



GRANT AWARD PROCEDURE

8428/2016/27

Support to implementation of key reforms in the sphere of media in Ukraine

Project	Council of Europe Project “Strengthening Freedom of the Media and Establishing a Public Broadcasting System in Ukraine”
Organisation	COUNCIL OF EUROPE Office of the Director General of Programmes (ODGP) Council of Europe Office in Kyiv
Funding	Project funded Council of Europe Action Plan for Ukraine for 2015-2017 and implemented by the Council of Europe
Duration	Projects shall be implemented by 01 December 2016 . Reporting requirements shall be completed by 15 December 2016 .
Estimated starting date	01 July 2016
Issuance date	30 May 2016
Deadline for applications	19 June 2016

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Appendix II - Provisional budget (Template)

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HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach a provisional budget (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
 - Certificate(s) of state registration;
 - Certificate(s) proving non-profit status;
 - Statutes of the organisation(s), or equivalent;
 - Bank statement confirming the existence of the bank account in the name of the applicant;
 - Any evidence of the organisation's at least 5-year experience in the sphere of media in Ukraine (incl. on public broadcasting in Ukraine, on state and communal print press or on audio-visual services);
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: DGI-UPSIS@coe.int. Emails should contain the following reference in subject: Grant award procedure – Public Broadcasting–Ukraine.
- Applications must be received **by the end of the day on 19 June 2016 (by midnight, EET, GMT +2).**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Strengthening Freedom of the Media and Establishing a Public Broadcasting System in Ukraine”. It aims to co-fund national projects designed at providing monitoring and reporting on implementation of the key reforms in the sphere of media: public broadcasting reform, reform of print press as well as support to the adoption of the law on audiovisual service. It should cover as much regions of Ukraine as possible and consist of four general components:

- i) activities for facilitation of the reform on public broadcasting in Ukraine and promoting public discussion on this issue;
- ii) improving communication between Public Broadcaster and its regional branches;
- iii) media coverage the developments of the reform of print press;
- iv) activities for facilitation adoption of the law on audiovisual services.

The Council of Europe has systematically supported the process of establishing public broadcasting in Ukraine. Transforming the state broadcasters into the public service broadcasting channels is in line with relevant Council of Europe standards and is one of the Ukraine’s obligations to the Council of Europe enshrined in Resolution 1466 (2005) “On honouring the obligations and commitments of Ukraine”. Assistance with setting a fully-fledged public broadcaster in accordance with the new legislation adopted in April 2014 and March 2015 will remain a crucial priority as enshrined in the current Council of Europe Action Plan for Ukraine for 2015-2017.

Ukraine has entered a crucial and decisive phase of launching a public broadcasting system. The creation of the legal entity of public broadcaster in Ukraine is expected in 2016. However, the legal framework for the media and the capacity of the future public broadcasting organisation of Ukraine to produce quality content needs to be substantially improved. Moreover, it is critically important to have regional chapters of the public broadcasting reformed, which would follow the standards of the public broadcasting and would positively impact media environment at the regional level as Ukraine is just one step from the decentralisation reform.

The reform of state and communal print media has been launched with the adoption of the Law of Ukraine “On Reforming of the State and Communal Print Mass Media”, following the CoE expert comments and public discussions. Key stakeholders were mobilised in favour of the reform; at least 180 editors of communal print media were prepared to the reform and trained throughout the country on international and national best practices and media innovations.

The Law on audio visual services is a key law for the media sphere and according to EU-Ukraine Association Agreement Ukraine should gradually approximate its legislation on audio-visual policy within 2 years of the entry into force of this Agreement. The law will replace the Law on Television and Radio Broadcasting and the Law on the National Television and Radio Broadcasting Council of Ukraine. The draft Law has been developed with support of CoE previous projects and is expected to be tabled and reviewed by the Parliament in 2016.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

II. BACKGROUND INFORMATION ON THE PROJECT

The Project is aimed to enhance the role of media and the public broadcaster in particular as an instrument for consensus building in the Ukrainian society.

In particular, it aims to improve independence of the Public Service Broadcaster and its capacity to effectively work with regional branches to produce quality programming as well as to improve the capacity of public officials and authorities to implement media freedom-related legislation including access to official documents.

Project partners include the National Television Company of Ukraine (public broadcaster), National Council of Ukraine on Television and Radio Broadcasting, Ombudsman Office of Ukraine, Verkhovna Rada Committee for

Freedom of Speech and Information Policy, State Committee of Ukraine on TV and Radio Broadcasting, training institutions, professional associations, media and civil society organisations.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is **UAH 1 400 000,00 (one million four thousand UAH 00 kopiika)**. The Council of Europe intends to award 1 (one) grant.

IV. REQUIREMENTS

1. General objective

The grant will fund a project designed to provide monitoring and reporting on implementation of the key reforms in the sphere of media: public broadcasting reform, reform of print press as well as support to the adoption of the law on audiovisual services.

The activities in the area of the reform on public broadcasting in Ukraine and promoting public discussion can include (but are not limited to) the following actions: extensive media coverage of the reform including interviews, video, analysis of international experience, organisation of round tables, analytical materials with assessment of programme schedule of public TV and radio channels, monitoring of news standards of regional chapters of National Television Company of Ukraine - NTCU, development of the recommendations regarding the compliance of NTCU content to principles of public broadcasting, series of trainings for the editorial staff, production of infographics, promotion of the project materials in the social networks, longread format projects for explaining the essence of the public broadcasting reform to general public or other means of action.

The activities in the area of improving communication between Public Broadcaster and its regional branches can include (but are not limited to) the following actions: monitoring reports on adherence to public broadcasting standards in news of chapters of NTCU; assessment of programme schedule of regional chapters of NTCU and analytical report on it; round tables in the regions; special reportages on regional chapters, infographics, production of posters or other means of action.

The activities in the area of covering the developments of the reform of state and communal print press can include (but are not limited to) the following actions: analytical and media materials covering the reform or other means of action or other means of action.

The activities in the area of facilitation of public discussion of the law on audiovisual services can include (but are not limited to) the following actions: analytical and media materials covering the reform and expert round table or other means of action.

2. Means of action

Project proposals may include (but are not limited to): the organisation of meetings, round-tables, awareness raising campaigns, information materials.

3. Implementation period

The implementation period of the Project shall start as from the signature of the Grant Agreement and end by the 1st December 2016.

If a project is completed prior to the date of submission of the applications, it will be automatically excluded. As regards projects started prior to the date of submission of the applications, or prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application will be eligible.

The implementation period of the Projects shall not extend beyond **01 December 2016**.

Reporting requirements shall be completed by **15 December 2016 at the latest**.

4. Target stakeholders

The project should target in particular the following key stakeholders:

- Public broadcaster and its regional branches;
- State Committee on TV and Radio, National TV and Radio Broadcasting Council and Parliamentary Committee on freedom of Speech and Information Policy;
- journalists and media outlets;
- general public.

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while keeping in mind the final objective of the Project.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of **UAH 1 400 000,00 (one million four thousand UAH 00 kopiika)**. The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project.

6. Further to the general objective, preference will be given to:

- actions targeting the largest possible network of media professionals;
- project proposal able to cover all the activity areas defined under article IV.1 (Requirements_General objective);
- project proposal covering the monitoring of news standards in at least 10 regional Chapters of National Television Company of Ukraine, assessment of programme schedule of at least 4 regional Chapters of National Television Company of Ukraine.

7. The following types of action will not be considered:

- actions providing financial support to third parties (re-granting schemes);
- actions concerning only or mainly individual scholarships for studies or training courses;
- actions supporting political parties;
- procurement of equipment.

8. Payment conditions:

The funds for each grant should in principle be distributed as follows:

- 70 % will be paid when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

9. Reporting requirements:

- **narrative reporting** requires a full narrative report on the use made of the grant and a copy of the register of the persons present during each of the activities, including names and signatures of

participants; the form for narrative report will be a part of the agreement and will be elaborated based on the selected proposal;

- **financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (Euros or local currency), in English, stating the payments made for the implementation of the activities, certified by the responsible financial officer of the Grantee, accompanied by “appropriate original supporting documents” (see below). The Council of Europe reserves the right to ask for summary translations of invoices into English. If for legal reasons the original documents must be retained by the Grantee, certified copies must be submitted with the financial statement.

“Appropriate original supporting documents” refers to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantee uses such practice, and reliable evidence of payment (authorised payment order and bank statement).

As regards round tables / conferences, presenting “appropriate original supporting documents” requires presentation of a programme indicating the title, dates, venue, and agenda of the event; the names of persons facilitating the event, a signed list of participants for each day of the event, the contracts with the owner of the venue of the event (e.g. hotel) for the rent of premises, food and beverages of participants, invoices from the owner of the venue of the event for the above services, and a report on the results of the event (see narrative reporting above).

As regards consultancy services, presenting “appropriate original supporting documents” requires presentation of evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted).

As regards travel fees / lodging of experts and participants, presenting “appropriate original supporting documents” requires presentation, where relevant, of contracts with a travel agency for travel fees and lodging, invoices of the travel agency indicating destinations, dates, ticket costs, and names of the travelling persons, a programme of the event indicating the names of the experts and signed lists of participants.

The above description is not comprehensive. Any doubt regarding the interpretation of the notion of “appropriate original supporting documents” should lead the Grantee to consult the Council of Europe.

HOW TO APPLY?

1. Documents to be submitted:

Each application shall contain:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
 - Certificate(s) of state registration;
 - Certificate(s) proving non-profit status;
 - Statutes of the organisation(s), or equivalent;
 - Bank statement confirming the existence of the bank account in the name of the applicant;
 - Any evidence of the organisation's at least 5-year experience in the sphere of media in Ukraine: incl. on public broadcasting reform, print press as well as on audiovisual services.

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe: <http://www.coe.int/fr/web/kyiv>

Other questions regarding this specific call for proposals must be sent at the latest one week before the deadline for the submission of proposals, in English or Ukrainian, and shall be exclusively sent to the following address: DGI-UPSIS@coe.int, with the following reference in subject: **Questions – Grant award procedure –Media - Ukraine**

3. Deadline for submission

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: DGI-UPSIS@coe.int Emails should contain the following reference in subject: **Grant award procedure – Media –Ukraine.**

Applications must be received **by the end of the day on 19 June 2016 (by midnight, EET, GMT +2).** Applications received after the above mentioned date will not be considered.

4. Change, alteration and modification of the application file

Any change in the format, or any alteration or modification of the original application file, will cause the immediate rejection of the application concerned.

V. EVALUATION AND SELECTION PROCEDURE

The projects presented will be assessed by an Evaluation Committee composed of at least three members, including staff members of the Council of Europe.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#).

The applicants, and their projects, shall fulfil all of the following criteria:

1. Exclusion criteria:

Applicants shall be excluded from the grant award procedure where they:

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- c. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established.

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix I, Item 10**).

The Council of Europe reserves the right to ask applicants at a later stage to supply the following supporting documents:

- for the items set out in paragraphs a), b) and c), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
- for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment.

2. Eligibility criteria:

In order to be eligible for a grant, an applicant must:

- have at least 5-year experience in the sphere of media in Ukraine focusing on media freedom in Ukraine;
- be legally constituted as a non-governmental organisation with a non-profit status in Ukraine;
- be entitled to carry out in Ukraine activities described in its project proposal;
- have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;
- have a bank account.

Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.

3. Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objective of the call (30%)
- the extent to which the action meets the requirements of the call (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and staff (30%).

VI. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), formalising their legal commitments. **Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

VII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	30 May 2016
Deadline for submitting applications	19 June 2016
Information to applicants on the results of the award procedure	27 June 2016
Signature of the grant agreements	July 2016
Implementation period	up to 01 December 2016

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