



CALL FOR PROPOSALS

**on award of a grant to implement a series of activities
on establishing inter-agency coordination platforms**

ESPA-VEP Grant – Call for Proposals

Project	Ensuring Sustainable Penitentiary Actions in managing rehabilitation of violent extremist prisoners in Bosnia and Herzegovina (ESPA-VEP)
Awarding entity	COUNCIL OF EUROPE DIRECTORATE GENERAL of Human Rights and Rule of Law – DGI, Co-operation in Police and Deprivation of Liberty Division Council of Europe Office in Sarajevo
Funding	Project funded under the Council of Europe Action Plan for Bosnia and Herzegovina 2022-2025
Duration	Projects shall be implemented by 31 July 2024. Reporting requirements shall be completed by 30 August 2024.
Estimated starting date	01 March 2024
Issuance date	10 January 2024
Deadline for applications	31 January 2024

TABLE OF CONTENTS

I. INTRODUCTION.....	4
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT	4
III. BUDGET AVAILABLE	5
IV. REQUIREMENTS	5
1. General objective	5
2. Means of action.....	6
3. Implementation period	6
4. Target stakeholders	7
5. Budgetary requirements	7
6. Further to the general objective, preference will be given to:	7
7. The following types of action will not be considered:	7
8. Funding conditions:.....	7
9. Reporting requirements:.....	8
V. HOW TO APPLY?.....	8
1. Documents to be submitted:.....	8
2. Questions.....	9
3. Deadline for submission.....	9
4. Change, alteration and modification of the application file.....	9
VI. EVALUATION AND SELECTION PROCEDURE	9
1. Exclusion criteria:	9
2. Eligibility criteria:	10
3. Award criteria	10
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS.....	11
VIII.INDICATIVE TIMETABLE	11
APPENDICES:	
- Appendix I - Application Form	
- Appendix II - Provisional budget (Template)	
- Appendix III - Template Grant Agreement (for information only)	

HOW TO APPLY?

Each application shall contain the following documents in English language:

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach a provisional budget (using the template reproduced in **Appendix II**)
- Work plan (gant chart) of the proposed project,
- CVs of staff members who will be involved in project implementation;
- Evidence of the organisation's record and experience in the field of prevention of radicalisation, countering violent extremism, inter-agency co-operation, or similar (2-page statement);

Attach the other supporting documents Other supporting documents (can be submitted in local languages):

- Certificate(s) of registration as a non-profit organisation or professional association;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank account in EUR (euros) in the name of the applicant (organisation) which must be assigned separately for funds received in the framework of this grant;
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: PolicePrisons.Projects@coe.int Emails should contain the following reference in subject: **ESPA-VEP Grant - Call for Proposals**.
 - Applications must be received **before 31st January 2024 (at 12:00 hrs)**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Ensuring Sustainable Penitentiary Actions in managing rehabilitation of violent extremist prisoners in Bosnia and Herzegovina (ESPA-VEP)” (hereinafter – ESPA-VEP). It provides background information about the required activities, describing the purpose, objectives and scope, evaluation methodology, the timeline and eligibility/award criteria of the applicants.

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 overall purpose of the [ESPA-VEP project](#) is to provide continued support to the Bosnia and Herzegovina’s (BiH) authorities in their efforts to further build the capacities of the prison system and strengthen practical skills of prison staff with respect to managing violent extremist prisoners (VEPs). This will also ensure sustainability of the actions undertaken towards efficient reintegration of VEPs back in the community. The most recent country report published by the European Commission on BiH is recognising a need for providing such continued support and assistance to the VEPs in prison for purposes of disengagement from violent extremism, aiming to their rehabilitation and reintegration, while the extremist ideologies still represent a matter of concern in BiH. In support to BiH authorities identified needs to develop sustainable prison capacities to support work with the VEPs, the three ministries of justice (BiH, Federal and RS) further developed and adopted a comprehensive multi-annual 2020–2025 Strategic Policy Document and Action Plan outlining the main activities to be carried out by the relevant authorities dealing with VEPs over this period. The senior officials agreed that there is a need for further enhancing legal instruments, fostering of human resources and operational capacities in order to effectively address the issue of radicalisation in prisons and strengthen the VEPs rehabilitation and the multi-agency co-operation. The previous CoE projects, set the foundations and preconditions for structured case management of VEPs and multi-agency co-operation. The future key actions should be focused on continuation and enhancement of the prison staff skills related to better co-operation and co-ordination through strengthening the work in the multi-agency environment, establishment of reliable mechanisms for information sharing between the prisons (prison intelligence units) and external partners. Focus should be also given to the establishment of the training co-ordination and provision mechanisms and harmonised training curricula for the prison personnel managing VEPs at all three administrative jurisdictions (BiH, F BiH and RS), which will bring significant value toward ensuring sustainability of the previous projects implemented by CoE.

With regards to multi-disciplinary work, “Operational Guidelines for the Work of Multi-Agency Coordination Teams” were developed, and have already served as a starting point for the follow-up activities in relation to facilitating the work of the local multi-agency co-ordination teams. The initial meetings of the local teams were supported in 2021-2022 through the EU/CoE joint programme “Horizontal Facility for the Western Balkans and Turkey- phase II”, namely the regional action “Enhancing penitentiary capacities in addressing radicalisation in prisons in Western Balkans”. A grant agreement signed with local NGOs under this programme provided the beneficiaries with an opportunity to bring together all relevant local stakeholders with the aim to discuss rehabilitation prospects of individual VEPs and plan actions to be put into effect as soon as the person is released.

With aim to ensure sustainable multi-agency work and inter-institutional co-operation towards VEPs reintegration back in the society, this grant will further facilitate the work of the local multi-agency team/forum meetings by including and providing for active contribution by community-based organisations and individuals, with aim to provide effective post-penal support for VEPs. In that direction, the local multi-disciplinary teams/forums are comprised of appointed representatives from prisons, law enforcement agencies, representatives of social welfare services and, when necessary, mental health centres, religious communities and civil society representatives, or any other relevant organisation. The main focus of the local multi-institutional teams/forums will be on consideration and exchange of information on individual cases on VEPs and those exhibiting signs of radicalisation, discussion on issues related to their penal and post-penal treatment and

adoption of specific joint plans of activities with regards to the VEPs in question. Establishment of a sustainable multi-agency mechanism for exchange of knowledge and information on VEPs, especially at the early stage upon the admission to a prison establishment, largely improves the ability of prison officers and management to take the best decisions, particularly concerning classification and determination of an appropriate treatment. The grant will take into account and support the implementation of established standard operational procedures and related protocols, at the same time enhancing the links and coordination between the multi-disciplinary teams (MDT) in prison with the community-based MDTs.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is up to 30.000,00 EUR (thirty thousand Euros). The Council of Europe intends to award 1 grant of a maximum amount of up to 30.000,00 EUR (thirty thousand Euros).

Subject to availability of funds and potential 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 general objective is to support a small-scale grant that would aim to establish at least five (5) inter-agency coordination mechanisms/forums/meetings. The focus of these local mechanisms/forums/meetings will be violent extremist prisoner rehabilitation with prospect for reintegration back into society, followed by the security and risk assessment aspect. Aim is also to ensure inclusion and active contribution by community-based organisations and individuals, with aim to provide effective post-penal support for VEPs. All actions agreed or undertaken during these forums will be in full respect with the human rights of this category of prisoners and in line with applicable Council of Europe standards and recommendations. The financial support shall be used for organisation of at least five (5) (five) inter-agency coordination platforms that will involve relevant actors and stakeholders from the target locations. The main focus of the local multi-institutional platforms will be on consideration and exchange of information on individual cases involving VEPs and those exhibiting signs of radicalisation, discussion on issues related to their penal and post-penal treatment and adoption of specific joint plans of activities with regards to the VEPs in question.

This Grant needs to bring together all relevant local stakeholders with the aim to discuss rehabilitation prospects of individual violent extremism prisoners and plan actions to be put into effect as soon as the person is released. The local multi-disciplinary teams/forums are to be comprised of appointed representatives from prisons, law enforcement agencies, and, when necessary, representatives of social welfare services, mental health centres, religious communities and civil society representatives, or any other relevant civil society organisation. The organisation of these forums will contribute to following elements for efficient collaboration:

- ❖ Clarifying the role of each actor according to their specific professional and institutional responsibilities and tasks,
- ❖ Developing mutual trust and jointly working on increasing motivation.
- ❖ Understanding each other's assessment tools and the meaning of the outcomes.
- ❖ Sharing the objectives of the applied strategies and the interest in achieving them.
- ❖ Sharing relevant information (it is necessary to distinguish between classified and sensitive information: for the latter, partners should develop an efficient sharing system).
- ❖ Continuous education and support to the employees that work with radicalised inmates.

Potential grantees might also propose other activities, beyond the inter-agency platforms/forums, that are in line with the overall objective and support the process of bringing local actors together, open discussion for the rehabilitation of VEPs and develop plans that will be operational and in place as soon as the inmate is released.

2. Means of action

The grant proposal should include:

1. Initial overview and analysis of the community resources to support rehabilitation of violent extremist prisoners. Focus will be given on the key actors, strengths and weaknesses of each, as well as current level of coordination related to prisoners.
2. Organisation and facilitation of the inter-agency coordination platforms.

Duration: 1 day (per forum)

Number of participants: approximately 15-20 participants coming from various relevant stakeholders – to be identified by the grantee (for example: penitentiary, ministries, community institutions, civil society, religious communities, etc.)

Location: to be proposed by the grantee

Purpose: building inter-agency and cross-sectoral network with regards to preparing the radicalised inmates for release and ensuring adequate post-penal support to released violent extremist offenders.

Aim: gather all relevant agencies, both local and national level, with aim to ensure basic preconditions for sustainable and durable inter-agency coordination, thus providing for long-term multi-stakeholder support in managing VEPs during imprisonment and after their release

For all the coordination platforms the Grantee will:

- Develop the agenda, highlighting the main points to be presented and discussed at the event, the format and objectives of the event, at latest 2 weeks before the event (based on the initial input provided by CoE and/or its experts/consultants);
- Identify and invite the participants (based on consultation with the Council of Europe and/or its experts/consultants), track registration process and ensure previously determined maximum representation is reached as well as make sure that participants' professional scope of work is relevant for the topic of the event;
- Prepare working materials for the participants of each coordination platform;
- Identify, select and contract consultants/experts (in close consultation with the Council of Europe) and conduct briefings and consultations prior to the event in order to reach consensus on expectations from the consultants/experts;
- Contract the venue for the event, making sure it disposes of all relevant requirements regarding standards and the capacity. If the venue is outside the premises of the Grantee the sourcing will be done competitively;
- Contract all other relevant service providers as envisaged in Appendix II of the Agreement such as the interpretation equipment (if needed), transportation (where relevant), printing and visibility services;
- Contract providers of consecutive/simultaneous interpretation and written translation services (only where applicable)
- Take action to increase the visibility of the event, in compliance with the CoE guidelines;
- Provide on-site logistical support expected for timely and comprehensive conduct of each event. This support may consist of but not limited to: Arrangements with venue staff on the disposition of the conference rooms prior to the event; Arrangements with other service providers to ensure timely and functional setup of all additional equipment and services relevant for the conduct of the event; Transportation and distribution of all relevant materials (working and visibility materials etc); Signing of List of participants, monitoring attendance and ensuring signed lists of participants reflect the actual attendance; Taking photographs during the event; Providing any additional ad hoc support to participants in order to maximise the effect of the coordination forums;

3. Implementation period

The implementation period of the projects should start on 01st March 2024 (see indicative timetable under VIII. below) and shall not extend beyond 31st July 2024.

Reporting requirements shall be completed on 30th August 2024 **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, but not be limited to:

- Prisons in BiH
- Law enforcement agencies
- Centers for social welfare
- Centers for mental health, etc.

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 30.000 EUR (thirty thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

During the process of evaluation proposal, ideas with contribution from Grantee either by way of its own resources (human, material, etc.) or by contribution from third parties may be favoured. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project.

The proposed contribution should be clearly described in the project proposal.

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

- Projects that include elements of also including offenders vulnerable to radicalisation, including youth and women inmates.
- Projects that propose clear and efficient overview on sustainability of the established inter-agency coordination platforms

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 to the Grantee or the Lead Grantee in case of a consortium when the Grant Agreement between the Parties is signed;
- the balance will be paid to the Grantee or the Lead Grantee in case of a consortium 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;
- **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 Grantees, 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 Grantees, 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 Grantees use 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 or the Lead Grantee in case of a consortium 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**);
- work plan (gannt chart) of the proposed project,

- CVs of staff members who will be involved in project implementation;
- Evidence of the organisation's record and experience in the field of prevention of radicalisation, countering violent extremism, inter-agency co-operation, or similar (2-page statement);
- Other supporting documents (can be submitted in local languages):
 - Certificate(s) of registration as a non-profit organisation or professional association;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank account in EUR (euros) in the name of the applicant (organisation) which must be assigned separately for funds received in the framework of this grant;

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe:
<https://www.coe.int/en/web/cooperation-in-police-and-deprivation-of-liberty>

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 PolicePrisons.Projects@coe.int, with the following reference in subject: ESPA-VEP Grant Questions.

3. Deadline for submission

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address PolicePrisons.Projects@coe.int. Emails should contain the following reference in subject: ESPA-VEP Grant - Call for Proposals.

Applications must be received **before 31st January 2024 (at 12:00 Sarajevo local time)**. 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.

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 or, in the case of legal persons, their owner(s) or executive officer(s):

- a) have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- 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;
- e) are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- f) have been involved in mismanagement of the Council of Europe funds or public funds;
- g) are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

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**).

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), c) and f), 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;
1. for the items set out in paragraph e);
 1. for natural persons, a scanned copy of a valid photographic proof of identity (e.g. passport)
 2. for legal persons, an extract from the companies register or other official document proving ownership and control of the applicant.

2. Eligibility criteria:

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

- be legally constituted as a non-governmental organisation or professional association in BiH;
- have been active for at least 2 years in the field of prevention of radicalisation, countering violent extremism, inter-agency co-operation, or similar;
- 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 with relevant professional background and expertise (psychologists, mental health workers etc.), 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 proposed grant with regard to the objective of the call (40%)
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
- the relevance of the experience of the applying organisation(s) and staff (30%).

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	10 th January 2024
Deadline for submitting applications	31 st January 2024
Information to applicants on the results of the award procedure	20 th February 2024
Signature of the grant agreements	27 th February 2024
Implementation period	01 st March 2024 – 31 st July 2024
Deadline for reporting	30 th August 2024

* * *