



CALL FOR PROPOSALS

SUPPORTING THE INTEGRATION OF INTERNALLY DISPLACED PERSONS:
HUMAN RIGHTS PROTECTION, EMPOWERMENT AND CAPACITY BUILDING

VC1874/BH8562/2019

Project	Council of Europe Project “Internal Displacement in Ukraine: Building Solutions”
Awarding entity	COUNCIL OF EUROPE Directorate General on Human Rights and Rule of Law Human Rights Policy and Co-operation Department Independent Human Rights Bodies Division Council of Europe Office in Ukraine
Funding	Council of Europe Action Plan for Ukraine 2018-2021
Duration	Projects shall be implemented by 01 May 2020. Reporting requirements shall be completed by 01 June 2020.
Estimated starting date	16 September 2019
Issuance date	30 May 2019
Deadline for applications	28 June 2019

This call for proposals will be published in English.

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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**)
- 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;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank in UAH (Ukrainian hryvnia) account in the name of the applicant(organisation);
 - Evidence of the organisation's record and experience in the field of IDPs;
 - CVs of the key staff involved in the implementation of a proposed project
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: Internally.Displaced.Persons@coe.int
- Emails should contain the following reference in subject: **Grants_IDPs_ 8562**
- Applications must be received **before 28 June 2019 (23:59, CET)**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Internal Displacement in Ukraine: Building Solutions”.

It aims to co-fund national/regional/local projects to enhance the successful integration of internally displaced persons (hereafter “IDPs”), addressing crucial issues they face and promoting mid- and long-term solutions for IDPs and affected communities in line with Council of Europe standards.

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 project “Internal Displacement in Ukraine: Building Solutions” (hereafter “the Project”) is implemented under the framework of the Council of Europe Action Plan for Ukraine 2018-2021.

The purpose of the Project is to strengthen the capacities of internally displaced persons, displaced professionals, displaced institutions and other key stakeholders to improve the human rights protection and access to justice of IDPs in Ukraine. The Project empowers internally displaced persons in Ukraine as agents of change *inter alia* by emphasizing their direct participation, engagement and contribution in the overall activities of the Project, paying particular attention as well to the active participation and contribution of women. .

In particular, the Project aims at:

- Improving services for and by IDPs, in particular by enhancing key skills of IDPs and displaced professionals, as well as other key stakeholders working on IDP-issues, and strengthening capacities of displaced institutions through tailor-made tools and trainings, with distinct focus on access to justice, housing- and property rights;
- Strengthening the legal and regulatory framework on internal displacement, in particular as regards access to justice, housing and property rights, with active contribution and participation of IDPs, displaced professionals and displaced institutions in the process.
- Empowering IDP agency and integration at local and regional level through *inter alia* engaging IDP-led NGOs, Project-trained IDPs, displaced professionals and displaced institutions, and other trained stakeholders working on IDP-issues, in designing and implementing local/regional activities addressing issues where IDPs are most in need (depending on the specific circumstances, addressing such issues as vulnerability, access to justice, housing and property rights, non-discrimination, livelihoods, access to education, civil documentation, etc.)

Project partners include Ministry of Temporarily Occupied Territories and Internally Displaced Persons of Ukraine, Ministry of Social Policy of Ukraine, Ministry for Regional Development, Building and Housing of Ukraine, Ministry of Education and Science of Ukraine (Department of Higher Education), Ukrainian Parliament Commissioner for Human Rights, State Fund for Youth Housing Assistance, Coordination Centre for Free Legal Aid Provision, National School of Judges of Ukraine, National Notary Chamber of Ukraine, as well as leading law universities and faculties of Ukraine, including displaced universities, civil society organisations and local authorities.

Detailed information about the Project activities can be found on the link <https://www.coe.int/en/web/kyiv/idps2>

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 5 952 000,00 UAH (five million nine hundred and fifty two thousand Ukrainian hryvnia), which is equivalent to 200 000 EUR, rate of the National Bank of Ukraine on 30.05.2019. The Council of Europe intends to award 4 grants of a maximum amount of 1 488 000,00 UAH (one million four hundred and eighty eight thousand Ukrainian hryvnia) each, which is equivalent to 50 000 EUR, rate of the National Bank of Ukraine on 30.05.2019.

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 may fund projects *inter alia* designed to:

- implement gender-sensitive services and/or practices towards vulnerable individuals and groups among IDPs, addressing particular issues they face and/or eliminating obstacles to their integration, empowerment and well-being;
- strengthen legal and court practices as well as administrative procedures as regards access of IDPs and affected population to justice, housing and property rights;
- support displaced institutions and displaced professionals in developing and implementing mid- and long-term strategies/action plans of their development and strengthening professional networks;
- develop online tools and/or other kinds of user-friendly materials facilitating access of IDPs to information, counselling and/or other services;
- organize IDP-oriented capacity building, networking activities, actions and/or events with clear practical results;
- conduct a regional and/or local level needs assessment of IDPs followed up by concrete responsive measures implemented by grantees;
- foster participation of IDPs in decision making processes and incorporate IDP issues into strategic plans and actions at regional and/or local level, taking into account ongoing reforms in Ukraine (social services, including ones in response to domestic violence and violence against women, decentralization etc.);
- organize trainings and/or consultancies for and with IDPs who will further perform as peer trainers/consultants ensuring better access of internally displaced persons to legal information, consultations, counseling and/or other relevant services;
- develop models of community resilience adapted to Ukrainian realities, and implement these in pilot communities;
- develop and/or strengthen referral mechanisms and inter-agency cooperation in support of IDPs.

The scope of the projects should ideally not be limited to Luhansk and/or Donetsk regions only. Actions in communities across Ukraine with high presence of IDPs are encouraged.

The above is not an exhaustive listing but gives an indication of the nature of expected results in the projects proposed. The active participation, engagement and contribution of IDPs themselves in all actions is also expected, with particular attention also paid to gender.

2. Means of action

Projects may include but are not limited to:

- organisation of activities, actions and events (for example, workshops, trainings, forums, seminars etc.);
- provision of services and consultations;
- implementation of awareness raising campaigns, development and dissemination of information materials and media products;
- development or advancing of online tools and/or other user-friendly tools/mechanisms;
- creation or enhancing of referral mechanisms and/or multi-stakeholder working groups etc. for the benefit of IDPs;
- implementation of applied research and/or needs assessment with concrete and practical follow-up responses.

3. Implementation period

The implementation period of the projects should start on **16 September 2019** (see indicative timetable under VIII. below) and shall not extend beyond **1 May 2020**.

Reporting requirements shall be completed on **1 June 2020** 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:

- internally displaced persons;
- displaced institutions and displaced professionals;
- local/regional authorities and host communities;
- IDP-led NGOs;
- institutions and/or NGOs providing services to IDPs.

The above list is not exhaustive and projects may propose to target other relevant stakeholders, keeping in mind the general objectives 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 1 488 000,00 UAH (one million four hundred and eighty eight thousand Ukrainian hryvnia). The estimated budget must be consistent, accurate, clear, complete and cost-effective in 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 different vulnerable individuals/groups of IDPs;
- Projects/actions presenting efficient models of cooperation with a wide range of stakeholders (other actors, local authorities, state institutions etc.);
- Projects/actions with concrete, practical results and measurable sustainability of the results;
- Projects/actions incorporating gender mainstreaming;
- Projects/actions furthering the practical application of Council of Europe standards in the field of internal displacement.

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;
- Projects/actions supporting academic research and/or academic publications;
- Projects/actions concerning only or mainly trainings of legal professionals (lawyers, advocates, judges etc.) on legal matters.

8. Funding 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;
- 30 % will be paid after interim financial and narrative report is accepted;
- the final balance (20 %) 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;
- **Financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (UAH), 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 specific events, for example workshops, trainings, seminars, conferences etc., 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:
 - Certificate(s) of registration as a non-profit organisation;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank UAH account in the name of the applicant(organisation);
 - Evidence of the organisation's record and experience in the field of IDPs;
 - CVs of the key staff involved in the implementation of a proposed project

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe Project “Internal Displacement in Ukraine: Building Solutions”: <https://www.coe.int/en/web/kyiv/idps2>

Other **questions regarding this specific call for proposals must be sent at the latest five working days** before the deadline for the submission of proposals, in English and shall be exclusively sent to the following address: Internally.Displaced.Persons@coe.int with the following reference in subject: **Grants_IDPs_8562**

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: Internally.Displaced.Persons@coe.int

Emails should contain the following reference in subject: **Grants_IDPs_8562**

Applications must be received **before 28 June 2019 (23:59, CET)**. Applications received after this 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 by 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;
- be entitled to carry out in Ukraine activities described in its project proposal;
- have been active for at least three years in the field of work with internally displaced persons and/or human rights issues and/or other related fields, including experience of implementation of projects under support of international donors;
- 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	30 May 2019
Deadline for submitting applications	28 June 2019
Information to applicants on the results of the award procedure	22 July 2019
Signature of the grant agreements	27 August 2019
Implementation period	16 September 2019 to 1 May 2020

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