



“Youth in Action: Youth Empowerment and Leadership Development in Armenia”
«Երիտասարդները գործելիս. Հայաստանում երիտասարդների զորեղացման
և առաջնորդության խթանման» ծրագիր

GUIDELINE FOR FINANCIAL SUPPORT TO THIRD PARTIES

Open Call for Organizations to Host Interns and Fellows

ABOUT THE PROJECT

“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

Call Objectives and Expected Outcomes:

The Armenian branch of the Konrad Adenauer Foundation (KAS) and Gyumri “Youth Initiatives Center” (YIC) invite interested public or non-public organizations to apply for hosting interns and fellows in their organizations **in 6 target regions of Armenia - Armavir, Tavush, Lori, Shirak, Syunik and Gegharkunik**. Host organizations stand to benefit from increased capacity to conduct important projects, gain fresh perspectives, and contribute to the professional growth of emerging talent, while interns and fellows get exposure to career-related work experience, and access mentorship and guidance from field experts.

Interns and fellows will be selected through an open call. Therefore, the mapping will be conducted to connect the host organizations with the fellows/interns based on their professional background and experience.



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The call Objectives are:

- **Capacity Building for Host Organizations and Young Professionals:** The primary objective is to enhance the capacities of host organizations and young professionals in the target regions of Armavir, Tavush, Lori, Shirak, Syunik, and Gegharkunik. This includes providing guidance and support to host organizations to develop comprehensive programs of activities, offer mentorship, and ensure the acquisition of practical skills and insights by interns and fellows. This call also strives to provide host organizations with innovative ideas and fresh approaches to enrich their operations. Through mentorship and guidance from host organizations, interns, and fellows can enhance their professional development. This hands-on experience can significantly contribute to their personal and professional growth, making them more competitive in the job market.
- **Promoting Youth Empowerment and Participation:** Another objective is to promote meaningful youth participation in public and non-public sectors in Armenia. The project aims to empower young people by providing them with opportunities for career-related work experience, skill development, and engagement in civic and public affairs.
- **Facilitating Collaboration and Networking:** This open call seeks to foster collaboration between host organizations, project partners, interns, and fellows. Interns and fellows will have the chance to collaborate with professionals within host organizations, building valuable connections and expanding their professional networks. By facilitating cooperation and active involvement throughout the internships and fellowships, the objective is to ensure the best possible outcomes for the participants and contribute to the collective purpose of rebuilding futures in Armenia.

Role of Host Organizations:

A host organization is expected to develop a program of activities and provide guidance and support for interns and fellows during all phases of the internship or fellowship. Each intern or fellow will be assigned a contact person within the hosting organization, based on a common topic of interest or expertise. The hosting organization will provide an intern or fellow with ongoing guidance and constructive feedback related to their tasks, projects, research or analysis. The host organization will guide and mentor the interns and fellows, and ensure they acquire practical skills and insights into the respective sector while simultaneously providing a platform for these young individuals to actively contribute to the collective purpose of rebuilding futures. By offering mentorship and hands-on experience, the host organization will play a vital role in nurturing talent and fostering professional development among interns and fellows.



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Eligibility Criteria:

- **Must be a registered organization. Eligible organizations include:**
 - ✓ **Public sector: governorates, local governmental institutions, state non-profit organizations, and other public entities.**
 - ✓ **Non-Public Sector: businesses, enterprises, marketing organizations, IT companies, and other private sector entities.**
 - ✓ **Civil Society Organizations: non-governmental organizations (NGOs), community-based organizations, advocacy groups, and other civil society entities.**
- **Must have been in operation for at least 3 years within the regions of Armavir, Tavush, Lori, Shirak, Syunik, or Gegharkunik.**
- **Must have a physical office/workspace where interns or fellows can work.**
- **Must commit to assign a full-time supervisor or mentor for interns and fellows.**

The amount of financial remuneration and the duration of internship and fellowship:

The duration of the internship and fellowship is three months, from July to December 2024, with each organization able to host up to two fellows or interns. The host organization will receive remuneration of up to 500 EUR for each fellow or intern. Host organizations may also be suggested to host fellows and interns for the 2025 cohort. Young fellows or interns participating in the program will receive a stipend of 750 EUR for their 3-month on-the-job training.

How to apply:

To apply you should submit the following documents:

- Application (in accordance with the provided form)
- Declaration on Honor (in accordance with the provided form)
- Registration Certificate of the organization
- Charter of the organization

In the absence of any of the above-mentioned documents, the application cannot be considered. The deadline for applying is **June 30, 2024**. The applications should be sent to anna.mkrtchyan@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.mkrtychyan@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. The table below introduces the key evaluation criteria for the host organizations.

1. Operational Capacity (max. 25 points)
- The organization possesses both institutional and technical capacities to accommodate interns or fellows, ensuring suitable working conditions for them.
2. Relevance (max. 25 points)
- The organization's relevance for hosting interns or fellows aligns with the objectives outlined in this call, reflecting a profile that meets the specified criteria.
3. Motivation (max. 20 points)
- The organization is motivated to host interns or fellows and has outlined specific mechanisms for providing guidance and mentorship to them.
4. Resilience (max. 15 points)
- The organization is resilient and possesses sustainable resources enabling it to host interns or fellows throughout the entire period of their participation and to adapt to changing circumstances.
5. Cooperation (max. 15 points)
- The organization is committed to collaborating with project partners and interns/fellows throughout the entirety of their participation, with the shared goal of achieving the best possible outcomes for all involved parties.



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TERMS AND CONDITIONS FOR FINANCIAL SUPPORT TO THIRD PARTIES

General Conditions

- The host organization shall assume full responsibility for hosting interns and fellows.
- If the activities of interns or fellows result in communication outputs such as publications, research, articles, analytical work, or public posts, the host organization should ensure they are publicized in compliance with the “Communications and Visibility Guidelines” of the EU-funded project provided by KAS.
- The host organization shall timely consult with the KAS and YIC for any issues, concerns, or changes of internship/fellowship programs that may arise during the implementation, before taking any actions.
- If the host organization does not fulfill the obligations assumed according to the initial plan of the financial support during the implementation of the project, KAS and YIC have the right to demand compensation of part or all of the amount of the financial support.
- Under each call the applicant is allowed to submit only one application.
- YIC will guide host organizations and interns/fellows in terms of content and activities. KAS and YIC will conduct monitoring ensuring the positive outputs of the activity. KAS will manage the overall FSTP grant component.
- Host organizations may be suggested to host fellows and interns for the 2025 cohort.

Disbursement and Payment

- Host organizations will receive remuneration in two installments: upon signing the contract and upon the completion of the three-month internship/fellowship, following the submission of the final report.

Reporting

- The host organizations will submit a final report upon completion, detailing the performance of the interns/fellows and the activities carried out.
- The KAS and YIC have the authority to conduct monitoring visits during internships and fellowships.



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DEFINITIONS OF TERMS USED IN THE GUIDELINE

Internship - An internship is a professional learning experience that offers meaningful, practical work related to an individual’s field of study or career interest. An internship gives an individual the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially.¹

Fellowship - Fellowship serves as a valuable professional development opportunity for both graduate students and professionals, offering hands-on experience in a specific field. They provide participants with opportunities to cultivate leadership skills, engage in research endeavors, or pursue projects within their chosen professional domain.²

¹ Career Center: <https://careers.umbc.edu/employers/internships/what-is-an-internship/#:~:text=An%20internship%20is%20a%20professional,and%20to%20learn%20new%20skills>.

² Columbia University: <https://urf.columbia.edu/article/what-fellowship>



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