



Call for Applications:

Terms of Reference (ToR)

**Financial support to third parties for CSOs targeting youths in Slovenia**

**Preamble:**

Focus Association for Sustainable Development (the 'Co-Beneficiary') is Co-Beneficiary in a pan-European project called „**#Go EAThics**: European youth stand up for sustainable food supply chains that respect migrant workers' rights and reduce climate change, hunger and poverty as key drivers of migration“, co-financed by the European Commission (DG Devco)<sup>1</sup>.

In order to support the achievement of the objectives of the Action with its main objective to contribute to the commitment of EU youth to sustainable food consumption and production, Focus Association for Sustainable Development is awarding financial support to third parties for implementing a third party scheme.

The 'Applicant' is the organisation in charge of submitting the third party project proposal, signing the contract with Focus Association for Sustainable Development, receiving the funds from Focus Association for Sustainable Development and reporting on the implementation of the third party scheme.

## 1 Background

Our unjust food system has an enormous impact on climate change, forced migration and poor living and working conditions of farmers, communities, and seasonal workers around the world, especially in the global South.

The action therefore aims to mobilise young adults (15-35 years) in the EU to adopt sustainable consumption patterns and actively support sustainable food supply chains, fair trade relations, respect for human and workers' rights and sustainable development through improved institutional and corporate policies at EU and EU Member State level.

Through the cooperation of 16 CSOs from 13 countries, consisting of developmental, consumer, environmental and youth organisations and networks with a strategically chosen geographical focus, we represent Europe's unity in diversity through the project, which will be conceived and implemented in the development of a pan-European campaign.

Our central approach for guaranteeing political change and a sustainable change of the target groups' attitude and behavior, is to engage and empower European youth in a *participatory way*, making the youth themselves to key actors for campaign development and dissemination.

As part of the action, Focus Association for Sustainable Development is managing a third party scheme on national level, which is a mechanism of financial support to third parties. Third parties are civil society organisations (CSOs)<sup>2</sup> that are not formal partners or beneficiaries of the action but interested to contribute to its activities. The call will be open to

<sup>1</sup> Grant contract - External Actions of the European Union – CSO-LA/2020/411-443

<sup>2</sup> CSOs are non-state, not-for-profit, voluntary entities formed by people in the social sphere that are separate from state and market. CSOs represent a wide range of interests and ties. They can include community-based organizations as well as non-governmental organizations (NGOs).



all smaller and grassroots oriented CSOs based in Slovenia that have a strong track record of reaching out and working with youths.

## 2 Objective of the Financial Support

The overall objective of this financial support to national third parties is to improve access to the target group in Slovenia and to gain expertise and capacities for youth campaigning at national level.

The expected result of the call is to spread the planned #GoEAThical youth campaign via third parties that are already working with youths and are thus reaching a significantly higher number of youths with our messages as well as getting access to engaged youths and young influencers.

The applying third party organisation (the Applicant) provides a project proposal that should therefore contribute to the following specific objectives:

- improving access to the target group in the home countries of the consortium members
- gaining expertise and capacities for youth campaigning at national level
- getting capacities and experience to the overall strategy of #GoEAThical on how to target and involve youths into #GoEAThical activities.
- spreading the planned #GoEAThical youth campaign via third parties that are already working with youths
- reaching a significantly higher number of youths with our messages as well as getting access to engaged youths and young influencers.

## 3 Eligibility Criteria for Applicant:

A third party eligible for financial support **must**:

- be a legal person **and**
- be non-profitmaking **and**
- be a Civil Society Organisation (CSO) constituted in accordance with the legislation in force in Slovenia **and**
- be established in Slovenia **and**
- **not** be a beneficiary of a grant (neither Coordinator, nor Co-Beneficiary, or affiliated entity) and not be recipient of other financial support to third party in the frame of this call for proposals (EuropeAid/160048/DH/ACT/Multi).

Furthermore, they **must**:

- be a smaller & grassroot oriented NGO
- be experienced to reach out to youths and to do (youth-specific) campaigning



- have the administrative and financial capacity to manage the grant<sup>3</sup>

#### 4 Target Groups

The groups targeted by the activities under this third party scheme include EU youths (15-35 y.), schools and universities, CSOs, consumers and engaged citizens.

#### 5 Duration and Timing:

Launch of the call for proposals: 5.11.2020

Deadline to ask questions to Focus Association for Sustainable Development: 10.11.2020

Deadline for submission of application: 15.11.2020

Publication of the selection results  
(notification (by email) to all applicants): 17.11.2020

Earliest possible date for start of the activities: 17.11.2020

Latest possible date for start of the activities: 1.2.2021

Deadline for reporting to Focus Association for Sustainable Development: to be defined by the project agreement between the parties

The project can last up to a maximum of 12 months. There is no minimum duration.

#### 6 Eligible activities

The activities that will be eligible for third parties are:

**Activities of A1, A2, A3 and A4** with a focus on:

- spreading the #GoEAThical campaign activities to youths in Slovenia,
- contributing capacities and experience to the overall strategy of #GoEAThical on how to target and involve youths into #GoEAThical activities.

#### 7 Budget

The maximum financial support will be limited to 15.000,00 EUR per third party project proposal.

The budget shall be indicated in Euro, as described in Annex 2.

#### 8 Application Package

---

<sup>3</sup> This includes i.e. the ability to report properly, the operation of a proper bank account and the employment of staff which is capable and trained for adequate financial administration.



The application to submit shall consist of the following elements:

- 1) A project proposal (maximum 4 pages) (using the template in Annex 1)
- 2) A project budget (using the template in Annex 2)
- 3) A signed *Declaration by the third party* ('Anti Fraud Statement', Annex 3)

Templates for the project proposal and project budget and Anti Fraud Statement are available here:

<https://drive.google.com/drive/folders/1UNWEvh1zLISOEIU6s59fbIUOATnvVgND?usp=sharing>.

Applications shall be submitted in English.

A full application should be sent electronically to the following e-mail address: [ziva@focus.si](mailto:ziva@focus.si) no later than 15.11.2020.

Applications received after this date will not be considered.

## 9 Evaluation

Selection criteria for the third party receiving financial support are:

- Applicant's social media capacities and experience and
- Applicant's experience in relevant topics, e.g. food system, migration, climate change, sustainable consumption and
- Applicant's involvement in national networks and extent of contacts to relevant stakeholders and
- Applicant's experience in the field of fair trade and
- Applicants experience in cooperation with schools/universities.

Award criteria for the third party scheme include:

- Relevance of the planned activities according to the objectives of the third party-scheme
- Efficiency of the project (impact / budget ratio).
- Fulfilment of the eligibility criteria of the Applicant
- Experience with the target groups
- Outreach and social media capacities
- Experience with the relevant topic Food supply chains and sustainable consumption.

The selection of project proposals will be made by an evaluation panel.

## 10 Contractual Conditions



The successful Applicants (third parties) will sign a Third Party Agreement ('Agreement') with Focus Association for Sustainable Development before the start of the project.

The third party will take responsibility for the implementation of the project.

The third party will need to report on the project expenditures at the end of the project. It will need to justify expenditures with financial supporting documents (invoices, boarding passes, staff and payroll records, salary slips, etc.) enabling a verification that the funds have been used for the purpose and in line with the Agreement.

The third party will have to comply with the visibility requirements of the #GoEAtical project (inclusion of project logo and EU logos and statements in all communications, documents, publications, materials, reports, etc).

Unspent budget items and non-justified expenditures will need to be paid back to Focus Association for Sustainable Development or will be discounted from the final instalment.

#### Thus, the Agreement will include

- a fixed list and description of activities to be implemented,
- a project budget,
- obligations to provide narrative and financial reporting (extent and time),
- obligations to keep record (extent and duration),
- obligation to provide proof for received payments,
- these Terms of Reference for the Call for Applications,
- the signed Anti Fraud Statement

## **11 Payment**

Payment shall be made in EUR from Focus Association for Sustainable Development to the bank account indicated by the Applicant.

Payment will be done in accordance with the Agreement signed between the Third party and Focus Association for Sustainable Development.

Payment will be executed against the reception of a payment request according the following schedule:

- First instalment upon the signature of the contract, at a height 70% of the total amount of the financial support.
- Second and final instalment following the approval of the report, remaining funds.

## **12 Contact**

All up-to-date information related to the third party scheme is available here: [www.focus.si](http://www.focus.si).



For questions on the application process, interested parties may contact Živa Kavka Gobbo, national project coordinator, [ziva@focus.si](mailto:ziva@focus.si) until 10.11.2020.

The anonymized responses to questions raised will be made public on [www.focus.si](http://www.focus.si).

### **13 Annexes:**

All annexes are available here:

<https://drive.google.com/drive/folders/1UNWEvh1zLISOEIU6s59fbIUOATnvVgND?usp=sharing>

Annex 1: Template for project proposal

Annex 2: Template for budget proposal

Annex 3: Template Declaration by the Third Party ('Anti-Fraud Statement')