



## GRANT AWARD PROCEDURE

### Promotion of the ratification of the Council of Europe Convention on preventing and combating violence against women and domestic violence ("Istanbul Convention")

**VC2808/8323/2016/4**

<b>Project</b>	Council of Europe Project "Preventing and combating violence against women and domestic violence in Ukraine"
<b>Organisation</b>	<b>COUNCIL OF EUROPE</b> Office of the Director General of Programmes (ODGP) Council of Europe Office in Kyiv
<b>Funding</b>	Project funded by SIDA (Swedish International Development Cooperation Agency) and implemented by the Council of Europe
<b>Duration</b>	Projects shall be implemented by <b>30 June 2016</b> . Reporting requirements shall be completed by <b>10 July 2016</b> .
<b>Estimated starting date</b>	18/25 April 2016
<b>Issuance date</b>	<b>21 March 2016</b>
<b>Deadline for applications</b>	<b>8 April 2016</b>

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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 registration as a non-profit organisation;
  - Statutes of the organisation(s), or equivalent;
  - Bank statement confirming the existence of the bank account in the name of the applicant.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: [vaw.ukraine@coe.int](mailto:vaw.ukraine@coe.int). Emails should contain the following reference in subject: **Grant award procedure – Istanbul Convention –Ukraine**.
- Applications must be received **before 8 April 2016 (at midnight, EET, GMT +2)**.

## I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Preventing and combating violence against women and domestic violence in Ukraine”. It aims to co-fund national projects aimed at promoting the ratification of the [Council of Europe Convention on preventing and combating violence against women and domestic violence](#) (hereinafter referred to as the “Istanbul Convention”).

The Istanbul Convention frames the eradication of all types of violence against women and domestic violence in a context of achieving *de jure* and *de facto* gender equality. The Istanbul Convention entered into force on 1 August 2014, and it is the most far-reaching legally binding instrument with specific a focus on prevention of and protection against violence against women and domestic violence. It was opened for signature in May 2011 and Ukraine was the 17<sup>th</sup> country to sign it in November 2011, but has yet to ratify it.

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 purpose of the Project “*Preventing and combating violence against women and domestic violence in Ukraine*” is the **ratification of the Istanbul Convention** by Ukrainian authorities, including the preparation for ratification and its implementation in Ukrainian legislation, policy and practice.

In particular, it aims to enhance the capacity of national institutions, and increase the awareness of the relevant law and policy makers responsible for providing effective assistance and redress to victims of violence against women and domestic violence, through legislative review, minimum common categories on data collection and recommendations on co-operation at local level.

Project partners include the **Ministry of Social Policy of Ukraine**, the Ministry of Internal Affairs, the Ministry of Justice, the Ministry of Health, the Ministry of Foreign Affairs, the General Prosecutor’s Office, the Parliamentary Commissioner for Human Rights (Ombudsperson), two pilot Regional Administrations (Lviv and Kirovohrad), Verkhovna Rada, the State Statistical Service and the Gender Strategic Platform.

The **Gender Strategic Platform** is a platform of NGOs founded in 2010. Its goal is to bring Ukrainian women’s organisations together to combat discrimination against women and promote gender equality.

## III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is EUR 30 000 (thirty thousand Euros). The Council of Europe intends to award 2 (two) grants of a maximum amount of 15 000 Euros (fifteen 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 award procedure.

## IV. REQUIREMENTS

### 1. General objective

The grants will fund projects designed to raise awareness about the Istanbul Convention ratification among key stakeholders (see below) and the general public in order to foster discussion and create a collective momentum in favour of the ratification of the Istanbul Convention by Ukraine.

## **2. Means of action**

Project proposals may include the organisation of meetings, round-tables, awareness raising campaigns, media advertising, informative materials, or any other means of action, and must be implemented in at least 3 (three) oblast administrations.

## **3. Implementation period**

The implementation period of the Projects will be defined in the Grant Agreement (see indicative timetable under VIII. below).

Projects completed prior to the date of submission of the applications 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 **30 June 2016**.

Reporting requirements shall be completed by **10 July 2016 at the latest**.

## **4. Target stakeholders**

Projects should target in particular the following key stakeholders:

- the Verkhovna Rada of Ukraine, including its Committees,
- the Administration of the President of Ukraine;
- oblast administrations;
- civil society Organisations;
- journalists of national and local media; and/or
- 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 reflecting a Grant of no more than EUR 15 000 (fifteen 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:**

- actions proposed by NGOs already involved in the Gender Strategic Platform;
- actions targeting a wide range of stakeholders (see 4. above);
- actions involving local civil society organisations;
- action 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 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.

## 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(s) of registration as a non-profit organisation;
  - statutes of the organisation(s), or equivalent;
  - bank statement confirming the existence of the bank account in the name of the applicant.

**Applications that are incomplete will not be considered.**

Should you encounter any difficulty in downloading the documents from the website, please contact the Council of Europe at [vaw.ukraine@coe.int](mailto:vaw.ukraine@coe.int) to ask for a set of documents.

### 2. Questions

General information can be found on the website of the Council of Europe: [www.coe.int/fr/web/stop-violence-against-women-ukraine](http://www.coe.int/fr/web/stop-violence-against-women-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: [vaw.ukraine@coe.int](mailto:vaw.ukraine@coe.int), with the following reference in subject: **Questions – Grant award procedure – Istanbul Convention - 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: [vaw.ukraine@coe.int](mailto:vaw.ukraine@coe.int). Emails should contain the following reference in subject: **Grant award procedure – Istanbul Convention –Ukraine**.

Applications must be received **before 8 April 2016 (at 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.

## 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 5 (five) years in the field of preventing or combating violence against women, or gender equality;
- 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>	21 March 2016
<b>Deadline for submitting applications</b>	8 April 2016
<b>Information to applicants on the results of the award procedure</b>	Mid-April 2016
<b>Signature of the grant agreements</b>	April 2016
<b>Implementation period</b>	up to 30 June 2016

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