



## CALL FOR PROPOSALS

### COMPASS NATIONAL TRAINING COURSES ON HUMAN RIGHTS EDUCATION WITH YOUNG PEOPLE 2019



Learning Equality  
Living Dignity

DDCP-YD/ETD (2018)138

<b>Project</b>	<b>Youth for Democracy</b> Supporting young people and youth organisations in accessing their rights and advocating for human rights and citizenship education
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Directorate of Democratic Participation Youth Department
<b>Funding</b>	Council of Europe budget 2018-2019 Youth for Democracy programme
<b>Duration</b>	Projects shall be fully implemented by 30 November 2019. Reporting requirements shall be completed by 15 December 2019.
<b>Estimated starting date</b>	01 March 2019
<b>Issuance date</b>	06 November 2018
<b>Deadline for applications</b>	30 November 2018

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## 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**)
- Where relevant, attach a provisional budget (using the template reproduced in **Appendix II**)
- Attach any other supporting documents.
  
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [youth.HRE@coe.int](mailto:youth.HRE@coe.int). Emails should contain the following reference in subject: NTCHRE/Country name/Applicant organisation name
  
- Applications must be received **before 30 November 2018 (at 23.00 C.E.T.)**

## I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe “Youth for Democracy” programme 2018-2019. It is intended at supporting and/or co-funding national or regional projects for the implementing of the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education ([EDC/HRE Charter](#)) through the training of trainers and multipliers in non-formal learning and youth work.

Project proposals shall produce an added value to the Council of Europe efforts in this domain, notably by complementing the activities held in the European Youth Centres and those supported by the European Youth Foundation.

## II. THE “HUMAN RIGHTS EDUCATION YOUTH PROGRAMME”

The work of the Youth Department of the Council of Europe on human rights education (HRE) is a direct contribution of to the core mission of the organisation to promote and protect human rights. The project – often referred to as Human Rights Education Youth Programme - supports the role of non-governmental youth organisations as actors in the implementation of the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education. It does so by combining the provision of educational resources on human rights education with capacity-building activities for trainers, multipliers and advocates of human rights education and human rights.

The Conference on the Future of Citizenship and Human Rights Education “Learning to Live Together: a Shared Commitment to Democracy” (Strasbourg, June 2017) took stock of the results on the implementation of the Charter and called on ***all relevant actors to renew their commitment to the Charter’s implementation to further enhance EDC/HRE***. The conference declaration and conclusions stress the need to:

*Include EDC/HRE in national, regional and local policy and practices for formal and non-formal education including youth work*

and

*Strengthen the commitment of, and co-operation, co-ordination and shared ownership between public authorities, national human rights institutions and civil society (...) involving, amongst others, youth and student organisations, in developing, implementing and evaluating policies and practices regarding EDC/HRE.*

Since its launching in 2000, the Human Rights Education Youth Programme promotes the inclusion of human rights education in the mainstream of youth work and youth policy. The programme is built around Compass, the manual for human rights education with young people, as the main conceptual and practical resource for practitioners of human rights education through non-formal learning. The approaches of Compass have been applied in other educational resources, notably Compasito, the manual for human rights education with young people, Mirrors, the manual on combating antigypsyism through human rights education and Bookmarks, the manual for combating hate speech online through human rights education.

These educational resources are merely tools to support practitioners – they are of little value if not used. The Human Rights Education Youth Programme foresees, among other measures, to support youth and human rights organisations in initiating or extending human rights education activities with young people through national and regional training courses.

The European Youth Foundation also supports youth-led activities for human rights education, including local pilot activities.

### **The role of the COMPASS in the national training courses**

**COMPASS** – the manual for Human Rights Education with Young People is the key educational resource to be used when planning the educational activities. The manual should be seen as a flexible resource for promoting human rights education, as is an ongoing and creative process. Compass is a resource of information, tools and tips for HRE, consequently it can be used in many different ways.

The courses promoted through this call are to be organised at the initiative of national organisations or institutions interested in introducing, and developing the provisions and quality of human rights education. As capacity-building activities, the courses should develop the competences (knowledge, skills, attitudes and values) of key multipliers for human rights education such as youth leaders, trainers, youth workers, teachers and teacher trainers. And they should also contribute to processes and initiatives for EDC/HRE at the national level initiated by youth organisations or other education institutions. In other words: the courses are important both for the quality of the learning that they provide *and* for the potential that they have in promoting human rights education.

Project partners may therefore include local or national organisations or institutions interested in introducing, and developing the provisions and quality of human rights education, such as:

- non-governmental youth organisations and/or other non-governmental organisations;
- governmental organisations focused on human rights, youth and/or education;
- institutions involved in human rights education;
- national networks of human rights activists and/or human rights educators.

Partnerships between different (types of) organisations are thus encouraged because this reinforces the potential strategic impact of the courses.

### **Support provided by the Council of Europe**

The Council of Europe provides three types of support for these activities:

- a) **Financial support** in the form of grants (details below).
- b) **Institutional support**, in the form of recommendation letters to potential partners and funders; official Council of Europe representation; provision of educational materials, visibility of the activities in institutional Internet sites and documents; communication with publishers of Compass and Compasito translations.
- c) **Educational support**, by recommending or contracting a trainer(s) with relevant experience to be part of the educational team of the courses.

The organisers of training courses included in the 2019 programme will be invited for a **preparatory workshop** which will be held on 21 to 23 of January 2019 at the European Youth Centre in Strasbourg. The workshop will deal with the practical and administrative matters of the courses and, especially, their educational aspects.

### **III. BUDGET AVAILABLE FOR FINANCIAL SUPPORT**

The indicative total available budget under this call for proposals is 41000 Euros. Based on previous experience, the Council of Europe intends to award activities with grants of an average of 5500 €.

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. CRITERIA AND REQUIREMENTS**

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

The support, including financial grants, will be awarded to support the design, implementation and evaluation of national or regional<sup>1</sup> training courses for trainers and/or multipliers in human rights education with young people.

#### **2. General conditions and criteria**

The applications for national/regional training courses must fulfill, cumulatively, the following criteria and conditions:

- a) Aim at developing the competences (knowledge, skills, attitudes and values) of key multipliers in human rights education with young people such as youth leaders, trainers, youth workers, teachers and teacher trainers;
- b) Foresee a programme and methodology based on the approaches outlined in *Compass* (an introduction to *Compass* and its approaches; experience in using the manual and how to adapt it to the participants' contexts is considered essential);
- c) Support and advocate for EDC/HRE at national level based on the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education;
- d) Foresee a follow-up of the course by the participants, including for example measures to support national networks of organisations and trainers/multipliers involved in human rights education with young people;
- e) Provide the participants with copies of *Compass* in their language(s), where this is possible;
- f) Envisage linking with and building upon previous initiatives, projects and programmes on human rights education with young people at national level.
- g) Are prepared for, and open to, participants from a variety of organisations and institutions.
- h) Have a minimum duration of 4 consecutive working days;
- i) Involve at least 18 and a maximum of 40 participants/learners.

#### **3. Prioritisation criteria**

Preference will be given to activity proposals which:

- a) Are organised in co-operation between two or more partner organisations;

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<sup>1</sup> **Regional** is to be understood as cross borders (i.e. neighbouring countries) or covering countries sharing a common language.

- b) Are to be held in countries where newly published translations of *Compass* or *Compasito* can be introduced to key multipliers (e.g. trainers, youth leaders, school teachers, etc.)
- c) Are to be held in countries where no similar course has been organised in the past two years<sup>2</sup>;
- d) Foresee cooperation between the non-formal and formal educational sectors and actors;
- e) Are complementary to other priorities and activities of the Youth for Democracy programme.

#### **4. Non-eligible projects**

The following types of action will **not** be considered:

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

Please see also the exclusion criteria below.

#### **5. Implementation period**

The implementation period of the projects should start on 1 March 2019 (see indicative timetable under VIII. below) and shall not extend beyond 30 November 2019.

Reporting requirements shall be completed on 15 December 2019.

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).

#### **6. Budgetary requirements**

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) where the Council of Europe financial support amounts to a maximum of 5500€ (five thousand five hundred euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Candidates are reminded that the support of the Council of Europe should be complementary to other funding sources, private or public, national or international. It is mandatory for Each Grantee 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.

#### **7. 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;

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<sup>2</sup> In 2018 and 2017 supported courses were held in Bulgaria, Croatia, Cyprus, France, Georgia, Germany, Hungary, Iceland, Italy, Montenegro, Portugal, Russian Federation, Slovakia, Slovenia, Spain and Ukraine

- 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.

## 8. Reporting requirements

- **narrative reporting:** 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 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.

Both reports are to be submitted within **30 days** after the end of the activity.

## V. APPLICATION PROCEDURE

### 1. Documents to be submitted

Each application must include:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**) if financial support is being requested.

Applications that are incomplete will not be considered.

### 2. Questions

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 French, and shall be exclusively sent to the

following address: [youth.HRE@coe.int](mailto:youth.HRE@coe.int) with the following reference in subject: Call NTCHRE2019/Questions

### **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: [youth.HRE@coe.int](mailto:youth.HRE@coe.int). Emails should contain the following reference in subject: NTCHRE/Country name/Applicant organization(s) name

Applications must be received **before 30 November 2018 (at 23:00 CET)**. 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 will be assessed by an Evaluation Committee composed of administrators and educational advisors of the Education and Training Division of the Youth Department of the Council of Europe.

The procedure shall be based on the underlying principles of grant award procedures: 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](#).

### **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 16**).

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.

## **1. Eligibility criteria**

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

- be one of the following: non-governmental youth organisations and/or other non-governmental organisations; governmental organisations primarily those focused on human rights, youth and/or education; institutions involved in human rights education; national networks of human rights activists and/or human rights educators.
- be legally registered in a state party to the European Cultural Convention
- be entitled to carry out the activities described in its project proposal;
- 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.

## **2. Award criteria**

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objectives and priorities of the call (40%)
- the quality, clarity and consistency of the educational programme proposed (30%)
- the cost-effectiveness of the application and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and staff (10%).

## **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>	6 November 2018
<b>Deadline for submitting applications</b>	30 November 2018
<b>Information to applicants on the results of the award procedure</b>	18 December 2018
<b>Preparation workshop</b>	21 – 23 January 2019
<b>Preparation of the grant agreements</b>	1-28 February 2019
<b>Implementation period</b>	1 March – 30 November 2019

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