## REF COVID-19 EMERGENCY FUND

## PROPOSAL FORM

# NOTICE

In response to the current challenges Roma families and communities face due to the COVID – 19 pandemic, the Roma Education Fund has created an Emergency Fund and Action plan to provide support to the continuation of education and learning.

This proposal form focuses on the first phase of emergency activities and provision of material and educational support in the following countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Hungary, Kosovo[[1]](#footnote-1), Montenegro, North Macedonia, Romania, Serbia and Slovakia. The first phase of emergency activities will cover the period June 1st until August 31, 2020. A second phase is planned for the period September 1st, 2020 - December 31st, 2020. Continuation of contract will depend on satisfactory implementation of the first one and will entail additional funding (details to be provided by August 3rd, 2020).

Roma Education Foundation is the leasing partner organization in Serbia, implementer can be a non-governmental organization, or a consortium comprised of a Leading organization and partner organization.

Completed proposal must include the following:

1. Proposal form for Emergency Fund
2. Budget table
3. Signed partnership statement (if applicable)

Proposals must be submitted electronically at [ljilic@romaeducationfund.org](mailto:ljilic@romaeducationfund.org) by **May 26th, 2020** by midnight, CET time. Please include in the subject line: **Emergency Fund Proposal Form 2020, Serbia.**

**General notes:**

* Please build this Emergency Fund Proposal based on the most pressing requirements identified by the Roma community in Serbia;
* Humanitarian aid will only be considered in case educational activities are planned;
* The financial support for the distribution of food packages and hygienic materials cannot exceed 20% of the total budget granted;
* The ceiling for project management and administration, which includes remuneration for project staff, must not exceed 10% of the total budget;
* Leading organization will have full accountability in administering the approved grant and should establish a system for partners’ monitoring and reporting;
* Procurement regulations are lifted for this specific emergency intervention; however, any purchase of goods and services needs to be transparent and formally contracted;
* Co-funding is not compulsory, but it is encouraged. Voluntary work and in-kind contribution should be listed and not calculated within the budget;
* Activities are considered only under the following educational levels: Early Childhood Development, Primary, Secondary and Higher education. Please turn to Table 1. *List of approved emergency activities* under each level when including activities and indicators in the proposal;
* The grantee will be required to send a bi-monthly report to REF Serbia, thus providing REF with information on the progress and development of the activities and indicators;
* A final narrative and financial report for the implementation period will be required by August 21st, 2020.

**Grant amounts**

The minimum requested funding for the REF COVID-19 Emergency Fund is EUR **20,000 EUR** and the maximum requested funding is **50,000 EUR**. REF reserves the right to change this amount (increase, decrease) depending on the outcomes of the Call for Proposal.

**Timeframe**

**Timeframe of first phase implementation:** June 1st – August 31st, 2020

**Timeframe of second phase implementation:** September 1st – December 31st, 2020

**Table 1: List of Approved Emergency Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Educational Level | Activity | Phase | Expected Outcomes |
| Early Childhood Education | Providing educational toys and materials to families to assist in young children’s development. The material can be toys, books (coloring, picture, reading), other educational equipment. There will be instructions on best ways to use the materials. | *1 & 2* | *Increased children development*  *Parents improved skills and confidence in their child education and development*  *Child readiness to enter primary school*  *Improved family and household environment suitable for learning* |
| Providing stationary (Paper, pens, pencils, paint, drawing boards, and so on) | *1 & 2* |
| Parent psychological support | *1 & 2* |
| Group meeting with parents | *1 & 2* |
| Any other activity to increase child and parents’ interaction. | *1 & 2* |
| Provide smart devices. (conditional on tutoring participation) | *1 & 2* |
| Your Story online sessions. | *1 & 2* |
| Providing families with food, nutrition, and childcare (diapers) packages. | *1 & 2* |
| Assisting in educational enrolment to first grade (most applications and forms are online) | *1* |
| Primary | Providing internet and/or mobile cards to ensure communication with the teachers. | *1* | *Increased access to education*  *Consistent students’ educational results (grades, attendance, learning)*  *Reduce probability of educational dropout*  *Improved interaction with educational system and teachers*  *Student educational commitment*  *Improved family and household environment suitable for learning*  *Increased transition to secondary school*  *Students readiness for the following school year*  *Parents improved skills and confidence in their child education and development* |
| Provide tutoring through mobile communication for students and parents twice a week. | *1 & 2* |
| Provide mentoring through mobile communication for students and parents twice a week. | *1 & 2* |
| Social emotional learning, resilience, other forms of support. | *1 & 2* |
| Have mediators to liaison with the community and the school and provide support to parents. | *1* |
| Providing smart devices (conditional on tutoring participation) | *1* |
| Providing stationary and educational materials, i.e. pencils, paper, workbooks, textbooks. | *1 & 2* |
| In person or through telephone technical assistance for those families who receive internet and smart device with training. | *1* |
| Family games, increase family time and education. | *1 & 2* |
| Support enrolment in secondary education (it is mostly online now) | *1* |
| Parent psychological support | *1 & 2* |
| Information campaign to increase enrolment in secondary school. | *1* |
| Summer school classes/tutoring | *1* |
| Secondary | Providing internet and or mobile cards to ensure communication with the teachers. | *1* | *Increased access to education*  *Consistent students’ educational results (grades, attendance, learning)*  *Reduce probability of educational dropout*  *Improved interaction with educational system and teachers*  *Student educational commitment*  *Increased transition to higher education or employment*  *Students readiness for the following school year* |
| Provide tutoring through mobile communication for students and parents twice a week. | *1 & 2* |
| Have mediators to liaison with the community and the school and provide support to parents. | *1* |
| Provide mentoring through mobile communication for students and parents twice a week. | *1 & 2* |
| Social emotional learning, resilience, other forms of support. | *1 & 2* |
| Providing smart devices. (conditional on tutoring participation) | *1* |
| Providing stationary and educational materials, i.e. pencils, paper, workbooks, textbooks. | *1 & 2* |
| In person or through telephone technical assistance for those families who receive internet and smart device support. | *1 & 2* |
| Parent and student psychological support | *1 & 2* |
| Supporting students who lost jobs, moved from dorms, and need financial support to continue education. | *1 & 2* |
| Support for higher education enrollment, which can include application assistance, tutoring, exam preparation. | *1 & 2* |
| Summer school classes/tutoring | *1* |
| Employment assistance, which can include soft skills and professional development, as well as facilitating employment. | *1 & 2* |
| Higher Education | Provide increased tutoring through RomaVersitas using online resources. This can include exam support. | *1 & 2* | *Increased access to education*  *Consistent students’ educational results (grades, attendance, learning)*  *Reduce probability of educational dropout*  *Students readiness for the following school year* |
| Provide support for internet access due to increased demand and higher quality. | *1 & 2* |
| Student psychological support | *1 & 2* |
| Employment assistance, which can include soft skills and professional development, as well as facilitating employment. | *1 & 2* |

**PROPOSAL FORM**

Please read and complete this form with all due care and accuracy and one that could be verified. Please complete all mandatory fields in the proposal form and answer all questions therein. *Please note that the information provided for each section of the proposal should not exceed more than 400 characters.*

**BASIC INFORMATION**

|  |  |
| --- | --- |
| Applicant’s contact details for the purpose of this proposal | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  |
| **Name of the leading organization:** |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Website of the Organization:** |  |
| **Project Title:** |  |
| **Location of the action-***specify country(ies) region(s) that will benefit from the action* |  |
| Project duration (dd/mm/yy): |  |
| Project amount from REF (in EUR): |  |
| Other sources of funding: |  |
| Total project funding (in EUR): |  |
| Date: |  |

**List the partners in the consortium and their roles in the project** (Please note that, in case of partners, Partnership agreement has to be signed, stamped and sent together with the proposal package)

|  |  |
| --- | --- |
| **Name of Partner NGOs** | **Role in the project** |
|  |  |
|  |  |
|  |  |

**INTERVENTION**

Please tick the appropriate box (boxes) for the intervention which your proposal refers to and add only the activities as suggested and grouped per educational level by the Roma Education Fund.

|  |  |  |
| --- | --- | --- |
|  | **Intervention 1** | Early Childhood Education |
|  | **Intervention 2** | Primary Education |
|  | **Intervention 3** | Secondary Education |
|  | **Intervention 4** | Tertiary Education |

**I. Project context:**

1. Describe in one paragraph the main objective and approach of the project.
2. What is the problem to be resolved in the geographical area (please add the geographical area as well - country, region, town, neighbourhood) where the project will be implemented? Support the problem statement with available data and information from official sources.

**II. Target group and beneficiaries:**

1. Describe the target group(s), the final beneficiaries and their estimated numbers. Please group the numbers by geographical areas and group of current beneficiaries and non-beneficiaries.

**III. Project Development Objective (**[**PDO**](file:///C:/Users/wb316220/AppData/Local/Temp/AppData/Local/Temp/notes286455/PDO.docx)**)**

1. What is the main project development objective?
2. What are the key [PDO outcome indicators](file:///C:/Users/wb316220/AppData/Local/Temp/AppData/Local/Temp/notes286455/PDO%20Outcome%20Indicators.docx) (list up to 3 key PDO indicators that will be used to measure the progress towards achieving the PDO)

**IV. Educational level activities, timeframe and expected results and outputs:**

*Please follow strictly the structure below and answer all questions. In case of adding additional component, please keep the same structure (name, description, activities).*

**Description of the activities per educational level:**

*(Please only select the activities proposed by REF in Table 1 above)*

**Activity 1.1: (title)**

Time frame of activity:

Activity outputs and deliverable:

**Activity 1.2: (title)**

Time frame of activity:

Activity outputs and deliverable:

**Description of the activities per educational level:**

*(Please only select the activities proposed by REF in Table 1 above)*

**Activity 2.1: (title)**

Time frame of activity:

Activity outputs and deliverable:

**Activity 2.2: (title)**

Time frame of activity:

Activity outputs and deliverable:

**V. Project management and implementation arrangements:**

1. Describe the composition, roles and responsibilities of the project team and consortium, if any.

**VI. Monitoring:**

1. Please provide information on your monitoring system, both internal and one for the partner organizations.

**VII. Finance:**

1. Please state the exact allocation of funds per each partner in the consortium (if any), as well as the percentage of allocation per educational level from the total grant amount.

1. This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. [↑](#footnote-ref-1)