



## CALL FOR PROPOSALS

**Micro projects to promote production of visibility/awareness raising initiatives and materials on gender equality, women's empowerment and combating stereotypes and sexism.**

GRANT/DGII/GED/VAW/2024/2

<b>Project</b>	Ending violence against women and promoting gender equality in Armenia Project
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Human Dignity and Gender Equality Department, Gender Equality Division Council of Europe Office in Yerevan
<b>Funding</b>	The Council of Europe Action Plan for Armenia for 2023-2026
<b>Duration</b>	Projects shall be implemented by <b>30 September 2024</b> Reporting requirements shall be completed by <b>20 October 2024</b> .
<b>Estimated starting date</b>	<b>01 May 2024</b>
<b>Issuance date</b>	<b>21 March 2024</b>
<b>Deadline for applications</b>	15 April 2024

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## APPENDICES:

- **Appendix I - Application Form**
- **Appendix II - Estimated budget (Template)**
- **Appendix III - Template Grant Agreement (for information only)**
- **Appendix IV- Financial report (for information only)**
- **Appendix V – Template Work Plan**

## 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 **work plan** (using the template reproduced in **Appendix V**)
- Attach the other **supporting documents**, where possible:
  - **examples** of publications, previous projects' outputs, publications in mass media, other evidences of applicant's experience;
  - copy of a **registration document** of the organisation;
  - **CVs of personnel** involved.
- Send these documents in electronic form (Word .and/or PDF) **in English** to the following e-mail address: **tender.armenia-bh8088@coe.int**  
Emails should contain the following reference in subject: **Application - Micro projects on production of visibility/awareness raising on GE, WE and combating stereotypes & sexism.**
- Applications must be received - **15 April 2024 (23:00, AMT UTC+4)**.

## I. INTRODUCTION

This Call for Proposals is launched in the framework of the Council of Europe “[Ending violence against women and promoting gender equality in Armenia](#)” Project funded by the Council of Europe Action Plan for Armenia for 2023-2026. The Call aims to co-fund micro projects of civil society organisation (CSOs) and educational institution representatives working in media, including but not limited to journalists, designers, illustrators, photo artists, as well as students from profile academic schools.

The micro project proposals aim to raise awareness of targeted audience in the following areas: gender equality; women’s empowerment; combatting stereotypes and sexism by producing and publishing/broadcasting the visibility and awareness - raising materials (such as articles, interviews, social advertisement, posters, videos, podcasts, , etc.) and shall produce an added value to the Council of Europe’s efforts in preventing violence against women, promoting gender equality and women’s empowerment in Armenia.

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

The Project “Ending violence against women and promoting gender equality in Armenia” funded by the Council of Europe Action Plan for Armenia for 2023-2026. The project aims at strengthening the capacities and co-operation among stakeholders to prevent and combat violence against women and domestic violence, including digital violence, as enshrined in the Council of Europe Convention on preventing and combating violence against women and domestic violence. Also, it is directed towards contributing to *de facto* gender equality by empowering women and countering sexism and gender stereotypes. Finally, in response to the refugee crisis a third new component focusing on the protection of the rights of refugee women and girls has been incorporated into the ongoing project. There are three key areas within the Project: Area 1: violence against women and domestic violence, Area 2: women empowerment and Area 3: refugee women and girls.

Project partners include the Ministry of Justice of the Republic of Armenia, Ministry of Labour and Social Affairs of the Republic of Armenia, Ministry of Education of the Republic of Armenia, Academy of Justice of the Republic of Armenia, the Ministry of Interior Affairs of the Republic of Armenia and the Human Rights Defender’s Office of the Republic of Armenia.

## III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 8,600,000 Armenian drams (eight million six hundred thousand AMD). The Council of Europe intends to award up to four grants of maximum amount of **2 150 000 Armenian drams (two million one hundred fifty thousand AMD) each**.

The grants will be provided in Armenian drams according to the estimated budget attached to the Grant Agreement.

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 micro projects designed to produce and publish/broadcast the visibility and awareness-raising materials, promoting gender equality, women's empowerment and decision making combating stereotypes and sexism, partici., in line with the relevant European standards and strategic documents, such as the [CoE Gender Equality Strategy 2024-2029](#) and the [Council of Europe Convention on preventing and combating violence against women and domestic violence](#) (Istanbul Convention).

Actions may take place in any region in Armenia or online.

The applicants are invited to submit proposals that will contribute to promotion of gender equality, advancement of women in politics, economy and social life, combating gender stereotypes and sexism, and safeguarding women rights.

## **2. Means of action**

The projects may include but are not limited to the producing and publishing/broadcasting/promoting the awareness-raising materials (such as interviews, articles, visual and written materials, social advertisement, posters, videos, podcasts, etc.) targeted to raise awareness on gender equality, women's empowerment and participation decision making, combating stereotypes and sexism. Experts in the area of gender equality and women rights can co-operate with social media influencers, journalists, etc. to promote the ideas outlined in this call.

Applicants should provide sufficient details on: the main topics/issues to be addressed in view of the national context; the description of activities, including timeline and methods of implementation; the mapping of national target groups and other stakeholders, including how to reach out to the relevant target groups.

## **3. Implementation period**

The implementation period of the projects should start on **1 May 2024** (see indicative timetable under VIII below) and shall not extend beyond **30 September 2024**.

Reporting requirements shall be completed by **30 October 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 can target, in particular the following key stakeholders:

- Public in general
- Women, including refugee women and girls and women in other vulnerable situations
- Decision makers

The above list is not exhaustive, and projects may propose to target one or several those listed above or 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 maximum of **2 150 000 Armenian drams (two million one hundred fifty thousand AMD)**.

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 targeting refugee women and girls;

**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:

- 70 % will be paid to the Grantee when the Grant Agreement between the two parties is signed;
- the balance will be paid to the Grantee 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 (**in English**) 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 (in Armenian Dram), **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 (in English):

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** (using the template reproduced in **Appendix V**);
- Supporting documents, where possible:
  - copy of a registration document of the organisation.
  - A CV, demonstrating clearly that the tenderer fulfils the eligibility criteria
  - Minimum 1 sample of relevant work (articles, publications, interviews, awareness-raising materials publications in mass media and social media, other evidence of applicant’s experience in the areas of the call.

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

### 2. Questions

General information can be found on the website of the Council of Europe: “Project “[Ending violence against women and promoting gender equality in Armenia](#)”.

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 Armenian and shall be exclusively sent to the following address:

[tender.armenia-bh8088@coe.int](mailto:tender.armenia-bh8088@coe.int) , with the following reference in subject: **Questions – Micro projects on production of visibility/awareness raising on GE, WE and combating stereotypes & sexism**

### **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) **in English** to the following e-mail address: [tender.armenia-bh8088@coe.int](mailto:tender.armenia-bh8088@coe.int) Emails should contain the following reference in subject: **Application - Micro projects on production of visibility/awareness raising on GE, WE and combating stereotypes & sexism.**

Applications must be received **by 15 April 2024 (23:00, AMT UTC+4h)**. 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 the Evaluation Committee, composed of 3 members as follows:

- Two representatives of the Council of Europe;
- One representative of the Human Rights Defender Office of the Republic of Armenia.

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.



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;

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:

- Minimum 2 years experience in the field of journalism, producing awareness raising and visibility materials, social media, designing, photographing, etc. ;
- have sufficient operational and professional capacity, 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 (20%)
- 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 (30%);
- 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 IV, 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>	<b>21 March 2024</b>
<b>Deadline for submitting applications</b>	<b>15 April 2024</b>
<b>Information to applicants on the results of the award procedure</b>	<b>25 April 2024</b>
<b>Signature of the grant agreements</b>	<b>By 30 April 2024</b>
<b>Implementation period</b>	<b>1 May 2024 - 30 September 2024</b>