



# Active Young Citizens for Sustainable Development in Central European Initiative and Adriatic Ionian Initiative Areas

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## Call for Ideas and Award Competition

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## 1. OVERVIEW

This initiative “**Active Young Citizens for Sustainable Development in CEI and All Areas**” is designed to stimulate the engagement of youth in the framework of the [United Nations Agenda 2030](#) for Sustainable Development.

It is promoted by the **Central European Initiative (CEI)** and the **Adriatic and Ionian Initiative (All)**, which are intergovernmental forums for regional cooperation, committed to sustainable development. The CEI Member States are Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Moldova, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, and Ukraine. The All Member States are Albania, Bosnia and Herzegovina, Croatia, Greece, Italy, Montenegro, North Macedonia, Republic of San Marino, Serbia, Slovenia.

## 2. OVERALL AND SPECIFIC OBJECTIVES

The **overall objective** of the initiative is to raise awareness of the CEI and All countries’ high school students on the UN Agenda 2030 (UNA2030) and its [17 Sustainable Development Goals \(SDGs\)](#) through a learning process and the participation in a Call for Ideas and Award Competition (hereinafter “Call”).

Along these lines, the Call aims at meeting the following **specific objectives**:

1. Encouraging the understanding of the principles and structure of UNA2030 and its 17 SDGs.
2. Advocating the role of young and active citizens, as key actors for the achievement of SDGs in CEI and All areas.
3. Stimulating the elaboration of community-based ideas promoting the SDGs through participation in the Call.

While the successful implementation of UNA2030, as a global policy framework, highly depends on the capacities of the governance systems at national level, as well as on effective international cooperation, citizens’ behaviours in their daily lives are equally important to achieve the SDGs.

As stated in the UN and SDGs – A Handbook for Youth, “*youth are not just beneficiaries of this process – they are essential actors in achieving these Goals. Both young women and men have enormous ability to make change not only for themselves, but also for their societies and the rest of the world. [...] As young leaders of tomorrow, it is pivotal that youth are informed and engaged with the global vision for the future. [...] youth will not only directly experience the outcome of Sustainable Development Goals (SDGs) and plans but will also be the key driver for their successful implementation*”.

One should also remark that the concept of sustainability, and in particular its environmental dimension, might play a significant role in forging young people’s identity and sense of self, as proved by the fast and global evolution of the movement “Fridays For Future”.

## 3. PURPOSE

The Call aims at promoting sustainable development in CEI and All countries by raising awareness of high school students on the UNA2030 and its SDGs, and on the UN Secretary-General’s call on all sectors of society to mobilise for action on three levels:

- *global action* to secure greater leadership, more resources and smarter solutions for the Sustainable Development Goals;
- *local action* embedding the needed transitions in the policies, budgets, institutions and regulatory frameworks of governments, cities and local authorities;
- *people action*, including youth, civil society, the media, the private sector, unions, academia and other stakeholders, to generate an unstoppable movement pushing for the required transformations.

In this context, the Call is designed for stimulating high schools in getting acquainted with the UNA2030 and reflecting on the contribution that they could provide to its implementation at local level. The Call is aimed at

receiving ideas falling into one or more of the three UNA2030 dimensions: social sustainability, economic sustainability and environmental sustainability.

Applicant high schools are encouraged to submit ideas **implementing the SDGs at local level**, possibly involving institutions and stakeholders (e.g. other schools, municipalities, Civil Society Organisations, Non-Governmental Organisations, etc.).

#### 4. ELIGIBLE APPLICANTS

Public and private **high schools (secondary education institutions)** based and registered in CEI and All Member States: Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Greece, Hungary, Italy, Moldova, Montenegro, North Macedonia, Poland, Republic of San Marino, Romania, Serbia, Slovakia, Slovenia, and Ukraine.




#### 5. AWARDS

Awards of 20.000 EUR (twenty thousand Euros) each will be assigned to the three best ideas. The awards will be transferred to the winning high schools and are intended as a recognition of the merit of the idea. They can be utilised either for implementing the idea or for other institutional purposes of the school, contributing to the UNA2030 and its SDGs.






#### 6. HOW TO APPLY

##### 6.1. APPLICATION PACKAGE

The CEI Application Package is composed of:

-  Online Application Form
-  Annex 1 – Estimated cost for idea implementation (if applicable)
-  Annex 2 – Applicant's signature

The Application package shall be completed in accordance with the instructions provided in this *Call for Ideas* and in the *Application Form Guidelines*. The applicant is requested to complete the documents as carefully and as clearly as possible. Please note that:

-  The assessment of the proposed idea will be based exclusively on the Application Form and Annexes submitted
-  The Application Form and Annexes must be completed in English
-  Incomplete Applications and Annexes will be rejected
-  Under this Call, applicants can submit one proposal only
-  Handwritten Annexes will be rejected.

##### 6.2. SUBMISSION

Proposals must be submitted electronically using the CEI Electronic Submission System accessible at <https://application.cei.int>. Access to the CEI Electronic Submission System is subject to registration as a CEI user at <https://application.cei.int/wp-login.php?action=register>

**Who?** Ideas must be submitted by a representative/contact person of the proposing high school (applicant).

**How?** Once you have your CEI Login username and password you can start the submission process by logging in at <https://application.cei.int/wp-login.php> and accessing the CEI Electronic Submission System.

To allow an early preparation of the proposal, please note that the submission process consists of the following parts (additional information is available in section 9. Application Form Guidelines):

- ✚ Summary of the idea (describe the idea including title, origin and background, summary and objectives, participation, activities, workplan and timeframe, results and impact).
- ✚ Compatibility with the objectives of the Call / UNA2030 (describe how your idea could contribute to the attainment of the Strategic Development Goals of the UN Agenda 2030 at local level).
- ✚ Applicant (indicate the name of the high school/secondary education institution, legal status, brief description of the applicant, name and title of the contact person/focal point, contact details).
- ✚ Communication Activities (describe if and how you intend to promote the idea).
- ✚ Other information (provide any additional information that you deem important for better understanding the proposed idea).
- ✚ Estimated cost for idea implementation (if applicable – Annex 1) (this annex is to be filled-in in those cases in which the total budget for the implementation of the idea could be outlined. In such case, be prepared to download and fill-in Annex 1 template in advance). *Please note that this template can be downloaded in Excel format and shall be converted into PDF by the applicant before uploading.*
- ✚ Applicant's signature by legal representative (Annex 2) (be prepared to download, fill-in, print and sign the template in advance). *Please note that this template can be downloaded in Word format and shall be scanned into PDF format by the applicant before uploading.*

Filled-in application forms can be saved during the submission procedure while they cannot be modified once they are submitted. After the Call's closure, the submission is prohibited, and proposals are locked.

### 6.3. TIMETABLE AND DEADLINE

- ✚ Launch of the Call: Monday, 1 February 2021
- ✚ **Deadline for submission of proposals: Wednesday, 31 March 2021, 11:59 pm UTC+1**
- ✚ Tentative awarding of grants and awarding ceremony: Mid May 2021

Please do not wait until the very end to submit. It is highly recommended that applicants submit proposals as early as possible and at least 48 hours before the deadline. This will avoid being confronted with incompatible local IT configuration settings shortly before the deadline when insufficient time would be left to resolve them. Proposals are safe and secure in our systems and will not be accessed before the deadline of the Call. There is no reason to delay submission for fear of disclosure.

### 6.4. AFTER PROPOSAL SUBMISSION

After proposal submission, the system will send an email confirmation with the reference number assigned to the proposal to the email address of the registered CEI user.

There is no further contact between the CEI and the applicant on the proposal until after the completion of the evaluation with the exception of the following cases: a) If the CEI needs to contact the applicant to clarify matters such as eligibility or to request additional information, b) In response to an enquiry or complaint made by the applicant.

## 7. EVALUATION PROCEDURE

Proposed ideas will be evaluated according to the following steps:

- ✚ STEP 1: Administrative check
- ✚ STEP 2: Eligibility check
- ✚ STEP 3: Evaluation

Please note that only proposals passing steps 1 and 2, will go on to step 3.

### 7.1. ADMINISTRATIVE CHECK

Ideas will be checked according to the following criteria. If a proposal does not meet all criteria, it will be rejected.

Rejection clauses	Yes/No
Have all the mandatory parts of the Application Form (including the mandatory Annex 2) been filled-in and submitted through the CEI Electronic Submission System?	
Have Application Form and Annexes been completed in English?	

## 7.2. ELIGIBILITY CHECK

Proposals will be assessed according to the criteria outlined below. If a proposal does not meet all criteria, it will be rejected.

Rejection clauses	Yes/No
Are the proposed ideas compliant with the objectives set out in section 2?	
Does the applicant fulfil the criteria set out in section 4?	

## 7.3. EVALUATION

Proposal evaluations will be carried out according to the Evaluation Grid below. At the end of the evaluation, proposals will be ranked according to a merit point system. To assist in the examination, evaluation, and comparison of the proposals and qualification of the applicants, the CEI may, at its discretion, ask any applicant for clarifications. The request for clarifications from the CEI and related replies shall be in writing.

Scoring guidelines: each question is answered on a scale from 1 to 10, where 10 is the highest possible score, and 1 is the lowest. The maximum overall score is 50/50.

The proposals will be examined by an Evaluation Committee and the final score will be the average score of the scores assigned by each evaluator.

### Evaluation Grid

	Evaluation items	Score (1-10)
(1)	How relevant is the proposed idea to the specific objectives of the Call?	
(2)	How extensive is the involvement/participation (students, stakeholders, citizens) in the idea implementation?	
(3)	Is the proposed idea involving and/or supported by other stakeholders/partners in particular local institutions and/or community?	
(4)	Is the proposed idea clear and feasible?	
(5)	How relevant is the impact of the idea for the SDGs implementation?	
	<b>TOTAL</b>	/50




## 8. CONTACT AND SUPPORT

For any questions, please write in English to [applications@cei.int](mailto:applications@cei.int) no later than seven (7) days before the submission deadline. Relevant questions received and related answers will be published on <https://application.cei.int/>. In the interest of equal treatment for applicants, the CEI does not provide any support and/or assistance for the creation of the project partnership. Any requests for clarifications regarding discarded project proposals are to be addressed to [applications@cei.int](mailto:applications@cei.int)

## 9. GUIDELINES FOR APPLICATION FORM COMPLETION

Proposals must be submitted exclusively through the CEI Electronic Submission System accessible at <https://application.cei.int/>. Access is permitted to CEI registered users only. The CEI user registration is available at <https://application.cei.int/wp-login.php?action=register>

The CEI Electronic Submission System is an online wizard that guides applicants through the preparation of proposals. The applicant, in accordance with the instructions provided in these Guidelines and in the Call for Ideas, shall complete the Application Package in English. In most parts of the online Application Form, a maximum number of characters (spaces included) is foreseen. The mandatory fields in the application are marked with an asterisk (\*). To allow an early preparation of the proposal please note that the Application Package is composed of:

-  Online Application Form
-  Annex 1 - Estimated cost for idea implementation (if applicable)
-  Annex 2 – Applicant’s signature

See instructions below.

### 9.1. SUMMARY OF THE IDEA

**Title.** Enter the title of the proposed idea. It must reflect the purpose of the proposed idea and should be relevant enough to become its trademark (*max 200 characters*)

**Origin and background.** Describe the general framework and environment in which the idea has been elaborated and could be carried out and how they relate to the proposed intervention. Indicate if the proposal responds to needs already identified in the applicant’s experience and environment or in the local community to which it belongs. The applicant can indicate whether the idea contributes to any wider strategic framework and whether it is in line with the national/regional strategies underway in the country (*max 5000 characters*).

**Summary and objectives.** Provide a brief description of the main elements of the idea, such as proposed activities, participants and expected results. (*max 5000 characters*)

**Participation.** Please indicate who is involved in the project idea planning and possible activities: e.g. number of students, number of professors/tutors, class grades involved etc. as appropriate. (*max 5000 characters*)

**Activities, workplan and timeframe.** Describe the activities that could be carried out to produce the desired results and achieve the expected objectives. Each result can require several actions. Shall this be the case, each action shall be outlined. If any follow-up activities are planned after the conclusion of the activity, they should also be described in this section. (*max 5000 characters*)

**Results and impact.** List and describe expected results and outputs of the project. Unless already explained in the previous section, describe which activities will lead to these results. Short and long-term results should be listed separately as appropriate. Describe whether the benefits of the project are likely to continue after its completion. (*max 5000 characters*)

### 9.2. UNA2030 DIMENSIONS

Select at least one among the three UNA2030 dimensions (Social sustainability; Economic sustainability; Environmental sustainability) in which your idea is mainly falling into.

### 9.3. COMPATIBILITY WITH THE OBJECTIVES OF THE CALL/UNA2030

Please describe how the proposed idea is suitable for contributing to the objectives of the Call for Ideas and the attainment of the UNA2030 and its SDGs. (*max 5000 characters*)

#### 9.4. APPLICANT

**Name of the high school.** Provide the full name and acronym (if applicable) of the applicant high school (secondary education institution) both in the local language and in English.

**Country.** Select the country in which the applicant is based.

**Legal status.** Indicate the applicant's legal status according to national law (public/private as appropriate).

**Brief description of the applicant.** Provide a concise description of the applicant (i.e. brief background, main activities, etc.) and illustrate the cooperation experience with other schools or local institutions/stakeholders. *(max 2500 characters)*

**Contact details.** Identify the person in the applicant high school who will act as focal point and provide related contact details: name, surname, position, section/department, full postal address, city, country, phone, e-mail website.

#### 9.5. COMMUNICATION, PROMOTION AND DISSEMINATION

Describe if and how you intend to promote the idea *(max 4000 characters)*.

#### 9.6. OTHER INFORMATION (IF APPLICABLE)

Provide any information you deem important for better understanding the proposed idea. *(max 5000 characters)*.

#### 9.7. ANNEX 1 – ESTIMATED COST FOR IDEA IMPLEMENTATION (IF APPLICABLE)

The template is provided in Excel format. Please provide information, as applicable and as appropriate, concerning the resources needed for implementing the proposed idea. Download the file, fill it in, and convert it into a PDF file before uploading. If the idea does not involve any financial implication you do not need to upload anything in this section.

#### 9.8. ANNEX 2 – APPLICANT'S SIGNATURE

Annex 2 must be signed by the Legal Representative of the high school. The template is provided in Word format. Download the file, include the applicant's letterhead (if possible), fill-in, print, sign, and scan into a PDF file before uploading.