



CALL FOR PROPOSALS

Dissemination activities for the Council of Europe toolkit 'Language Support for Adult Refugees'

Reference 2018/LIAM

Project	Linguistic integration of adult migrants LIAM
Awarding entity	COUNCIL OF EUROPE Education Policy Division
Action Department	Education Department
Duration	Projects shall be implemented by 01 December 2018. Reporting requirements shall be completed by 31 December 2018.
Estimated starting date	01 June 2018
Issuance date	3 Mai 2018
Deadline for applications	24 Mai 2018

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT	3
III. BUDGET AVAILABLE	3
IV. REQUIREMENTS	4
1. General objective	4
2. Means of action.....	4
3. Implementation period	4
4. Target stakeholders	4
5. Budgetary requirements	4
6. Further to the general objective, preference will be given to:	5
7. The following types of action will not be considered:.....	5
8. Funding conditions:.....	5
9. Reporting requirements:.....	5
V. HOW TO APPLY?.....	7
1. Documents to be submitted:.....	7
2. Questions.....	7
3. Deadline for submission.....	7
4. Change, alteration and modification of the application file.....	8
VI. EVALUATION AND SELECTION PROCEDURE	8
1. Exclusion criteria:	8
2. Eligibility criteria:	9
3. Award criteria	9
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS.....	10
VIII.INDICATIVE TIMETABLE	10

APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)

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:
 - Evidence of work in the field of support/insertion of adult migrants (refugees/asylum seekers/migrants)-Activity reports/publications/leaflets/websites; etc.
 - Registration certificate or relevant document;
 - Legal and financial status of the Organisation certificate.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: education@coe.int. Emails should contain the following reference in subject: “Application - Dissemination Activities of the Council of Europe toolkit ‘*Language Support for Adult Refugees*- Call Proposals”.
- Applications must be received **before 24 May 2018 (at 23:00, EET, GMT +2)**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Linguistic integration of adult migrants”. It aims to co-fund national/local projects aimed at disseminating the new Council of Europe toolkit ‘*Language Support for Adult Refugees*’ (<https://www.coe.int/en/web/lang-migrants>).

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 toolkit ‘*Language Support for Adult Refugees*’

As part of the Council of Europe’s project on Linguistic Integration of Adult Migrants (LIAM) a toolkit has been developed to support member states in their efforts to respond to the challenges posed by unprecedented migration flows.

The toolkit was launched during a Conference in Strasbourg on the 22-23 November 2017. It gathered more than one hundred participants from 23 countries. The 4 major organizations also dealing with refugees - the European Commission, the OECD, the International Organization for Migration (IOM) and United Nations (UNHCR) - have all underlined the relevance of the toolbox, including it in their own programs. The toolkit has been designed to support (inter) national organizations and local organizations- in particular their volunteers - offering language support to adult refugees, with the aim of facilitating their acquisition of basic skills for the communication in the language (s) of the host country. The toolkit (<https://www.coe.int/en/web/lang-migrants>) is available in 7 languages and tools can be adapted by users to best suit the beneficiaries and objectives. Series of other resources complete the 57 tools.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is up to 100 000 € (hundred thousand Euros). The Council of Europe intends to award 15 grants of a maximum amount of 5 000€ (five thousand Euros) each.

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 call for proposals.

IV. REQUIREMENTS

1. General objective

The grants will fund projects designed to propose, implement and report on dissemination activities of the Toolkit.

2. Means of action

Projects may include training of volunteers/teachers working for the linguistic insertion of adult migrants, communication and visibility activities/products (leaflets, websites/videos/social media) and all other activities aiming the dissemination of the Toolkit.

3. Implementation period

The implementation period of the projects should start on 1 June 2018 (see indicative timetable under VIII. below) and shall not extend beyond 30 November 2018.

Reporting requirements shall be completed on **15 December 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 could be eligible (provided the agreement concerned so provides).

4. Target stakeholders

Projects should target in particular the following key stakeholders:

- NGO's active in the field of adult refugees insertion and support
- Associations active in the field of adult refugees insertion and support

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while keeping in mind the general 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 5 000 (Five Thousand) Euros. 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:

- Projects/actions proposed by NGOs/Associations active in the field of adult refugee's linguistic insertion and support and those who may have participated to the piloting/launch of the toolkit.
- Projects/actions targeting language insertion of adult migrants.

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

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

8. Funding conditions:

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

- 80 % will be paid when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred, and 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 and relevant digital photos free to use for the LIAM project website of the Council of Europe;
- **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:
 - Evidence of work in the field of support/insertion of adult migrants (refugees/asylum seekers/migrants)-Activity reports/publications/leaflets/websites; etc.
 - Registration certificate or relevant document;
 - Legal and financial status of the Organisation certificate.

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe:

- *Linguistic integration of adult migrants / intégration linguistique des migrants adultes (LIAM)* - www.coe.int/migrants/fr
- *Language Support for Adult Refugees: Council of Europe Toolkit* <https://www.coe.int/en/web/lang-migrants> (web site in 7 languages).

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, and shall be exclusively sent to the following address: education education@coe.int, with the following reference in subject: Q & A on the Call for Proposal for Dissemination activities of the Council of Europe toolkit '*Language Support for Adult Refugees*'.

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: education@coe.int. Emails should contain the following reference in subject: Call Proposal for Dissemination Activities of the Council of Europe toolkit '*Language Support for Adult Refugees*'.

Applications must be received **before 24 May 2018** (at 23:00, 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.

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 12**).

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 one of the member States of the Council of Europe;
- be entitled to carry out in its country activities described in its project proposal;
- have been active for at least 5 years in the field of adult refugees' insertion and support;
- 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

Phases	Indicative timing
Publication of the call	3 May 2018
Deadline for submitting applications	24 May 2018
Information to applicants on the results of the award procedure	28 May 2018
Signature of the grant agreements	31May 2018
Implementation period	1 June 2018-30 November 2018

* * *