**UNMIK**

### Confidence-Building Project

### Proposal Form – 2020-2021

## Advice for Applicants:

Proposals are invited for small-scale, low cost, rapidly implementable projects, of benefit to the people of Kosovo, developed and implemented in a participatory manner, which seek to promote trust-building, reconciliation and inter-ethnic cooperation in ethnically mixed areas and among the different communities living in Kosovo and facilitate integration and cooperation among communities.

Projects should promote (a) inter-municipal and inter-ethnic cooperation; (b) the provision of basic services at the community level to stimulate cooperation and reconciliation between communities; or (c) the resolution of economic, social, cultural or environmental issues at the local level. The common thread that all projects must have is an element of inter-community cooperation. UNMIK strongly encourages proposals that seek to address the recommendations of the United Nations Kosovo Trust-Building Forum.[[1]](#footnote-1)

Projects should not exceed $25,000 in value and should be implementable within 6 months. Projects may take a variety of forms, including limited infrastructure-related projects, the provision of equipment, short-term employment-generating projects, non-recurrent training activities, the holding of confidence-building or similar fora, and so on.

Projects that meet the minimum criteria (including a reasonable budget and submission by a reputable organisation) will be considered by UNMIK’s Project Review Committee, following an initial visit to the project site by a Mission representative. The Committee will make a recommendation as to which projects best meet the priorities of the Mission within the funds available for these purposes. There is no guarantee that projects submitted will be selected, even if they meet the minimum criteria. The applicant will be notified in writing by the Mission of the outcome. The Committee may require modifications before approval.

If the project is selected, the implementing agency will be asked to sign a Memorandum of Understanding (MoU) with the Mission, and project funding will be released in two or more stages, following monitoring by the Mission of successful ongoing implementation. Projects must be completed within six months of the release of the first instalment of funds. Implementing agencies must maintain, and submit on request, an up-to-date list of expenditures with receipts. Partners will usually be expected to publicise the project upon completion, in coordination with the Mission. Action will be taken to recover funds that are not used in accordance with the MoU.

**Project proposals should be submitted to: Confidence-Building Project Review Committee
 UNMIK**

unmik-cbmp@un.org

**UNMIK**

### Confidence-Building Projects

***The sections of this form will expand to contain the text you write in them.***

***Please fill out all the sections and do not change this document.***

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| --- | --- |
| **1. NAME OF PROJECT PROPOSAL** | **2. DATE SUBMITTED** |
| **3. APPLICANT** (Organisation, name and contact details – address, telephone number and e-mail address) | **4. NAMES OF ANY UNMIK REPRESENTATIVES THE PROJECT HAS BEEN DISCUSSED WITH** (if relevant) |
| **5. TOTAL COST IN US DOLLARS** (Attach cost estimates in US dollars only, and any relevant information.)  |
| **6. IN THE EVENT OF CO-FINANCING -**  In case of co-financing together with other donors/partners, please list these donors/partners (with contact details), the amount of funding provided by them, as well as what part of the project they fund. Also specify the precise role of UNMIK’s funding in this context. |
| **7. DURATION OF PROJECT IN MONTHS** (must not exceed six months)**:** |
| **8. LOCATION OF THE PROJECT ACTIVITIES –** (please be precise –in which municipality/ies (+ villages where applicable)) |
| **9. BRIEF DESCRIPTION OF THE ORGANISATION** (Objectives, geographic coverage, target beneficiaries, etc. Include the number of members (sex-disaggregated) and the status of the organisation, e.g. NGO, local authority or community organisation. Where applicable, include registration number and attach legal documents. Describe any similar projects previously implemented by the organization. Indicate whether your organisation possesses any related experience in a similar project area.) |
| **10. HAS THIS OR A SIMILAR REQUEST BEEN SUBMITTED TO OTHER DONORS?** IF YES, GIVE DETAILS |
| **11. PURPOSE OF PROJECT** (Briefly explain the goals and objectives of the proposed project. Describe how the project would contribute to reconciliation and facilitate integration and cooperation among communities, in support of implementation of UNMIK’s mandate, or address immediate needs of women, men, girls and boys. Describe the outcomes of the project and the concrete measures of success.) |
| **12. BRIEF PROJECT DESCRIPTION** (Context and assessment of situation/needs, including analysis of gender issues)  |
| **13. PROJECT ACTIVITIES** (Define the way the project team intends to carry out the project. The project activities are composed of a set of actions to deliver concrete results. Please divide activities according to the result they are directly contributing to.) |
| **14. DESCRIBE IN DETAIL how the project can be implemented under the current anti-COVID-19 restrictions and limitations.**  |
| **15. DESCRIBE IN DETAIL WHAT BACK-UP PLAN will be followed to ensure project implementation in case anti-COVID-19 restrictions are made more severe.**  |
| **16. IMPLEMENTATION CALENDER** (insert additional rows and columns as required. You can add lines to the table below or provide an implementation calendar on a separate sheet of paper if this is easier for you)  |
|  | **Month 1** | **Month 2** | **Month 3** |  |  |  |
| **Major Activities:** |  |  |  |  |  |  |
| Example: *Purchase of equipment* | ***X*** |  |  |  |  |  |
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| **17. BENEFICIARIES: describe in detail who are the participants and beneficiaries of the project.**  |
| **18. WHICH ARE THE COMMUNITIES which will participate and benefit:** |
| **19.**  | Estimated number of direct beneficiaries: |
| Estimated number of indirect beneficiaries: |
| Estimated number of women: |
| Estimated number of men: |
| Estimated number of children: |
| **20. COMMUNITY PARTICIPATION:** |
| * **During Implementation of Project** (e.g. financial, human resources, in-kind contribution, assets, etc.)
 |
| **- Upon completion of project to ensure its sustainability** (e.g. creating a committee of monitoring, maintenance, etc.) |
| **21. SUSTAINABILITY AND EXIT STRATEGY** (Describe the likelihood of continuation of the results of the project after its completion, outline any possible long-term financial implications and describe envisaged financial resources, describe follow-up arrangements, indicating who will be responsible for each activity included in this project proposal.) |
| **22. PROJECT’S SENSITIVITY TO GENDER** (Summarize how the project will: 1) ensure that women and men and/or girls/boys will equally benefit from the project; 2) address gender equality priorities and target the specific needs of women, men, girls and boys; 3) ensure equal representation and participation of women and men (please address all three components).) |
| **23. RISK ASSESSMENT** (Indicate critical inputs/risks regarding the feasibility of project implementation and completion, and how to prevent/remedy (contingency planning) if these occur.)  |
| **24. CONTACT DETAILS OF ANY REPRESENTATIVES OF CENTRAL OR LOCAL AUTHORITIES THE PROJECT HAS BEEN DISCUSSED WITH** |
| **25. ACTIVITIES THAT WOULD BE PLANNED TO PUBLICISE THE PROJECT** |
| **26. MEASURES FOR PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE** (Describe any mechanisms that your organisation has to prevent or report on potential incidents of Sexual Exploitation and Abuse (SEA). Confirm your awareness of the UN zero tolerance policy on SEA[[2]](#footnote-2) and indicate if personnel have completed any UN SEA training.[[3]](#footnote-3) On request, your organisation may have to submit further documentation, particularly if proposed activities involve direct contact with children (i.e. persons under the age of 18) or are to take place in environments where SEA has occurred or may occur.) |
| **27. REMARKS**  |

**Undertaking**

* **I/We hereby undertake to use the funds, if granted, for the abovementioned purposes only, and to implement the project within the stipulated time-frame as well as to submit interim and final completion reports, including original invoices, within the stipulated time-frame.**
* **I/We agree to return to UNMIK any non-utilised funds and/or equipment.**
* **I/We confirm that the funds will not benefit a commercial organization.**
* **I/We declare that no member of UNMIK personnel or their family members have any financial or proprietary interest in my/our organisation.**
* **I/We accept the UN standards of conduct with respect to the prohibition of sexual exploitation and sexual abuse[[4]](#footnote-4).**
* **I/We have read the conditions listed below and, with my signature, confirm our compliance.**

**Organisational Status**

The organisation must

1. Be legally recognized and granted official authorisation from the administrative authority in Kosovo to operate;
2. Be fully operational and ideally demonstrate experience in the sector for which funding is requested;
3. Have a legally-recognized head office with a physical address;
4. Have an account with a reputable banking institution;
5. Have, within the board of directors, someone with proven competence in project management, coordination and/or finance control;
6. Be able to cover all regular administrative costs including salaries, office rent and other overhead costs - these costs cannot be included in the CBP request budget. The budget may include salaries for people directly related to the implementation of the project (for example a carpenter or an electrician who participates directly in rehabilitation work);
7. Not have financial or proprietary ties to any UNMIK personnel or their family members.

**Proposed Project**

1. The project must have a direct and positive impact on beneficiaries on the local community and contain a clear inter-community element to aid trust-building;
2. The project must be a non-profit initiative and must not benefit any commercial organisation;
3. The objectives of the project must be clearly defined and measurable, and the budget must be as precise as possible;
4. Activities shall support one-time interventions, i.e. not those of a recurrent nature;
5. The total cost of the project must not exceed the established ceiling of USD $ 25,000;
6. The duration of the project must not exceed six (6) months from the date of the first payment.

**Submission Process**

1. The request must include the CBP application form and budget, duly completed and signed, and all relevant and requested reference papers.
2. Submissions must be made in line with the deadline provided on UNMIK’s website.

N.B.: Projects that comply with all the conditions above may be submitted to UNMIK’s Project Review Committee. Meeting these conditions provides no guarantee that the PRC will decide in an application’s favour.

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| **SIGNATURE** | **OFFICIAL STAMP or SEAL** | **DATE OF SIGNATURE** |
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1. https://unmik.unmissions.org/sites/default/files/un\_kosovo\_trust-building\_forum\_2018\_final\_report.pdf

https://unmik.unmissions.org/sites/default/files/forumi\_i\_kb\_per\_ndertimin\_e\_mirebesimit\_ne\_kosove\_-\_raporti\_i\_forumit\_2018.pdf

https://unmik.unmissions.org/sites/default/files/forum\_un\_za\_izgradnju\_poverenja\_na\_kosovu\_-\_konacni\_izvestaj\_2018.pdf [↑](#footnote-ref-1)
2. http://repository.un.org/bitstream/handle/11176/400598/2-No-excuse-flyer-A4-EN.pdf?sequence=3&isAllowed=y [↑](#footnote-ref-2)
3. https://agora.unicef.org/course/info.php?id=7380 [↑](#footnote-ref-3)
4. Secretary-General’s Bulletin of 9 October 2003 (ST/SGB/2003/13); see also <http://repository.un.org/bitstream/handle/11176/400598/2-No-excuse-flyer-A4-EN.pdf?sequence=3&isAllowed=y> [↑](#footnote-ref-4)