



Funded by  
the European Union



# 1. Background

The action “Poke the bubble” combines the expertise of the partners to create innovative Gender mobile youth club methodology – outreach youth work with youth in underdeveloped areas on active approach in addressing local youth needs, life skills, gender roles, norms and gender equality issues. The project is funded by the European Union, implemented by Centre for Youth Work (CZOR), Serbia and Centre for Counselling, Social Services and Research (SIT), Kosovo<sup>1</sup>.

Decade ago, EU facilitated dialogue started for normalization of Serbia – Kosovo\* relations, while aspired goal remains elusive. But, due to the several continuously raising issues, witnessing status quo and even derogation of neighbourly relations, socio-economic normalization is seen as one of the starting points where both sides could see their common interests. In Kosovo\*, youth make 53% of total population, while in Serbia they make 1/6 of total population. However, due to unsatisfied life quality, political situation and socio-economic development, young people, both in Kosovo\* and Serbia, strive to leave – putting the risk on socio-economic growth of both IPA economies (Serbia around 50% of young people want to leave the country, while in Kosovo this number reach 78%). It is estimated that new generations never or just on few occasions, had an opportunity to gain positive formative experience of meeting the “other side” or realise that their peers face similar or same developmental challenges while stepping toward adulthood. With the fact that both Serbia and Kosovo\* hold similar cultural background, patriarchal gender patterns are predominant.

Discriminatory stereotypes regarding the roles and responsibilities of women and men in the family and in society persist. Serbia has made an increase of 5.6 points compared to 2016, according to Gender Equality Index (2021), indicating that if it is continued at the current pace, Serbia may achieve full gender equality in 59 years. CPIA gender equality rating (1=low to 6=high) in Kosovo was reported at 3.5 in 2020 (World Bank collection of development indicators). However, gender inequality is much higher in closed, rural and deprived communities. Due to limited access to resources, services and opportunities for personal development (e.g. access to digitalization, healthcare, non-formal education), multiple forms of discrimination and even stronger patriarchal and gender norms particularly young women face with additional challenges compering to their peers of mainstream population. Young women are still more likely to drop out from basic education and often hold negative experiences with social institutions.

To achieve equity, it is important to work both with young man and women. If looking at the long-term changes, investing in young people as generation that shape present and the future is seen as priority. Young people’s social inclusion and gender equity is one of the imperatives for achieving **SDG**, youth related strategic objectives and socioeconomic development of both IPA economies. Youth are seen both as a potential and as a problem and threat. The path which youth choose depends strongly on their formative experience, thus, support to youth positive development is crucial where they can reach their potential to become carriers of democratic changes, gender equality or actors in peacebuilding.

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<sup>1</sup> References to Kosovo should be interpreted in the context of UN Security Council Resolution 1244 (1999).

Youth work CSOs as professionals working with youth that facilitate young people's development, addressing gender inequalities, and creating opportunities for testing values, intercultural dialogue, and "eye-opening" experiences, are seen as another significant group when referring to building professional network focused on youth development, good neighbourly relations, and transfer of know-how.

So, transfer of methods of good practice of addressing gender inequalities with vulnerable young man and women are subject of this Action, which will go in both directions. CZOR hold 20 years' experience in implementing youth work formal education in partnership with Jonkoping University; Sweden. With such a capacity, CZOR developed and successfully implements program called "Mobile Youth Club" for social inclusion of marginalised young man and women by using street, outreach and mobile youth work. The program received 2 national awards as an example of good practice<sup>2</sup>. On the other hand, SIT as a member of network "Be a man club", holds significant expertise in addressing gender norms, gender equality in working with young man and women. The Action represents both piloting and scaling of the innovative approach that will merge expertise of CZOR, Serbia and SIT, Kosovo with aim to invest into innovative method to address gender equality by using street, outreach, and mobile youth work as well as holistic and multidimensional approach to empowerment of young man and women. This is based on theory of change of addressing multiple risk factors for social exclusion and gender inequality and replace them with protective one (transferable and digital skills, gender norms, cross-border experience). With this holistic approach young man and women gain additional competencies and formative experience which could be game changer in their lives to break transgenerational pattern of behaviour.

## Project's objectives

**Overall objective** of the project is to enhance the capacities of local youth work CSOs professional groups from Serbia and Kosovo\* to be effective and accountable independent actors able to engage young man and women from the region in creating good neighbourhood relations by focusing on the issues of the mutual importance.

**Specific objectives** of the project are:

- o Initiated network of CSO professional groups from Serbia and Kosovo to implement innovative youth work outreach methodology on addressing gender equality with young man and women from the most underdeveloped areas and
- o Created possibilities for young people from the most underdeveloped urban and rural areas in Serbia and Kosovo for pro-active approach in addressing gender roles, norms, gender equality and other youth related themes at all community levels.

## What is "Gender mobile youth club" methodology

"Gender mobile youth club" is a new innovative gender sensitive youth outreach methodology targeting the ones that are hardest to reach. The Gender mobile youth club

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<sup>2</sup> „Hvale vreden napor“ (2019), award by National Association of Youth Workers, Serbia;  
„Remembering Hilda Dajch -“ (2022), award Terraforming Association

methodology is created to reach the most vulnerable young people in places where they live and/or spend their free time in remote and socially isolated communities and substandard settlements and to engage them into the youth work activities. Using the outreach and street youth work based on non-formal education, it will create safe space for young people from this area to discuss how gender norms affect every day's lives in local communities, teach them to identify obstacles and needs in the achieving equality and implement small local actions to address those needs. But outreach youth program will also include other themes important for young people: human rights, ecology, youth informing and critical thinking. Young people will be encouraged to address the issues of ecology and gender and/or disability and gender through their local actions. The focus will be to engage young women from the deprived areas as much as possible but since gender equality isn't just women's issue it is important to include young men to assure the change. The purpose of outreach youth work is to include or retain young people in programs offered by institutions and organizations that are not sufficiently visible or accessible to them so the development process can continue.

Gender mobile youth clubs will bring innovative new approach to respond to one of the greatest challenges when working with marginalised youth in both IPA economies – how to reach this youth by changing the approach from waiting to engaging. Recognition of the OUTREACH method and the role of youth work CSOs in cross-sector approaches, not only in youth programs of social welfare, but in employment, health, etc is the crucial outcome of the method implementation. Also, due to the fact that the program has a holistic approach, where it is not only addressing gender social norms, but it capacitates young men and women from deprived communities with additional competencies of life skills. Gender mobile youth club will contribute also to social inclusion and poverty reduction. With increased digital competencies young people will increase cross-border communication and good neighbourly relations via digital communication channels.

To address the needs of young people and implement the outreach approach in youth work, the methodology therefore includes: a) targeting communities and engaging youth from the most deprived areas; b) delivering Mobile youth club activities on specific themes; c) preparing young people for implementing local actions; d) engaging local community leaders in supporting youth activism; e) selecting the youth interested to become influencers and other parts of the programme.

Based on partners' experiences in outreach youth work and gender equality themes with young people the innovative methodology creation started with preparation of the Manual for the model implementation. The publication combines the existing experience and integrates resources of best practice examples from both partners having the educational and practical character. The purpose of the Manual is to provide inputs on outreach youth work, gender equality and youth activism in theory and practice but it also includes detailed descriptions of possible activities with youth in Gender mobile youth club. The activities are focused on soft and digital skills; gender roles, gender norms and gender equality issues, and how to initiate youth activism in the most deprived areas. Learning outputs for each of the activities are also included.

For the purposes of the model implementation Centre for Youth Work opens the call for selection of 4 grassroot CSOs active in youth work on the territory of Serbia. Each selected CSO should provide the services and activities within a Gender mobile youth club model. Before the implementation of the model 2 youth work professionals from each selected CSO will be trained for implementation of the Model and practical usage of the Manual.

## **2. About the Call for expressions of interest**

### **2.1 Objectives**

**Overall objective:**

Empowered young man and women from the most underdeveloped urban and rural areas in Serbia for active approach in local youth needs solving and addressing the issues of gender inequality in their communities.

**Specific objective:**

Enhancing capacities of 5 grass root youth work CSOs (4 selected + CZOR) in Serbia for implementation of the innovative youth work outreach methodology targeting young man and women in the most underdeveloped areas.

## 2.2 Scope of the Call

Centre for Youth Work opens a Public call for sub – granting and expression of interest from civil society organizations in the Republic of Serbia that work with young people and have experience in youth work.

Within this call, **a total of 4 civil society organization will be selected.**

A specific Manual for a given service has been developed and will be presented during the educational process. Within the Application form (Annex 1), the CSO should explain the suggested approach based on specific requirements as well as define a budget not exceeding the amount intended for the implementation.

### 2.2.1. Specific requirements

Each selected CSOs will be required to provide the following:

1. **Appoint 2 youth work professionals** to implement Gender mobile youth club activities on the field as youth workers.
2. **Participate in 2 regional trainings** one in Serbia (Sremski Karlovci) and one in Kosovo\* (place to be determined), for networking on innovative outreach youth work combining youth activism, life skills and gender equality themes. Both training courses will last 4 days and it will be organized in the period end of February – April 2024 (the exact dates will be confirmed during the Contract signing). The capacity building curricula for **CSO professionals (2 per CSO)** will be created based on the Manual for methodology implementation aiming on youth workers' knowledge and skills about youth activism, life skills (soft & basic digital skills), gender roles, gender norms and gender equality issues. During the capacity building program all 10 CSOs from Serbia and Kosovo\* will be motivated to create new non-formal cross-border network which will merge available CSO resources to implement and promote innovative youth work outreach methodology on addressing gender equality with young men and women from the most underdeveloped areas. Membership in the network isn't obligatory.
3. **Implement the whole Gender mobile youth club methodology** and activities that support the methodology:
  - a) **targeting communities and engaging youth** from the most deprived areas – The most essential youth work potential is reaching vulnerable youth and fostering social inclusion. That is why all CSOs will identify **up to 2 most underdeveloped rural or urban local communities** with no or little youth programs and activities. After mapping the next step will be adjusting of the Gender mobile youth club methodology to the local needs. As already explained "Innovative outreach youth work Manual – Gender mobile youth club methodology" will contain guidelines and possible activities but each network member will assess the field and define the approach (number of visits, starting themes etc.). Up to 10 community programs will be developed. The program will provide set of practical and creative activities on youth activism, life skills (soft & basic digital skills), gender roles, gender norms and gender equality issues.

**b) delivering Mobile youth club activities on specific themes** - According to health and safety procedures of the youth work profession, **at least 2 youth workers** need to work together when attending field visits, while this structure can be supported with additional volunteer structure. The Gender mobile youth club methodology is created to reach the most vulnerable young people in places where they live and/or spend their free time in remote and socially isolated communities and substandard settlements and to engage them into the youth work activities. Youth workers, supported by volunteers from organization/ young activists, go into the local communities, and bring workshop and fun activities' material (board games, football balls or similar) to start communicating and engage with the youth in those communities. After the initial phase of motivating and informing about the club and gaining trust, youth workers further engage in other activities such as workshops on specific issues.

This further means that trained youth workers will use created program as basis for providing set of activities for around 20 adolescents per community so they can feel relaxed, safe and have some fun on one side and can learn about the planned themes. By using youth work methodology, based on the created Manual and individual program for each community, Gender mobile youth club activities will focus on gaining planned knowledge and skills and also foster social inclusion as well as mutual understanding, empathy and solidarity. This means that youth workers will provide set of holistic multidimensional supporting programs that will empower youth in area of: a) Life skills (transferable and digital skills); b) Gender norms; c) cooperation experience

**CZOR and SIT will rent computers to be used for CSOs for gaining digital skills by young people.**

Outreach youth work will be **6 months activity including mapping**, youth workers will visit the community **at least 2 time per month**. The activity will start in April 2024.

**c) preparing young people for implementing local actions** - During the outreach youth work, youth workers will encourage youth from the local communities to discuss and identify youth needs in each deprived community. Based on those needs supported by youth workers, young participants will then create small actions that can address those needs, and after that, based on the available funds and other possible support, one of the actions will be chosen to be implemented. The purpose of this activity is to engage young people in community problem solving. During this activity new young activist will be encouraged to go into the community, to communicate with other young people and other local stakeholders about their perception of the needs, and to support the choice of the local action. Every youth group will develop one local youth action but when the circumstances are in favor of the mutual action for two communities this will be supported. Those actions of young people for the youth communities in the underdeveloped areas will involve at least 200 other young people in those communities and address their needs such as youth spaces, cultural or sport activities, creative workshops, with focus on gender equality themes. Also, young people will be encouraged to address all other youth related issues such as ecology and gender and/or disability and gender through their local actions.

**d) engaging local community leaders in supporting youth activism** - supported CSOs will make efforts through individual meetings and personal contact with local community leaders to provide support for Gender mobile youth club activities and specially for implementation of local youth public actions. Also, the supported CSOs will motivate local community leaders to take part in mutual activity in the project such as **Regional conference on sharing experience and cooperation**

**e) selecting the youth interested to become influencers** - During the Gender mobile youth club activities, a group of 10 young women and men will be identified and motivated to become regional youth influencers. They will be selected based on the recommendation of the youth workers and each of the 4 supported CSOs and CZOR will be responsible for the process of internal selection. This group of young influencers will be trained during the 4-day regional training on social media campaign skills in Serbia. After the training during the following 6 months trained youth will implement the social media campaign. Supported by mentors, influencers will create content, adjust material created on the training when needed and post it on the social networks.

The following activities will be implemented after the expiration of the sub-granting contract, but all contracted CSOs are expected to:

4. **Participate in Regional event for evaluation of the model and motivate at least 8 young man and women** directly benefited from the Gender mobile youth club activities to participate - Young people that could benefit from implementation and CSO professionals/youth workers who led the Clubs' activities will be involved in model evaluation at the regional evaluation meeting. *Young people* will be evaluating the club's influence on their personal, social and professional development. CSOs will evaluate the impact on their capacities, existing and future practice. Two days event will be organized in Kosovo\*. The additional benefit of the event will be the opportunity for young people from Kosovo\* and Serbia to spend time together and overcome possible prejudices and misunderstandings, while for CSOs this will be additional opportunity for networking and follow up action planning. Planned period for organization of external evaluation is in autumn of 2025 but the exact dates for the regional evaluation will be agreed upon.
5. **Participate on regional conference on sharing experience and cooperation** -Two-day regional conference will be organized in Serbia by CZOR as a lead, but with strong support of the SIT. The conference will gather around 100 participants (50 per IPA economy) representatives of CSOs, national networks of youth workers and youth councils, representatives of national, local and community level authorities and youth offices and similar. This will be the place to share experience from the implementation of innovative model and to provide possibilities for future cooperation in creating better neighborhood relations. The conference will be organized in the period February – April 2026.

## 2.2.2. Indicators to be achieved

All 5 Gender mobile youth clubs' (including CZOR) activities in Serbia should:

- Directly involve 100 young people from the deprived areas with at least 60% of female participants (20 per Club) in 6 months outreach youth work activities focused on youth activism, life skills (*soft & basic digital skills*), gender roles, gender norms and gender equality issues.
- Implement minimum 5 youth public actions (minimum 1 per club) for the youth communities in the underdeveloped areas in Serbia based on identified local youth needs such as youth spaces, cultural or sport activities, creative workshops, with focus on gender equality themes.
- Directly involve around 100 (20 per Club) young people from communities in the underdeveloped areas involved in local youth public actions as implementers.
- Additionally target minimum 250 (50 per Club) young women and man living in the most deprived urban and rural areas from Serbia by Mobile youth clubs' public actions.

## 2.3 Financial allocation

The total budget of the call for submission of project proposals is 27.200,00 EUR, whereby 4 CSOs will be selected. The maximum amount per CSO is 6.800,00 EUR.

For the grant approved under this call, 100% funding will be accepted without the need for funding from other sources. According to the approved project, payments will be made in 3 installments (the 3rd installment in the amount of 10% will be paid after the approval of the final report).

## 2.4 Eligibility criteria

### 2.4.1. Eligibility of applicants

The call is opened for local grassroots CSOs which are active in direct youth work.

#### **In order to be eligible for a financing, the applicant must:**

- a) Be a legal and non-profit CSO registered in Republic of Serbia
- b) Be registered since at least January 1<sup>st</sup>, 2021
- c) Minimum 1 year in house expertise in youth work
- d) Be directly responsible for implementation of small project within the suggested territory
- e) Have previous experience and willingness to contribute to community development in general
- f) Strongly supported cooperation with local communities especially in deprived areas will be an asset
- g) Able to prove the technical and professional capacity to implement the service through the accompanying documentation:
  - g.1) Educational and professional qualifications, skills and experience of persons responsible for execution
  - g.2) References for previous similar projects or activities within the youth work
  - g.3) To have technical equipment that could be used for the execution of the activities beside the one purchased by the project
- h) That he is able to prove the financial and operational capacities in order to implement the proposed action through the accompanying documentation:
  - h.1) Proof of registration issued by the relevant institution
  - h.2) Financial statements for the last 3 fiscal years if applicable (2020, 2021, 2022) or only for the previous 2 years (2021, 2022)

#### **Exclusion criteria:**

- a) If selected CSO and responsible persons involved and benefiting from the project are at the same time employed as a local authority, university or judicial entity representatives.
- b) If selected CSO is not grass/root national/local CSO
- c) If selected CSO employees are also employees and/or consultants of the project partner organisation
- d) If the actions proposed are not in line with project plan and its objectives,
- e) If selected CSO is linked with political parties, linked to tobacco industry (CAEN code 16), production of alcoholic distilled beverages (CAEN code 1591), arms and munitions (CAEN code 296)
- f) If the selected CSO is a beneficiary of the EU Civil Society Facility and Media Program in favour of the Western Balkans and Turkey for 2021-2023 (IPA III) - *Small scale projects in support of good neighbourly relations between Serbia and Kosovo\**: EuropeAid/174154/DH/ACT/Multi

In a certain number of situations defined by EU PRAG<sup>3</sup>, CZOR may require proof that the project applicant complies with local legislation in various points. In that case, the project applicant must provide proof that it is not in situation of bankrupt or bankruptcy, that the management has not been convicted of any criminal offense or unprofessional conduct, that it fulfills obligations based on the local Employment Act or in connection with the payment of taxes, that it is not under investigation due to fraud, etc.

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<sup>3</sup> <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>



## 2.4.2. Partnership

Partnerships are not necessary, but they are allowed.

Partners participate in the creation of the project and its implementation and use financial resources under the same conditions that apply to the applicant.

The applicant, as well as none of its partners, must not have a conflict of interest with any partner, associate or associate member of the “Poke the bubble” project.

The project partners are listed on the page <https://www.czor.org>.

## 2.4.3. Associates

Organizations other than the applicant and the partner may also be involved in the implementation of the project. They have the status of “associates”. Associates have a role in implementation but shall not receive funding from the project budget.

Associates do not have to meet the criteria that apply to applicants and partners. Associates can be public institutions, local governments, representatives of the business community, etc. Project collaborators should be presented to the lead local partner for approval.

## 2.4.5. Eligible activities

The only eligible activities are those described in part 2.2.1. Specific requirements. Applicants are invited to present their approach to implementation of the specific requirements they are welcomed to suggest any other relevant activity.

## 2.4.6. Ineligible actions

The following types of activity and costs are not eligible for financial support:

1. actions that fall within the general activities of competent state institutions or state administration services, including local government;
2. actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
3. activities related to individual tuition fees for studies or training;
4. activities related to academic research;
5. activities related to political parties;
6. activities and courses already funded through other grant schemes;
7. debts and debt service charges (interest);
8. provisions for losses or potential future liabilities;
9. third party lending;
10. purchases of land or buildings;
11. currency exchange losses;
12. activities related to the tobacco industry, production of alcoholic beverages, weapons or ammunition;
13. taxes, including VAT - all expenses under this program are tax-exempt, so the budget should show expenses without VAT.

## 2.4.7. Eligible direct costs

The following types of costs are eligible for financial support:

1. Costs of human resources (personnel engaged in the project)
2. Travel costs cover travel within the country (bus and train transport, fuel costs). Travel for the activities organized by CZOR and SIT will be covered by organizers.
3. Costs of purchasing basic equipment and materials if they are directly related to the implementation of activities.
4. Administrative expenses (office rent, utilities, telephone/internet, office supplies, bank expenses, administrative expenses, etc.) which can amount to 7% of the allocated funds.
5. Costs of project activities, including youth workers' fees, other costs and services

All mentioned costs must be related to the implementation of the project.

## 2.5 Duration

The activities are carried out in the time period April 2024- September 2024. It applies to implementation of specific requirements 1-3 (please see section 2.2.1.)

## 2.6 Location

The planned activities will be carried out in the territory of Serbia. As mentioned above Center for Youth Work will rent computers to be used for CSOs for gaining digital skills by young people.

## 2.7 Number of applications per CSO

- The applicant can submit only one application within this Call.
- The applicant cannot be a partner in another application.
- Only one grant can be awarded to the applicant.

## 2.8 Visibility

All applicants must take all necessary steps to emphasize that the European Union finances these projects.

Applicants agree with the objectives and priorities and guarantee the visibility of the EU funding (see the Communication and Visibility Manual for the external activities of the European Union listed and published by the European Commission at: [https://international-partnerships.ec.europa.eu/system/files/2023-04/communicating-and-raising-eu-visibility-guidance-for-external-actions-july-2022\\_en\\_0.pdf](https://international-partnerships.ec.europa.eu/system/files/2023-04/communicating-and-raising-eu-visibility-guidance-for-external-actions-july-2022_en_0.pdf) and Manual for visual identity at: [https://commission.europa.eu/resources-partners/european-commission-visual-identity\\_en#documents](https://commission.europa.eu/resources-partners/european-commission-visual-identity_en#documents))

The activities of the supported CSOs must be in accordance also with the Communication Plan developed by the Center for Youth Work.

# 3. How to apply

## 3.1 Application for a project proposal

The call will be published on the website <https://www.czor.org> and will remain open until February 09, 2024, at 11:59 p.m.

The application package must be submitted in accordance with the guidelines given in this Call.

Applicants must prepare and submit their application in English language using: Annex 1, 2 and 3.

These documents must contain all relevant information regarding the action and no additional annexes should be sent. Any mistake and major inconsistency related to the application guidelines and necessary documents could lead to rejection of the application.

Incomplete applications will be automatically rejected.

## 3.2 Supporting documents

In addition, applicants must submit an application via email along with the following scanned copies of the original documents:

- a) Proof of registration with the competent state authority
- b) Financial statements for the last 3 fiscal years if applicable (2020, 2021, 2022) or only for the previous 2 years (2021, 2022)
- c) Statute of the organization
- d) Statement signed by the applicant (part of the application)
- e) Short biographies of persons involved as youth workers using the suggested CV form - Annex 3.

## 3.3 Where and how to send the application

The application and accompanying documents must be submitted via email (with attachments) to the email address [obrazovanje@czor.org](mailto:obrazovanje@czor.org) with the following references in the email subject:

Application for the call for the allocation of funds "Poke the bubble" - Full name of the applicant.

The deadline for submitting application is February 9, 2024 until 11:59 p.m.

Any application submitted after the deadline will be rejected.

## 3.4 Additional information

Questions can be sent by email no later than January 26, 2024 until 5:00 p.m. to the email address [obrazovanje@czor.org](mailto:obrazovanje@czor.org) with the subject of the email: "Poke the bubble" - Full name of the potential project holder.

The Center for Youth Work has no obligation to provide clarifications to questions received after this date. Responses will be provided in a publicly available document no later than February 02, 2024.

In order to ensure equal treatment of applicants, Center for Youth Work cannot give an earlier opinion on the suitability of the applicant and work plans or on the mentioned activities. All collected questions together with the answers will be published on the page <https://www.czor.org>

At the request of the applicant, the Center for Youth Work will submit for review the documentation that is part of the Contract.

The Centre for youth work will organize info session online to introduce interested parties with the Call.  
<https://us02web.zoom.us/meeting/register/tZAqfuigrzkqHNDfKTXPMEI0R5u5YC2gyyU9#/registration>

## 4. Evaluation criteria (evaluation greed)

It is important that Application provides information about the quality in the approach to the planned implementation of the tasks described in point 2.2.1. and to demonstrate professional, operational and financial capacities to implement the activities within Gender mobile youth club methodology. Applicants are advised to pay special attention to relevance of the objectives of these Guidelines, specific requirements and indicators of the Call and realistic budget.

The process of the evaluation will consist of three separate stages: administrative check, pre-selection and final selection. If the examination of the Application reveals that the proposed application does not meet the eligibility criteria as stated in these Guidelines, the Application will be rejected on this sole basis. If the deadline has not been met, the application will automatically be rejected. If any of the requested information and/or documents from the Application Checklist is missing or is incorrect, the application may be rejected and will not be evaluated further.

In the first and second stages, applications will be evaluated by the National Selection Committee composed of representatives of Contracting Authorities and cross-border working group for developing **“Innovative outreach youth work Manual – Gender mobile youth club methodology”**. In the third stages, pre-selected applicants will be approved by the Project coordination team.

After the three-stage application evaluation process, the project coordinator will send notification letters to all applicants. The results will be publicly available at [www.czor.org](http://www.czor.org).

Evaluation will be performed according to the following criteria:

- **Criteria for administrative evaluation** - to verify that the applicant has followed the technical guidelines related to the application process.
- **Criteria for evaluating the capacity of the applicant** - to evaluate the ability of the applicant to implement the proposed methodology (section 2.2)
- **Application evaluation criteria** – to evaluate the quality and appropriateness of the application

### Open Call Evaluation Grid

Administrative Evaluation Criteria	Yes	No
The application met the deadline of the Call		
The applicant meets the eligibility criteria		
The application is submitted in English language as stated in the Open call		
The application contains all the required documents		
The applicant applied with only one application		
The partner (if applicable) is not a project applicant and/or a partner in another application.		
The application is written in accordance with the Guidelines		

*Note: the application is automatically disqualified if it doesn't meet*

any of the Administrative evaluation criteria

<b>Applicants Capacities Evaluation Criteria</b>	<b>Maximum points</b>
The CSO possesses previous experience in the youth work	10
The CSO possesses previous experience in the specific activities of the Gender mobile youth club.	5
The CSO possesses sufficient technical, financial, operational and professional capacities to implement the Gender mobile youth club the CSO applied for.	10
The suggested youth workers of the CSO possesses previous experience in direct youth work.	5
<b>TOTAL:</b>	<b>30</b>

<b>Application Evaluation Criteria</b>	<b>Maximum points</b>
The proposed application includes adequate approach to achieve expected indicators under this Call.	15
The proposed approach responds to the needs and abilities of the beneficiaries.	15
The proposed application elaborates how CSO will make sure to use the benefits of the program for multiplying effects.	15
The proposed application includes adequate and realistic instruments to evaluate the success of the program.	15
The visibility of the project is provided and adequately planned	10
<b>TOTAL:</b>	<b>70</b>

**Note:** the application is automatically disqualified if it does not score at least 65% of the points from the Project Evaluation Criteria Table

## 5. Indicative timetable

	<b>DATE</b>	<b>TIME</b>
<b>1. Info session (online)</b>	15/01/2024	Further information on CZOR ( <a href="http://www.czor.org">www.czor.org</a> ) website
<b>2. Deadline for requesting any clarifications from the national contracting authority</b>	26/01/2024	17.00
<b>3. Last date on which clarifications are issued by the contracting authority</b>	02/02/2024	-
<b>4. Deadline for submission of concept notes</b>	09/02/2024	11.59
<b>5. Information to lead applicants on administrative checks and evaluation (Step 1, 2 and 3)</b>	February 2024	-
<b>6. Contract signature</b>	February 2024	-

## **6. Documentation to be completed and submitted as part of this Call**

1. Application form and budget proposal - Annex 1 and 2
2. Proof of registration with the competent state authority
3. Financial statements for the last 3 fiscal years (2020, 2021, 2022) if applicable or only for the last 2 years (2021, 2022)
4. Statute of the organization
5. Statement signed by the applicant (part of the application form – Annex 1)
6. Short biographies of persons involved in the project – Annex 3