



## CALL FOR PROPOSALS

### MONITORING OF IMPLEMENTATION OF AND AWARENESS RAISING ON NEW RULES OF POLITICAL PARTIES FINANCING

8416/2016/25

<b>Project</b>	COUNCIL OF EUROPE PROJECT “REFORM OF THE ELECTORAL PRACTICE IN UKRAINE” (VC3372)
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Office of the Director General of Programmes (ODGP) Council of Europe Office in Ukraine
<b>Funding</b>	Project funded and implemented by the Council of Europe
<b>Duration</b>	Projects shall be implemented by 10 December 2016. Reporting requirements shall be completed by 20 December 2016.
<b>Estimated starting date</b>	05 September 2016
<b>Issuance date</b>	27 July 2016
<b>Deadline for applications</b>	26 August 2016

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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 of registration as a non-profit organisation (scanned copy of the original in Ukrainian and English translation of the document)
  - Statute of the organisation, or equivalent (scanned copy of the original in Ukrainian and English translation of the document);
  - Bank statement confirming the existence of the bank account in the name of the applicant (scanned copy of the original in Ukrainian and English translation of the document);
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [REPU@coe.int](mailto:REPU@coe.int). Emails should contain the following reference in subject: **GRANT Award 8416/2016/25 – Application – Ukraine.**

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project “Reform of the Electoral Practice in Ukraine”. It aims to co-fund national projects aimed at:

- 1) monitoring of the implementation of the Law of Ukraine No. 731 – VIII “On amending certain legislative acts of Ukraine as regards prevention and countering political corruption” adopted by the Parliament of Ukraine on October 8, 2015 (hereinafter – the “Law”);
- 2) organizing and conducting an awareness raising campaign on new rules of political parties financing enshrined in the Law.

The Law introduced new rules on political parties financing in Ukraine. In particular, it introduced state funding of political parties, stringent requirements on financial reporting, monitoring of assets and liabilities of political parties. Besides, it enables political parties successfully elected to the Parliament to receive reimbursement for funds spent on their pre-election campaigning. This new legislative framework has been positively assessed by GRECO<sup>1</sup>, in particular, establishment of public funding to political parties has been considered as a major achievement.

The Law lays down that the state funding of statutory activities of political parties shall be commenced as of July 1, 2016. Pursuant to the Law, political parties which overcame the 5 % threshold upon the results of the early parliamentary elections in 2014 and obtained seats in the Parliament, will have the right to receive state funding for their statutory activities, provided that such political parties have fully complied with the requirements of the Law as regards submission of documents, reports on the assets, income, costs and other financial obligations, as well as amendments to be made to the statutory documents of a political party.

The project will monitor the implementation of the Law and the improvements made with respect to the transparency of the political parties’ financing, as well as raise public awareness about the Law, the process and results of its implementation.

The monitoring will be made in accordance with the methodology developed by the Council of Europe expert and aimed at assessment of the implementation process in the following areas:

1. Level of political parties’ preparedness to implementation of the new political finance legislation;
2. Comprehensiveness of the current political finance legal framework;
3. Reporting burden for political parties pursuant changes to the Law on Political Parties;
4. Diligence and quality of political parties reporting;
5. Capacity of the oversight bodies, with the special focus on the National Agency for Prevention of Corruption;
6. Cooperation in the field of political financing oversight;
7. Implementation of sanctions for violations of political finance legislation.

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

## **II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT**

The purpose of the Council of Europe Project is to improve the integrity, transparency and quality of the electoral process both nationally and locally.

In particular, it aims at:

- preventing vote-buying and other types of electoral fraud thanks to effective mechanisms of accountability;

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<sup>1</sup> GRECO RC-III (2015) 22 E “Third Evaluation Round. Second Compliance Report on Ukraine. “Incriminations (ETS 173 and 191, GPC 2)”.”Transparency of Party Funding” following the link:  
[http://www.coe.int/t/dghl/monitoring/greco/evaluations/round3/GrecoRC3%282015%2922\\_Second\\_Ukraine\\_EN.pdf](http://www.coe.int/t/dghl/monitoring/greco/evaluations/round3/GrecoRC3%282015%2922_Second_Ukraine_EN.pdf)

- ensuring equal treatment of contestants through a more transparent and accountable system of party and campaign finance;
- increasing the capacities of electoral stakeholders to carry out elections due to the implementation of at least 50% of recommendations of international and domestic election observers;
- increasing women’s political participation and enhancement of women’s capacity to engage as candidates and elected officials.

Project partners include the Central Election Commission of Ukraine, the High Administrative Court of Ukraine, the National TV and Radio Broadcasting Council of Ukraine, the Ministry of Interior of Ukraine, all-Ukrainian civil society organizations monitoring the election process and other civil society organizations.

### **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is UAH 410 000 (four hundred ten thousand UAH). The Council of Europe intends to award one grant of a maximum amount of UAH 410 000 (four hundred ten thousand UAH).

Subject to availability of funds and extension of the Project initial duration, the Council of Europe reserves the right not to award all available funds, and/or to redistribute the available funds in a different manner depending on the project proposals received and on the outcome of the award procedure.

### **IV. REQUIREMENTS**

#### **1. General objective**

The grants will fund projects designed:

- 1) to monitor the implementation of the Law according to the methodology developed by the Council of Europe expert and to be provided to selected NGO(s);
- 2) to conduct due public control over the implementation of the Law by relevant state authorities and by major political parties; and
- 3) to raise public awareness about the provisions of the Law, process and results of its implementation.

#### **2. Means of action**

Projects may include:

- 1) conduct of the research, monitoring and analysis of implementation of the Law by relevant state authorities and by major political parties;
- 2) organisation of round-tables / conferences / press-conferences / workshops and/or other public/media events in Kyiv and in regions throughout Ukraine;
- 3) preparation and dissemination through media channels of awareness raising materials (press-releases, articles, announcements, interim and final reports etc.); or
- 4) any other means of actions.

#### **3. Implementation period**

The implementation period of the Projects shall start on **05 September 2016** (see indicative timetable under VIII. below) and shall not extend beyond **10 December 2016**.

Reporting requirements shall be completed by **20 December 2016 at the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard 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.

#### **4. Target stakeholders**

Projects should target in particular the following key stakeholders:

- the Verkhovna Rada of Ukraine, in particular, its relevant Committees;
- major political parties, including those that have seats in the Parliament at the current moment;
- the Cabinet of Ministers of Ukraine, in particular, the Ministry of Justice of Ukraine, the Ministry of Interior of Ukraine;
- the Office of the Prosecutor General of Ukraine;
- the National Agency on Prevention of Corruption;
- the National Anti-Corruption Bureau of Ukraine;
- the Judiciary;
- the Central Election Commission of Ukraine;
- civil society organisations;
- journalists of national and local media;
- the 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 410 000 (four hundred ten thousand UAH). 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 a wide range of stakeholders (see paragraph 4 above);
- actions involving cooperation and communication with relevant national authorities;
- actions involving national and local civil society organisations;
- actions involving media.

#### **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.

#### **8. Payment conditions:**

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

- 50 % 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;
- **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, the contracts with the owner of 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.

## V. 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 of registration as a non-profit organisation (scanned copy of the original in Ukrainian and English translation of the document);
  - Statute of the organisation, or equivalent (scanned copy of the original in Ukrainian and English translation of the document);
  - Bank statement confirming the existence of the bank account in the name of the applicant (scanned copy of the original in Ukrainian and English translation of the document).

**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/en/web/kyiv/reform-of-the-electoral-practice-in-ukraine>.

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: [REPU@coe.int](mailto:REPU@coe.int), with the following reference in subject: **Questions – GRANT Award 8416/2016/25 – 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: [REPU@coe.int](mailto:REPU@coe.int). Emails should contain the following reference in subject: **GRANT Award 8416/2016/25 – Application – Ukraine**.

Applications must be received **before 26 August 2016 (at midnight, EET, GMT+3)**. 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.

## **VI. 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:

- be legally constituted as a non-governmental organisation in Ukraine;
- be entitled to carry out in Ukraine activities described in its project proposal;
- have been active for at least 2 (two) years in the field of exercising a political oversight;
- have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and to participate by way of its own resources (including human resources or in-kind contributions);
- 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 (30 %);
- 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 (20 %).

## **VII. 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.**

## **VIII. INDICATIVE TIMETABLE**

<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	27 July 2016



<b>Deadline for submitting applications</b>	26 August 2016
<b>Information to applicants on the results of the award procedure</b>	05 September 2016
<b>Signature of the grant agreements</b>	mid of September 2016
<b>Implementation period</b>	Up to 10 December 2016

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