# Call for Application

# Kosovo Youth Development Project-Additional Financing (KYDP-AF) at the Ministry of Culture Youth and Sports (MCYS) is pleased to invite Youth Centers to apply for project proposal to support Youth Centers to serve as business incubator facilities

## Project background

Ministry of Culture, Youth and Sports with the support of the World Bank, is implementing a two (2) year-long “Second Kosovo Youth Development Project - Additional Financing" that has three components: 1) Technical Assistance for the development of the Youth Employment Strategy, 2) Youth Business Development and social integration support; 3) Support for results-based project management and evidence based decision-making. The main objectives of Second Kosovo Youth Development Project -Additional Financing (KYDP-AF) is to: (i) to promote social cohesion though inter-ethnic collaboration among youth, especially from marginalized and vulnerable groups; and (ii) to improve economic opportunities for young people and sustainable access to youth services in Kosovo.

This call for proposals is part of the Youth Business Development and Social Integration Support Component which aims to ensure the sustainability of quality services that are available to young people through Youth Centers.

## Objective

KYDP-AF is inviting Youth Centers from the following five regions of Kosovo: Prishtina, Peja, Gjilan, Mitrovica and Prizren, to submit funding proposals for their participation in the Youth Business Development and social Integration Support Component of the project in the following role:

1. Serve as regional business incubator facilities, social entrepreneurship networks, and providers of training, mentoring and business counseling while continuing to function as interfaces for increase of inter-ethnic social cohesion
2. Serve as a liaison between KYDP and targeted youth groups and support PIU with the following activities:
	1. Outreach and identification of youth with diverse backgrounds that are interested to participate in the competitive selection for entrepreneurship, VET and apprenticeship program under this component
	2. Facilitate the application process, collect applications and provide targeted support to young people who need assistance with filling out application forms
	3. Serve as a representative in the selection committee and support PIU with the competitive selection process

## Project proposal focus and scope of work

The project proposals should have dual focus as per the objectives provided above.

***Regional business incubator***: Business incubator is an organization designed to enhance the development and growth of new and established businesses by assisting entrepreneurs with company operations and supplying resources that are fundamental for success. Business incubators shall nurture young firms, helping them to survive and grow during the start-up period when they are most vulnerable. Youth Centers acting as Business Incubator assists entrepreneurs to obtain the skills and contacts needed to develop and execute their business plans

The Youth Center shall provide a number of services to enhance the development of young firms. These services include hands-on management assistance, access to financing, intensive mentoring programs and networking opportunities. Business incubator tenants should be provided with access to shared office services, equipment, conference rooms, free of charge leases, and expandable office space. These services coupled with professional management will stimulate the growth and development of new business ventures by young people in Kosovo. With access to mentors, resources, physical space and a network of like-minded individuals, participants will be given the tools to succeed in launching their businesses.

The project proposals should clearly articulate how will the YC carry out the role of the business incubator and included a proposed specific services that will be offered to enable young people in their region. There should be a reference to partnerships/MOUs with other business incubation/ business development facilities in Kosovo. The role of the YCs as business incubator may include, among others, the following specific services:

* Help create and grow young businesses by providing them with necessary support and financial and technical services through
1. free of charge individual offices
2. free basic office supplies on the premises
3. Internet access
4. share telephone, secretarial office, and production equipment
5. Utilities and security services (janitorial)
6. Close to public transportation
7. Reception and mail services
* Provide technical advice and expertise in developing business and marketing plans through
1. Free monthly workshops on topics such as Finance and Legal management, Time Management, Contract Negotiations, Taxes, etc. Additional topics may be included per discussion with PIU.
2. Free monthly one-on-one consultations with subject and industry experts tailored to the individual needs of each business
3. Monthly brainstorming and information sharing forums with entrepreneurial community
4. Assistance in accessing small business loans and fundraising
5. Networking opportunities

Youth Center shall encourage diversity and will be committed to serving young entrepreneurs balanced by ethnic background, gender and business type. It is expected that approximately between 7-10 KYDP beneficiaries who are starting their businesses will be placed into the incubation site and will receive the above illustrated free services by the center itself. The YC should demonstrate availability of staff on premises and special capacity to accommodate the young entrepreneurs and provide the specified activities.

***Youth liaison and beneficiary selection support to KYDP:***

YCs will support KYDP project PIU with extending the reach of the project services and ensuring wide representation and inclusion of all eligible youth groups in their region in project services. Specific focus of the YC support will be on ensuring access and removing obstacles for participation of vulnerable and marginalized youth groups in their region to project services. To do so, the proposals from YC should include outreach and support strategy and a reflection on how will YC deliver the following specific tasks:

* Conduct outreach to potential beneficiaries of the project in their region (youth 18-35 years old), specifically ensuring diverse ethnic participation and access to vulnerable groups
* Support the call for applicants and selection process for entrepreneurship, VET and apprenticeship training;
* Support the application and selection process for targeted grant application for startup grants and tools & equipment support

## The applying organization will submit the following documentation

1. Project Proposal Application Form and Budget downloadable at: www.kydp.org
2. Copy of statutes of the organization;
3. Past and current projects relevant for the assignment;
4. List of major donors and partners;
5. Reference letters from donors and partners;
6. List of CV for staff/Volunteers that will implement the Project, according to the planned activities;
7. Evidence of required space rental/ownership needed for placing business incubators

## Eligibility Criteria

The organization shall:

1. Operate as a Youth Center in one of the specified regions in Kosovo
2. Have been in partnership with Kosovo Youth Development Project for the past three years
3. Have multiethnic approach and promote the culture of peace and dialogue and intercultural values among the participants and their communities;
4. Be focused upon the needs and interests of the young people;
5. Be composed of young people, young volunteers, young staff members;
6. Have good relationship with youth organizations, donors, schools, municipal authorities, etc.) for the design and the implementation of the programs (to be proved by verifiable references)

## The selected Youth Center will be obliged to:

1. Deliver quality services as per the finalized agreement with PIU
2. Track and record key project data and submit quarterly reports to the PIU on the progress of the sub-grant activities.
3. Procure goods and services in accordance with World Bank procurement procedures (training and assistance will be provided to this effect).
4. Maintain records and accounts for expenditures incurred under the project and financed by the grant.

## Duration of agreement

The approximate duration of YC services required under this call for proposals is approximately 10 months.

## Documentation

The documentation provided by the applicants should include verifiable information concerning the eligibility criteria.

## Procedures for application

Grant application format will be available at this address: www.kydp.org or upon request to this e-mail address: info@kydp.org.

Hard copy applications must be submitted to the following address:

Kosovo Youth Development Project (World Bank funded)

Ministry of Culture, Youth and Sport -Department of Youth

Nëna Terezë Square # 35; office 025, 10000, Prishtina, Republic of Kosova

Electronic application must be submitted to info@kydp.org

# Interested applicants should email their all relevant documents, by close of business 25 of April, 2015.