



**JOBS for PEACE PROJECT:**  
**YOUTH EMPLOYMENT FUND** for PARSA  
and RAUTAHAT DISTRICTS



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**GUIDELINES for APPLICANTS**

Valid as of 17 March 2010

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# 1. The Jobs for Peace Project Youth Employment Fund

## 1.1 Introduction

Funded by the United Nations Peace Fund for Nepal, the United Nations Food and Agriculture Organization (FAO) and the International Labour Organization (ILO) are jointly implementing the Jobs for Peace (J4P) Project in Parsa and Rhautat Districts. The overall objective of the project is *“to contribute to national peace building and poverty reduction through engaging youth in productive employment activities and empowerment”*.

To contribute to target youth-led youth employment outputs of the project, the FAO and ILO are pleased to launch the J4P Project Youth Employment Fund for the creation of employment for youth in the 15-29 age groups resident in Parsa and Rautahat Districts with special emphasis on targeting 33% young women beneficiaries and 40% beneficiaries from disadvantaged groups<sup>1</sup>.

Applications will be scrutinized in a rigorous selection by the Fund Project Selection Committee process to ensure that only worthy projects are supported. The emphasis is on quick-win youth employment creation applications with implementation for successful applicants expected to commence from mid-May 2010 and concluding not later than 15 November 2010. In preparing and submitting application applicant organizations should not differentiate between the specific organizational focus of either FAO or ILO, and focus instead on preparing innovative and quality applications that contribute to the youth employment creation objective of the Fund.

Below you will find our guidelines on how to apply, and who and what projects are eligible. Please read the guidelines carefully before you fill in the application form.

## 1.2 FAO and ILO Shared Policy Goals for Youth Employment

FAO and ILO shared policy goals for youth employment include the following:

- Mainstream children and youth (15-29 years) as priority groups that require special focus and targeted development policies and programmes.
- Ensure that all major development policies, programmes and investments are planned in consultation with young people, taking full account of their interests and needs and of possible impacts on them.
- Involve youth men and women in rural and agricultural policy- and decision-making at the community, national and international levels.
- Provide rural children and youth with appropriate educational, informal training and volunteering programmes that value agriculture and rural life and equip young people for mixed rural and urban livelihoods.
- Facilitate the entry of youth into formal jobs by providing apprenticeships and training programmes, and including young people who lack formal education.
- Provide rural youth, particularly women, with access to land and the financial services that are available to adults.

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<sup>1</sup> The United Nations Department for Economic and Social Affairs (2005) defines disadvantaged youth as: *“[young people] without adequate access to education and health services; adolescents who have dropped out of school; pregnant adolescents; young single parents; young people who are HIV-positive or at particular risk of HIV/AIDS; young refugees or displaced persons; racial, linguistic and ethnic minorities; homeless youth; young people with disabilities; girls and young women affected by gender inequalities”*.

### 1.3 Objective of the J4P Project Youth Employment Fund

The aim of the J4P Project Youth Employment Fund is to create employment and economic opportunities for at least 1,000 resident young women and men of Parsa and Rautahat Districts by awarding grants to successful applications for quick-impact, youth-led initiatives to fund innovative, small scale youth employment projects submitted by local youth-led, not-for-profit and for profit registered organizations, and facilitating organizations if relevant.

### 1.4 Grant Awards

Youth initiatives are eligible for grants of between Nrs 350,000 (minimum) and Nrs 1,200,000 (maximum): the Project Selection Committee which will make at least 8-9 grant awards reserves the right to discuss/amend short-listed applicant proposals prior to any grant award. The final award decisions of the Project Selection Committee are final and are not open to discussion.

### 1.5 Management of the Youth Employment Fund

The fund is administered by FAO and ILO with responsibility for screening, evaluating and short-listing applications, and processing contracts, disbursing contract grants, monitoring projects and providing technical advice and guidance. The Project Selection Committee of the Fund is responsible for review of short-listed applications, any necessary interviews of short-listed applicants, and final award decisions.

## 2. Who Can Apply for a Grant from the Fund?

### Eligible Organizations:

Applicant organizations must fulfill the following criteria to be eligible for a grant:

<b>Youth-led</b>	Applicant organizations must be led/managed by young people aged 15-29 years. However, adults above the age of 29 years may still take part in the organization, and youth-adult partnerships are highly encouraged.
<b>Legally Registered</b>	Applicant organizations must be legally registered for at least one (1) year by the relevant national, regional or local authority.
<b>Profit, Non-Profit and Non-Governmental</b>	Applicants can be for-profit (farm and off-farm) enterprises, cooperatives, etc) non-profit and non-governmental organizations. UN institutions, governmental organizations and private enterprises may also engage in partnerships with youth-led organizations applying for a grant. <b>Implementing partners currently contracted by the FAO and ILO on the J4P project <u>are not eligible</u> to apply.</b>
<b>Target Youth Beneficiaries</b>	Target youth beneficiaries shall be resident in Parsa and Rautahat Districts. Projects shall target at least one-third young women and 40% youth from disadvantaged groups.
<b>Valid Bank Account</b>	The applicant organization must have a bank account in the name of the organization.
<b>Political Parties</b>	Organizations that are affiliated to political parties are not eligible to apply for a grant.

<b>Facilitating Organization</b>	Applicants without a valid registration certificate or bank account, but that fulfill all other eligibility criteria, may apply in partnership with another organization that will serve as the facilitating organization. In this case, the facilitating organization will enter into a grant agreement with FAO-ILO and receive the grant on behalf of the applicant organization. Civil society organizations, local governments or private enterprises may all serve as facilitating organizations.
<b>Number of Applications per Applicant</b>	Only one application may be made per applicant organization/facilitating organization to the J4P Project Youth Employment Fund. Applicant organizations/facilitating organizations may however also submit one application to the separate J4P Project Youth Empowerment Fund subject to the combined grant requests not exceeding a total of Nrs 1,400,000. Submissions to both Funds that are complimentary are particularly welcomed.

### 3. What Projects are Supported?

#### 3.1 Sample Projects and Activities

Youth-led employment creation involves young people actively creating a better economic future for themselves and their communities. These projects often take place at the grassroots level. Employment-related initiatives could typically include:

- Producer cooperative/group competitive agri-enterprise start-up and expansion (crops, livestock/dairy, floriculture, forest and non-timber forest products, and so forth) – solving constraints/blockages related to production, forward and backward market linkages and other.
- Off-farm cooperative/group competitive enterprise start-up and expansion (such as focusing on functional products and services with for underserved niche markets).
- Training of youth for employment and enterprise
- Establishment/ strengthening of youth-led worker associations to take advantage of labour market gaps and economic opportunities (such for example as seasonal agricultural labour shortages, better sharecropping deals and so forth).
- Information systems supporting youth employment and business start-up and expansion [such as local FM radio targeting youth through dedicated radio programmes inter alia covering entrepreneurship training, business and employment tips, where to get help for business (i.e. business development services and financial services) and other.

Project activities could typically include one or a combination of:

- Technical and vocational skills training and upgrading.
- Product design and development training.
- Quality issues training.
- Business skills training (including competitiveness training).
- Transfer of appropriate and intermediate technology (including such as irrigation, biogas, etc).
- Creation of forward and backward market linkages (including inputs and equipment supply, transportation/collection and other).
- Promotion of products and markets.

- Improving access to financial services.
- Cooperative and group building/strengthening.
- Networking of producers-enterprises and employers-workers to solve common constraints and take advantage of opportunities.

### 3.2 Eligibility

Proposed projects must fulfill the following criteria to be eligible for a grant:

<b>Youth-led</b>	Projects must be created, managed and implemented by young people aged 15-29 years. However, adults above the age of 29 years may still take part in the project and youth-adult partnerships are highly encouraged.
<b>Relevance to the Objective of the Fund</b>	Projects must contribute to creating sustainable employment and/or economic opportunities for youth. Projects must be able to state why the jobs and business opportunities to be created for target youth will be sustainable.
<b>Target Youth Beneficiaries</b>	Target youth beneficiaries in the 15-29 age groups shall be resident in Parsa and Rautat Districts. Projects shall target at least one-third young women and 40% youth beneficiaries from disadvantaged groups.
<b>Implementation Deadlines</b>	Implementation of projects must be completed on/before 15 November 2010. A commencement date from mid to late May 2010 can be reasonably assumed for successful applications.

## 4. How to Develop a Good Project

### Award Criteria:

Projects submitted to the Jobs for Peace Project Youth Employment Fund will be assessed against the following criteria:

#### (a) Relevance to the Objective of the Fund (50%):

<b>Youth-led</b>	The project is created, managed and implemented by young people aged 15-29 years resident in Parsa and Rautahat Districts. The youth involved in the project gain also valuable skills such as project management and teamwork, thus increasing their participation in society.
<b>Productive Employment Creation</b>	Projects must contribute to creating sustainable employment and/or economic opportunities for youth and their families by the implementation deadline of 15 November 2010.
<b>Target Youth Beneficiaries</b>	The project shall clearly state any appropriate measures to be taken to target at least one-third young women and 40% youth beneficiaries from disadvantaged groups.

#### (b) Quality of Project Design (50%):

<b>Project Structure</b>	The project has a logical structure. Objectives are clearly defined and measurable. Activities are realistic and linked to the objectives project. The budget is well explained, clearly linked to the activities of the project and in accordance with the funding rules.
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<b>Measurable Impact</b>	<p>The project has a positive impact on productive employment creation for target beneficiaries and others and must include the following minimum indicators as relevant:</p> <ul style="list-style-type: none"> <li>• Number of net full time jobs (full time job = at least 240 working days/year) and part-time jobs created for target beneficiaries and type beneficiaries (net being the number of new jobs created less any jobs displaced by the project; given that the implementation period will not exceed 12 months, projects should measure expected full time jobs).</li> <li>• Net expected new/increased incomes expected by number of MSE owners (including cooperative/group members) over the next 12 months (as measured during the closing stages of the project).</li> <li>• Number of enterprises expected to enjoy a financial benefit over the next 12 months (as measured during the closing stages of the project; show number of cooperatives/groups and total members separately).</li> </ul> <p><b>NOTE: Projects must be able to state why the jobs and business opportunities to be created for target youth and others will be sustainable.</b></p>
<b>Innovation</b>	<p>The project is innovative in terms of addressing target employment creations.</p>
<b>Quality of Partnerships</b>	<p>The applicant organization has developed substantial partnerships with one or more UN organizations, local governments, private enterprises and/or non-governmental organizations that will add value to the project.</p>

## 5. Funding

The project budget must be drafted according to the following rules:

### 5.1 Activity Costs

Activity costs are any costs directly linked to the implementation of project activities. Activity costs may constitute a minimum of 90% of total project expenditure and must be described in detail in the budget. Examples of activity costs are expenses related to training and delivery (including the costs of technical training personnel), facilitation and logistics for business networking and linkages, sample new and improved product development, demonstration technology, information dissemination development and delivery costs, results measurement and so forth.

### 5.2 Administration Costs

Administration costs are any costs linked to the administration of the project. Administration costs may constitute a maximum of 10 percent of total project expenditure and must be described in detail in the budget. Examples of administration costs are executive management and administrative/finance staff salaries and volunteer allowances, office supplies, internet and telephone bills, costs of regular meetings, reporting costs, and so forth.

### 5.3 Non-Eligible Costs

The following project costs are not eligible for support by the J4P Project Youth Employment Fund:

- Costs related to the participation of young people at international conferences, workshops and training, sports competitions, art festivals, or similar events.

- Costs related to the participation of international volunteers in local projects, such as flights, visa fees, accommodation and boarding, etc.
- Costs related to the purchase of equipment that is not essential to the implementation of the project or that can be hired for the project period at a lower cost.
- Salaries and volunteer allowances exceeding the 10% allowed for administration costs.

## **6. Application Form**

Applicants must adhere to the following procedures when filling in the Application Form for their applications to be considered:

### **6.1 Completing the Form**

Applications must be made in English on the official Application Form and completed in full. Applications must be typed or legibly handwritten. The application must be dated and signed by a responsible official and bear the organization's official stamp. All compulsory documents for the applicant organization and facilitator organization (if applicable) must be attached for the application to be accepted.

### **6.2 Logical Framework**

The logical framework should provide an overview of the project's goal, outcomes and key activities, the outputs of each activity, the timeframe for completing each activity and potential problems that must be overcome for each activity to be completed within the timeframe.



**Example:**

A youth organization is applying for a small grant from the Youth Employment Fund to create productive employment opportunities for young people. The organization plans to select 25 young people from a rural community and train them in entrepreneurship to set up small businesses.

PROJECT LOGICAL FRAMEWORK					
GOAL <i>Please indicate the overall objective to which the project will contribute.</i>	OUTCOMES <i>Please list a maximum of 3 immediate outcomes for your project (see question D3).</i>	ACTIVITIES <i>Please list a maximum of 5 activities that will be implemented to reach each outcome (see question D4).</i>	OUTPUTS <i>Please list the specific outputs that each activity will deliver (see question D5).</i>	TIME FRAME <i>Please indicate when each activity will be implemented</i>	RISKS <i>Please indicate the potential problems that must be overcome for each activity to finish on time (see question D7).</i>
Contribute to national peace building and poverty reduction through engaging youth in productive employment activities	1. 25# MSE owners expect to earn an average net income (sales less costs) of Nrs 200,000 for the year from November 2010  2. 50# new net full time and 50# new net part time jobs created by 20# youth MSEs  3. Of 25# businesses started by youth entrepreneurs, 25# expect a financial gain over the 12 months from November 2010	1.1 Opportunities and Needs Assessment	A detailed report of the employment situation for young people in the informal settlement has been prepared	May 2010	Members of community may not be willing to participate in opportunities and needs assessment
		1.2 Preparation of training manual	A training manual on entrepreneurship for young people has been prepared and printed in 50 copies	May-June 2010	
		1.3 Entrepreneurship training	25 young people from the informal settlement has successfully completed a 5-day training on entrepreneurship	June 2010	Young people who are not selected may be upset. Selected participants may not afford to appear for the training.
		1.4 Establishment of youth businesses	25 small youth businesses have been successfully registered and set up.	June-July 2010	Local authorities may delay to register the youth businesses.
		1.5 Complete follow-up counseling meetings and measure and report results	6 follow-up counseling meetings with the youth entrepreneurs have been completed and results measured and reported	July-November 2010	Youth entrepreneurs may drop out of programme.

## BUDGET

The project budget should provide a detailed description in Nrs of how you plan to spend the grant for the proposed project. Each activity identified in the project's logical framework should have a separate entry in the budget, clearly indicating the costs associated with the activity. Funding from other sources should be clearly indicated. The breakdown of costs should indicate the different expenditure within each category and provide an overview of the total share of expenditure according to category.

### Example:

A youth organization is applying for a small grant from the Youth Employment Fund to create productive employment opportunities for young people. The organization plans to select 25 young people from a rural community and train them in entrepreneurship to set up small businesses.

PROJECT BUDGET				
ACTIVITY	DESCRIPTION OF EXPENDITURE	CALCULATION	AMOUNT (Nrs)	TOTAL (Nrs)
1.1 Opportunities and Needs Assessment	Printing of survey	50 forms x Nrs 75	3,750	
	Refreshments for community meeting	50 people x Nrs 75	3,750	
	Travel to site	2 people x 5 days x Nrs 250	2,500	
	<b>Sub-total:</b>			<b>13,750</b>
1.2 Preparation of training manual	Workshop with stakeholders (lunch and coffee breaks)	20 people x Nrs 300	6,000	
	Printing of manual	50 manuals x Nrs 500	25,000	
	<b>Sub-total:</b>			<b>31,000</b>
1.3 Entrepreneurship training	Venue for training	5 days x Nrs 1,000	5,000	
	Learning materials	30 people x Nrs 400	12,000	
	Lunch and coffee breaks	30 people x 5 days x Nrs 200	30,000	
	Honorarium for trainers	2 people x 5 days x Nrs 1000	10,000	
	<b>Sub-total:</b>			<b>57,000</b>
1.4 Establishment of youth businesses	Registration with local authorities	25 businesses x NRs 1000	25,000	
	Additional technical skills training	15 businesses x NRs 22000	330,000	
	<b>Sub-total:</b>			<b>355,000</b>
1.5 Completion of follow-up counseling meetings and results measurement and reporting	Honorarium for trainers	150 counseling sessions @ Nrs 1000/ea	150,000	
	Refreshments	150 counseling sessions @ Nrs 30/ea	4,500	
	<b>Sub-total:</b>			<b>154,500</b>
1.6 Administration	Communication (telephone & internet)	7.5 months x Nrs 1,500	11,250	
	Project committee meetings	7.5 months x Nrs 1,500	11,250	
	Office supplies and miscellaneous	Lump sum	20,000	
	<b>Sub-total:</b>			<b>42,500</b>
<b>TOTAL PROJECT EXPENDITURE:</b>				<b>653,750</b>

BREAKDOWN of COSTS						
CATEGORY	SUB-CATEGORY	DESCRIPTION	AMOUNT (Nrs)	TOTAL (Nrs)	% of TOTAL	
<b>(A) Personnel</b>	Salaries for project staff		0	0		
	Volunteer allowances		0			
	Honorarium for trainers		0			
	Other personnel costs		0			
	<b>Sub-total Personnel:</b>					<b>0</b>
<b>(B) Travel and Subsistence</b>	Travel and per diems for staff/volunteers	Site employment assessment	0	0		
	Travel and per diems fro trainers		0			
	<b>Sub-total Travel and Subsistence:</b>					<b>0</b>
<b>(C) Equipment</b>	Computer equipment		0	0		
	Furniture		0			
	Construction materials for tools		0			
	Other equipment		0			
	<b>Sub-total Equipment:</b>					<b>0</b>
<b>(D) Support to Participants</b>	Meetings for participants	Venue hire	0	0		
	Travel for participants		0			
	Subsistence for participants	Tea and snacks, working lunches	0			
	Other support to participants	Business registration, learning materials	0			
	<b>Sub-total Support to Participants:</b>					<b>0</b>
<b>(E) Other Costs</b>	Meeting expenses	Project committee, workshops	0	0		
	Office supplies		0			
	Communications	Telephone, Internet, etc	0			
	Printing and marketing	Survey forms, training materials, etc	0			
	Web-development and maintenance		0			
	Publications		0			
	Project Evaluation		0			
	Other Costs (please explain)		0			
	<b>Sub-total Other Costs:</b>					<b>0</b>
	<b>TOTAL PROJECT EXPENDITURE:</b>					<b>0</b>

## 7. How to Submit an Application to the Fund

### 7.1 Compulsory Attachments

Before submitting your application to the Youth Employment Fund, please make sure that the following documents are attached to the application:

#### (a) Applicant Organization:

- A stamped official cover letter from the applicant organization signed by a responsible official.
- A valid registration certificate.
- A detailed project budget in accordance with funding rules.
- A logical framework outlining the structure of the project.
- A profile of the applicant organization including a description of the organization's history, mission, management, membership and activities.
- A list of board members and management indicating their full name, age, gender, education and profession.
- Latest audited accounts.
- A one-page CV of the proposed project coordinator and trainers.

#### (b) Facilitating Organization (if applicable):

- A valid registration certificate.
- A profile of the facilitating organization including a description of the organization's history, mission, management, membership and activities.
- Latest audited accounts.
- A letter of agreement between the applicant organization and facilitating organization indicating the roles and responsibilities of both parties.

Please name each attachment according to its content to ease the processing of your application.

### 7.2 Submitting the Application

- Applications must be received before or on 15 April 2010 to be eligible for a grant.
- Only hardcopy applications by post will be accepted: please reserve sufficient time for the application to be received by FAO or ILO offices in Kathmandu before the deadline.
- Sealed applications should have "J4P Project Youth Employment Fund Application Documents" written on the package cover.
- Submit your application to one of the following addresses in Kathmandu:

**Representative,**  
FAO Office in Nepal,  
UN House, Pulchowk, Lalitpur,  
PO Box 25: Kathmandu

**Director,**  
ILO Office in Nepal:  
Dhobighat-Nayabato, Lalitpur,  
PO Box: 8971, Kathmandu

## 8. What happens once your Application is submitted?

All applications for the J4P Project Youth Employment Fund received by FAO and ILO will undergo the same selection procedure.

Applications submitted to the J4P Project Youth Employment Fund are subjected to a thorough evaluation process to guarantee impartiality and equal treatment of applicants. The process consists of five steps:

1. Applications are registered and given a unique reference number.
2. Applications are subjected to an eligibility check to verify that they fulfill the basic criteria required to receive grants from the fund.
3. Eligible applications go through a quality assessment and are scored on different criteria related to the quality of the project proposal and the objective of the Youth Employment Fund.
4. The highest rated applications are shortlisted.
5. The Project Selection Committee of the Fund reviews the shortlisted applications and decides on which applications to approve: the Project Selection Committee may interview shortlisted applicants on application matters.

## 9. What happens if Your Application is Successful?

### 9.1 Notification of Grant Awards

Successful applicants will be notified by FAO/ILO within 30 days of the deadline for submission of applications.

### 9.2 Grant Agreement

- In the event your application is approved, a grant agreement, drawn up in Nepali and detailing the levels and conditions of funding, will be entered into between FAO or ILO and the applicant organization (or the facilitating organization if applicable).
- It is intended that implementing partners shall receive the grant agreement contracts for signature within four to six weeks after the deadline for applications.
- The agreement must be signed and returned to FAO or ILO immediately: FAO/ILO will be the last party to sign the agreement.
- The acceptance of an application does not imply an undertaking to award funding equal to the amount requested, the funding could be reduced according to the financial rules of the fund.
- Funds will be disbursed in three installments as follows:
  - § First installment of 20/30% on signing of the grant agreement contract.
  - § Second installment of 50/40% on submission of a progress report (submission point to be defined in grant agreement contracts) to the satisfaction of the FAO/ILO.
  - § Final installment of 30% on submission of the final grant agreement contract report to the satisfaction of the FAO/ILO.