PUBLIC INVITATION TO NGOs FOR THE IMPLEMENTATION OF
THE PROJECT "CONSULTING SURVIVORS AND FAMILIES WITH
CHILDREN KILLED DURING THE WAR OF 1998-1999 IN KOSOVO"

Based on the decision of the Government of the Republic of Kosovo (No. 03/81, dated 01.06.2022),
through which the Interministerial Commission is formed on drafting, preparing and implementing
the project "Memorial for the children killed during the war of 1998-1999 in Kosovo", the Ministry of
Culture, Youth and Sports announced a public invitation to non-governmental organizations for the
implementation of the project entitled "Consulting Survivors and Families with Children Killed during

Stakeholders on child memorialization include child survivors of killings and war crimes, parents of
children killed or disappeared, parents of children who died as a result of war (including preventable
diseases), other family members and witnesses to killings of children in Kosovo during the war of

The Ministry of Culture, Youth and Sports/Department of Cultural Heritage invites organizations
registered as NGOs (according to the requirements of the legislation in force for freedom of association
in non-governmental organizations in the Republic of Kosovo) to apply by submitting the project
proposal that addresses and fulfills the overall objectives of the project:

➢ To consult survivors and families with children killed during the war of 1998-1999 in Kosovo
  on the forms of memorialization of children through a sensitive, inclusive, ethical and
  professional process.
➢ Through oral history, to preserve the stories and document the real experiences of survivors,
witnesses and family members of children who have been killed, disappeared or died as a result of the war in Kosovo.

➢ To serve the memory of child victims, enriching the oral history of Kosovo and drafting the narrative text that describes and guides the memorialization of children.

The project will be implemented during the period from March 2023 to July 2023 to fulfill the objectives through activities as below:

➢ Full cooperation with MCYS and other institutional partners until the realization of the project;
➢ Consolidating the methodology and dynamic plan of consultations with the families of the killed children in close coordination with MCYS and other institutional partners;
➢ Recruitment of experienced staff for conducting oral history interviews;
➢ Completion of the training module for conducting interviews with people who have experienced war;
➢ Designing the questionnaire that serves the drafting of the narrative and the documentation of the experiences;
➢ Drafting a written guidelines for the questionnaire applied in consultations;
➢ Opening a telephone line/e-mail for family members who will not be part of physical consultations;
➢ Conducting 300 - 350 oral history interviews with consultation groups such as survivors, witnesses and family members of children who have been killed, disappeared or died as a result of the war;
➢ Transcription of interviews preserving the authenticity of local speech and sub-dialect;
➢ Publication of transcripts of all interviews in electronic PDF format for external use by other researchers and the general public;
➢ Presentation of findings and promotion of the project "Consulting Survivors and Families with Children Killed during the War of 1998-1999 in Kosovo" through various activities, including media forms.

The evaluation of project proposals will be carried out in two stages:

The administrative evaluation, which identifies whether the applicant has provided all the necessary documentation in accordance with the general and special criteria defined by this public call for the relevant categories. Completing the documentation after the application deadline, namely during the evaluation period or the deadline for appeals, is not possible.
General criteria for NGOs:

To qualify, applicants must meet the general minimum criteria set out in the following provisions:

- To be registered as an NGO according to the requirements of the legislation in force for freedom of association in non-governmental organizations in the Republic of Kosovo;
- To be equipped with a fiscal number according to the requirements of the tax legislation of the Republic of Kosovo, namely the equivalent documentation according to the legislation of the relevant state for the foreign NGO;
- To have fulfilled all obligations from prior financial support, if they have benefited from public funding sources;
- There should not exist any conflict of interest between the applicant, namely the representatives/manager of the applicant and the budget organization or public institution, as provided by the legislation in force in the Republic of Kosovo (the staff engaged in the realization of the project is not allowed to be employed within the MCYS or its subordinate institutions);
- Certificate that the NGO has no tax obligations (from TAK).

Substantive evaluation:

When evaluating project proposals, the Commission will evaluate the following:

- Has a portfolio been submitted with evidence of activities in the field of oral history and documentation of human experiences during at least the last two years (the document should list the projects and activities with short descriptions, it must not contain photographs and not be longer than 3 pages)
- Is the NGO profiled in the field of art and cultural heritage, in particular in the scopes of oral history, documenting war experiences, creating rich archives, interviewing people who have experienced war and research, publication and promotion of human narratives
- Does the NGO have the human capacity to interview survivors and families of killed children and to transcribe the interviews
- Does the NGO have digital, media and artistic capacities for the publication, archiving and promotion of transcripts
- Does the NGO have professional capacities to carry out the other planned activities of the project (do they have the appropriate skills and abilities for the implementation of the project, as well as knowledge related to the issues addressed in this invitation which must be validated
by a CV and relevant Diploma)

➢ Does the NGO have sufficient management capacity (including personnel, equipment to manage the project)?

➢ Is the project team and team members' obligations defined?

➢ Are the project / program activities clear, reasonable, understandable and applicable?

➢ Are project/program costs realistic in relation to specific deliverables and expected project duration?

➢ Are project costs consistent with planned project/program activities?

The NGO application will be considered complete if it contains all application forms and mandatory annexes as specified in the public call and the call documentation as follows:

- Project application form
- Budget proposal form
- Declaration form regarding the avoidance of double funding
- Partnership declaration form (if any)
- Registration certificate
- Fiscal number certificate
- Portfolio of activities during the last two years
- Financial statements for the last two years from TAK (2022 and 2021)
- Statement on projects funded by public funding sources in the last two years.

Failure to meet any of the general or specific criteria defined by this public call for the respective categories, the application will be considered incomplete and as such will not qualify for financial support.

NGOs who demonstrate that their work program is focused on the field of oral history and promotion/documentation of human experiences are eligible to apply with their projects. NGOs must also have carried out financial transactions in a transparent manner according to the legislation in force, in accordance with the accounting rules, as well as have fulfilled the contractual obligations towards the provider of financial support and all other providers of public financial support. Before signing the contract, the NGO and the Individual must provide evidence that the responsible person (manager) at the NGO has resolved any outstanding issues regarding the payment of unpaid contributions and taxes, if applicable.

Proposals should be submitted only in the prescribed forms, which along with the Instructions for
Applicants are available on the MCYS website: www.mkrs-ks.org. NGOs must apply only through electronic mail to the email address: organizate.mkrs@rksgov.net. Project proposals printed in physical form will not be considered. All issues related to the public call can be clarified only electronically, by sending an e-mail to the following address: vjollca.aliu@rks-gov.net

The process of receiving, opening and reviewing applications, evaluating applications, contracting, funding, time and method of submitting appeals, document handling and the indicative calendar for the implementation of the invitation is detailed in the Instructions for applicants. Only projects that have been accepted within the deadline set by this public invitation and fully meet the defined criteria of the public invitation, will be eligible for financial support.

The total planned value of the invitation is 75,000.00 euros. The minimum amount of financial support that can be allocated to an NGO for this project is 50,000.00 Euro, while the maximum amount for a project is 75,000.00 Euro. Through this call and for the implementation of this project, 1 (one) non-governmental organization will be selected.

The deadline for submission of proposals is 15 working days and ends on January 27, 2023, at 23:59.