



"Youth in Action: Youth Empowerment and Leadership Development in Armenia"

«Երիտասարդները գործելիս. Հայաստանում երիտասարդների գործընթացն և առաջնորդության խթանման» ծրագիր

## **GUIDELINE FOR FINANCIAL SUPPORT TO THIRD PARTIES**

### **INNOVATIVE CIVIC EDUCATION TOOLS FOR**

### **NON-FORMAL LEARNING**

#### **ABOUT THE PROJECT**

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"Youth in Action: Youth Empowerment and Leadership Development in Armenia" is a 3-year project co-funded by the European Union and the Konrad-Adenauer Foundation implemented together with the Youth Initiatives Center (YIC), World Vision Armenia (WVA), and Media Initiatives Center (MIC).

The overall objective of the project is to increase meaningful youth participation in education, civil society, and in politics of Armenia. The specific objective strives to achieve that young people and youth NGOs are educated and empowered to participate in civic and public affairs in Armenia.

#### **APPLICATION PROCESS**

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##### **Who can apply?**

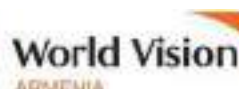
"Innovative Civic Education Tools for Non-formal Learning" financial support to third parties (FSTPs) call is designed for Civil Society Organizations (CSOs) and independent experts who have experience in the development of civic education tools and aim to create innovative tools to promote youth civic activism and enhance youth leadership skills.

##### **Call objectives and expected outputs:**

Armenian branch of Konrad Adenauer Foundation is inviting CSOs and individual experts to submit project proposals for the development of innovative civic education tools for non-formal learning. These tools are aimed at increasing the civic activism of young people and enhancing their leadership skills. Examples of such innovative tools include manuals, guidelines, educational modules (exercises or interactive games such as tabletop, simulation, digital), applications and so on.



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The call objectives are:

- *Youth Empowerment*: contribute to the empowerment of youth by developing tools that promote their civic participation.
- *Youth Leadership Development*: facilitate the growth of leadership abilities among young individuals by providing them with suitable resources to make decisions and initiate projects within their communities. Particular emphasis will be placed on nurturing women's leadership skills and ensuring equitable participation.
- *Development of the institutional framework of youth work*: contribute to the development of the youth work and the professional capacities of youth workers.

In line with the outlined objectives, experts and CSOs are invited to submit project proposals for the development of non-formal civic education tools. These tools may include but are not limited to, the below indicated directions. The identified directions are based on the findings from the study entitled "Non-formal and Civic Education Tools and Practices in Armenia," conducted by the Gyumri "Youth Initiative Center" within the scope of the "Youth in Action" project. The study aimed to identify gaps, shortcomings, and opportunities in the use of civic tools to enhance civic activism and develop leadership skills among youth in Armenia. The study can be accessed [here](#).

### 1. For adolescents and youth:

- Educational modules and games (such as tabletop, simulation, and digital games) designed to foster resilience in youth.
- Educational modules and games (including tabletop, simulation, and digital formats) aimed at enhancing decision-making, responsibility, and leadership skills among youth.
- Models of political and civic schools, camps, forum theaters, educational program modules, and games (tabletop, simulation, digital) that effectively cultivate the skills of political and civic participation.<sup>1</sup>

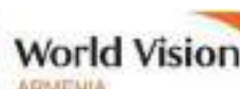
### 2. For development of youth work:

- National framework of youth workers' professional competencies and a tool for (self) assessment of these competencies (for example, the version applied in European youth work can be considered). [Youth work competence - Youth Portfolio \(coe.int\)](#) independent alternative ideas are also acceptable.

<sup>1</sup> The forms of participation can be found on page 22 of the "Non-formal and Civic Education Tools and Practices in Armenia" study.



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- A tool for assessing the quality of youth centers (for instance, the process for awarding the Quality Label implemented in the EU can be taken into account). <https://www.coe.int/en/web/youth/quality-label-for-youth-centres> independent alternative ideas are also acceptable.

### 3. For the capacity building of youth CSOs:

- Exemplary models of strategic planning and management.
- Exemplary models of crisis management for emergency situations.
- Exemplary models of rapid response and first aid systems.
- Modules of exercises and educational programs to be prepared in crisis situations.

*Evaluation Committee also highly welcomes and encourages innovative proposals for tools that align with the objectives of the call but may not fall within the specified directions mentioned above.*

### **The amount of financial support and the duration of the project:**

The proposed project should be designed for implementation within a timeframe of 3-5 months, from May to September 2024. The allocated budget for one project can be a maximum of 2,185,000 AMD.

### **How to apply:**

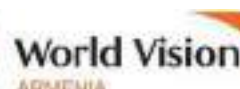
To apply for financial support, you should submit the following documents:

- Application (in accordance with the provided form).
- Budget (in accordance with the provided form).
- Registration Certificate of the applicants (in case of CSOs)
- Declaration on Honour (in accordance with the provided form).
- Charter (in case of CSOs)

In the absence of any of the above-mentioned documents, the application cannot be considered. The deadline for applying for financial support is **April 25, 2024**. The applications should be sent to [anna.mkrtychyan@kas.de](mailto:anna.mkrtychyan@kas.de) email address. In case of questions, you can contact the same email or call +37412545116.



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**NOTE:**

- **Handwritten applications will not be accepted.**
- **Applications submitted after the deadline won't be considered for review.**
- **Applications can be submitted in Armenian or English.**
- **The information provided will be used solely for application review and will not be distributed.**
- **If the applicant does not receive a response regarding the receipt of the submission within 2 working days, please write to [anna.mkrtchyan@kas.de](mailto:anna.mkrtchyan@kas.de) or call +37412 545116.**



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## FINANCIAL SUPPORT TO THIRD PARTIES EVALUATION

Applications will be examined and evaluated by an evaluation committee within two weeks of the deadline. In accordance with the objectives of this open call, the most competitive project proposals will be those that showcase an innovative approach and bring added value in comparison to the tools already available in the field. The table below introduces the key evaluation criteria of FSTPs.

<p><b>1. Operational Capacity (max. 20 points)</b></p> <ul style="list-style-type: none"> <li>- Does the applicant (or a project team member) have enough experience in civic education tool development? (max. 6 points)</li> <li>- Does the applicant have the necessary capacities to achieve the project outputs? (max. 7 points)</li> <li>- Is the applicant familiar with the sphere and the issues raised within the frames of their project? (max. 7 points)</li> </ul>
<p><b>2. Relevance (max. 20 points)</b></p> <ul style="list-style-type: none"> <li>- How relevant is the proposal to the objectives of the call for proposals? Are the expected results of the project aligned with the objectives defined in the guidelines for applicants? Does the project have measurable objectives and innovative approach? (max. 10 points)</li> <li>- Does the project contain particular added-value elements to youth empowerment and civic education (e.g., innovation, best practices)? (max. 10 points)</li> </ul>
<p><b>3. Design and Implementation (max. 25 points)</b></p> <ul style="list-style-type: none"> <li>- How coherent is the design of the action? Are the activities proposed appropriate, practical, well-structured and consistent with the envisaged outputs? (max. 10 points)</li> <li>- Is the timeline realistic? (max. 5 points)</li> <li>- To what degree does the project contribute to enhancing the capacities of the target group(s)? (max. 10 points)</li> </ul>
<p><b>4. Sustainability (max. 15 points)</b></p> <ul style="list-style-type: none"> <li>- Will the developed tool be utilized and demonstrate tangible impact on its target groups? (max. 10 points)</li> <li>- Will the project results be adequately promoted for creating a wider positive impact? (max. 5 points)</li> </ul>
<p><b>5. Budget and cost-effectiveness (max. 20 points)</b></p> <ul style="list-style-type: none"> <li>- Are the activities appropriately reflected in the budget? (max. 10 points)</li> <li>- Does the project have the capacity to produce results at a reasonable cost? (max. 10 points)</li> </ul>



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## TERMS AND CONDITIONS FOR FINANCIAL SUPPORT TO THIRD PARTIES

### Rules For Financial Support to Third Parties Applications

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#### General Conditions

- The FSTPs recipient shall assume full responsibility for the project, including contingencies during implementation.
- The FSTPs recipient should ensure project visibility, FSTPs recipients must take all necessary steps to publicize the EU-funded project in compliance with the “Communications and Visibility Guidelines” provided by KAS.
- The recipient shall timely consult with the KAS for any issues, concerns or changes of design/activity/budget allocation that may arise during the implementation, before taking any actions.
- The recipient must guarantee the completion of the project in the event of a lack of financial resources arising during the implementation of the project.
- If the recipient does not fulfil the obligations assumed according to the initial plan of the financial support during the implementation of the project, KAS has the right to demand compensation of part or all of the amount of the financial support.
- Under each FSTPs call the applicant is allowed to submit only one project for funding.
- The Gyumri "Youth Initiatives Center" will also work with FSTP recipients in terms of content and monitoring of projects together with the KAS.

#### Disbursement and Payment

- In compliance with the Framework Agreement signed between the Republic of Armenia and the Commission of the European Communities and the Decree 1112-N of September 23rd, 2009, of the Government of the Republic of Armenia, "Youth in Action: Youth Empowerment and Leadership Development in Armenia" project is exempt from the value-added tax (VAT).
- The recipient (organization/individual) must open a new bank account/subaccount (in AMD) with the recipient's name.
- Upon completion of the project, the FSTPs recipient must return the balance of the financial support to the donor organization in accordance with the clause in the FSTPs agreement.

#### Reporting

- The FSTPs recipient must submit reports (narrative and financial) on the implementation of the project at the frequency specified in the FSTPs agreement. The project will be considered finalized after the deliverable (innovative tool) is successfully submitted to the KAS.
- The KAS and Gyumri "Youth Initiatives Center" can visit the FSTPs recipients and must be informed in advance about the activities being carried out.



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## FINANCE AND BUDGET

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### Financial Distribution

Since the project's focus is on the implementation of soft component activities, the financial resources should be mainly directed to the remuneration for the main activities of the project.

### Eligibility of Costs

The amount of the FSTPs can be spent only for the activities of the project. Eligible and ineligible directions for spending the budget are presented below.

#### Eligible Expenses

- Honoraria of the experts responsible for the implementation of the project activities
- Direct costs for the project activities

#### Ineligible Costs

- Debts and debt service charges (interest)
- Provisions for losses or potential future liabilities
- Costs declared by the applicants and financed by another action or work project receiving a European Union grant
- Duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation
- Fines, including VAT, unless recoverable under relevant national tax legislation
- Loans to third parties
- Penalties and expenses of litigation.

Financial transfers will be carried out according to the principle of distribution specified in the FSTPs agreement signed with the recipient.



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## DEFINITIONS OF TERMS USED IN THE GUIDELINE

**Youth work** - youth work serves as a mechanism for fostering personal development, social inclusion, and the cultivation of active citizenship among young individuals beyond the realms of family, employment, and formal education. It entails engaging with young people and youth groups with the objective of recognizing and nurturing their talents, meeting their educational, cultural, and social needs and interests, addressing issues pertinent to youth, facilitating the engagement of young people across various domains of public life, and enhancing the extent of their involvement in decision-making processes.

**Institute of youth work** - acknowledgment of youth work across all levels, the establishment of quality standards and assessment tools for youth work, youth centres, services, and programs, the recognition of youth worker status along with professional standards, roles, ethical norms, training procedures, certification protocols, remuneration structures, and the comprehensive spectrum of extant practices within the field. This encompasses the legal foundations, systems, and mechanisms pertaining to the collection and allocation of resources, the financial backing of the sector, and the collaboration among stakeholders within the sector.

**Youth worker** - an individual who engages with young people and youth groups, with the primary purpose of fostering their personal, social, and educational development. Their roles encompass nurturing and actualizing the potential of young individuals, cultivating an environment conducive to the realization of their preferences and interests, and advocating for their active participation in public life. A youth worker possesses a profound understanding of the realities faced by young people, their local contexts, the ability to assess their circumstances and needs, select and apply suitable methodologies, and conduct impact assessments of their interventions. They collaborate with and advocate on behalf of young people and youth groups, design, execute, and assess youth programs and projects, and engage with interested individuals, groups, and organizations across diverse domains.



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