experience in development and delivery of workshops for school children and educators.

The Implementing Partner is responsible for employing the expert staff / consultants necessary for the implementation of the project, as well as contracting them directly as their employer. The Implementing Partner is responsible for ensuring that all relevant national laws, including labour, social security and tax laws, are observed.

2. **Manage and co-ordinate project-related activities** through engagement of a Project Co-ordinator and Project Assistant, who will be in charge of the overall implementation of the project. They should have proven track record of implementation of similar sized projects in the area of youth, sports and education. Project Co-ordinator will be tasked with facilitating the communication and organization of the lecturers' and volunteer tutors' involvement, as well as facilitation of PE teachers/coaches' involvement in the project activities. Project Assistant will provide the administrative support to the implementation of the entire project. Proper and timely processing of different project activities will be ensured in this way.
3. **Ensure smooth implementation of the agreed activity plan** and respect for deadlines.
4. **Prepare and submit narrative and financial reports in a timely manner.**

The Mission will be in charge of organising meetings with counterparts, providing necessary information to the implementing partner and monitoring the project implementation. Additionally, administrative expenses in terms of communication and telephone costs needed for the implementation of the project activities will also be reimbursed.

The following factors will be considered when ranking received proposals:

- Experience of proposed experts/consultants (academic and professional background, relevant experience, participation in similar projects, research, training, publications etc.)
- Experience of organisation in management and implementation of project of similar size and topic (education, youth, etc.)
- Clarity of the background (relevant baseline data), justification, project objective, expected results and activities
- Description of the activities contributing to the accomplishment of project objective(s)
- Feasibility of implementation in given timeframe (action plan is clear and realistic); activities timeline
- Activities appropriately reflected in the budget
- Ratio between estimated costs and expected results

The Mission will select one Implementing Partner to work with all the six schools during the 2018/2019 school year. The envisaged period of implementation is October 2018 to July 2019. The project will be financed by the OSCE up to RSD 2,550,000.00.

The current end date for the funding of the Project "Preventing risky behaviour among school children in Serbia through sports and education" is 31 December 2018

and is expected to be extended beyond this date subject to the donor's approval. Applicants are asked to make sure that the activities defined in the Annex 1 – Project Proposal and the funds envisaged for implementation of such activities defined in the Annex 2 - budget include separate breakdowns for the two periods: October-December 2018 and January-July 2019.

4) Mandatory requirements:

- Organizations interested in applying should be registered in Serbia;
- Proven experience in the development and implementation of youth, sports and education related projects in Serbia and necessary practical experience and knowledge in relation to prevention of crime and risky behaviour among youth.

5) Optional qualifications:

- Experience in building strong relationships between public institutions and civil society;
- Qualified project staff in the field of youth, sports and education oriented projects;
- Proven track record of successful co-operation with the OSCE Mission to Serbia would be considered as an asset.

6) The project proposals should provide:

- Precise definition of the project objective(s);
- Background information and justifications;
- Description of activities contributing to the accomplishment of project objective(s);
- Activities timeline;
- Envisaged results of the project;
- Proposed evaluation method;
- Draft budget proposal

7) Entities eligible to apply:

- Civil society organizations, research and academic institutions registered in Serbia

8) 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);
- list of the proposed experts/ consultants (with CVs);
- copies of financial statements for previous three years;
- bank account details;
- short description of projects implemented in the last three years; and
- Supplier Registration form, presented in Annex A.

9) How to apply and the procedures to follow:

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

- Annex 1 – Project Proposal Form (to be filled by applicants);
- Annex 2 – Budget (applicants are required to present project budget within both Annex 1 and Annex 2);
- Participation form, presented in Annex B; (applicants are required to submit Participation form **not later than 12/09/2018**)

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 21/09/2018, 17:00 CET (local time)** clearly marked as follows:

OSCE Mission to Serbia

Attn: Chairperson, OSCE Bid Opening Board

IPA/SER/04/2018

Deadline: 21/9/2018, 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 21/09/2018, 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