Organization for Security and Co-operation Ministry of Culture, Youth and Sports

in Europe Mission in Kosovo of Kosovo

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Prishtinë/Priština, 25 March, 2016

**Terms of Reference**

**To implement small-scale projects to support registered Youth Structures and Civil Society organizations on “Prevention of Violent Extremism and Radicalism”**

**Background:**

Under the Project “Support to participatory mechanisms for monitoring and influencing decision making processes” Activity 3.4, the Public Participation Section (PPS) of the Democratization Department of the OSCE Mission in Kosovo (OSCE), in close co-operation with the Department of Youth (DoY) of the Ministry of Culture, Youth and Sports (MCYS) seeks to increase participation and advocacy efforts of civil society organizations (CSOs), women caucuses and youth in working with municipal and central institutions.

With the aim to increase the registered youth structures capacities through partnership with other local CSOs, the OSCE and MCYS will support them in fulfilling their role of “agents of change” in public decision and policy making at the local level by assisting them in implementing concrete actions. In this framework, PPS/OSCE and DoY/MCYS will support **up to 10 registered youth structures in consortium with other CSOs** to implement small–scale projects (between €500 and €1,500). The capacity for implementation of projects is based upon their past performance and record of youth-related activities in their respective areas of responsibility in 2015 and concrete proposals for action. The priority theme as identified for 2016 is “Prevention of Violent Extremism and Radicalism”.

**Objective:**

The objective of this activity is to support and enhance capacities of registered youth structures in implementing projects, with specific focus on raising awareness on “Prevention of Violent Extremism and Radicalism” amongst youth.

**Tasks:**

Under the mentorship of PPS and DoY, the selected consortiums of registered youth structures and CSOs will:

1. Assign project staff from the registered youth structure to implement project activities and tasks;
2. Deliver the project activities in a timely manner;
3. Co-operate with relevant Municipal Youth Officer and/or Department of Culture, Youth and Sports at the municipal level;
4. Promote equal participation of men and women throughout the activities;
5. Submit a final project evaluation report (min. 5 pages).

**Deliverables:**

The successful applicant will deliver the following, under the supervision of the OSCE project manager and MCYS representative:

1. Within *two* (*2) weeks* of being selected, the consortium will have confirmed final activity plan in consultation with project beneficiaries and other stakeholders;
2. Within *three* (*3) months*, all envisaged activities are implemented;
3. Within *five (5) months*, selected consortiums have developed a final evaluation report clearly stating achieved results supported by relevant Means of Verification.

**Duration:**

Projects should be implemented between 1 June and 30 September 2016.

**Performance Indicators:**

Based on the tasks undertaken by each Consortium, the foreseen deliverables and the envisaged timeframes the following performance indicators should be achieved:

* Each Consortium engages relevant stakeholders and conducts gender and age sensitive monitoring;
* All necessary outreach materials are timely developed and agreed with the OSCE and MCYS;
* Meetings are regularly scheduled and updates are regularly provided (as stipulated in the activity plan) to relevant stakeholders;
* Findings and recommendations for further action are presented at the final event of the project.

**Location:**

The proposed project should focus on a specific municipality in Kosovo where registered youth structures operate.

**Eligibility**

* Only officially registered youth structures and CSOs are eligible to apply for the small scale projects scheme.
* The problem to be addressed by the project must be linked to the theme identified in this Terms of Reference, and should not attempt to cover multiple topics at once;
* The project must adequately mainstream gender issues under the targeted theme;
* The project should not duplicate other ongoing efforts. In particular, the same project cannot be supported by several organizations;
* The project and all accompanying documents must be submitted in English language;
* Compatibility of organizational mission statement with the mandate of the OSCE Mission in Kosovo and Ministry of Culture, Youth and Sports.

**Financial allocation**

Projects will be financially supported by either the OSCE or MCYS. Projects’ budget should be between €500 and €1,500. The projects funded by the OSCE will cover only the costs pertaining to goods and services (no staff costs) and will be directly managed and financially procured by the OSCE Mission in Kosovo. The projects funded by MCYS will also cover costs pertaining to goods and services (no staff costs)**.** However, all financial and procurement services will be managed directly by the selected applicant.

**How to apply:**

Applicants should submit the following documentation:

* Project proposal (max. 5 pages), including a) objectives and results to be achieved, b) approach and methodology to be used, c) activity schedule, and d) evaluation/reporting tools;
* Detailed project budget;
* CV’s of proposed project team members;
* Implemented projects history (max. 1 page);
* Copy of registration certificate;
* Consortium agreement clearly stating the partnership between registered youth structures and CSO.

Proposals should consist of targeted awareness raising activities to the benefit of youth while taking into account gender and community equal participation. Activities should aim to have tangible outputs. Priority will be given to innovative and creative project ideas.