



CALL FOR PROPOSALS

Grants to civil society organisations for providing tutoring to upper secondary students
BH4767/141

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| Project | Joint European Union / Council of Europe Project Building Capacity for Inclusion in Education - INCLUDE |
| Awarding entity | COUNCIL OF EUROPE Directorate General of Democracy and Human Dignity - Directorate of Democratic Participation Education Department Council of Europe Office in Pristina |
| Funding | Project is co-funded by the Council of Europe and the European Union |
| Duration | Projects shall be implemented by 20 October 2023. Reporting requirements shall be completed by 10 November 2023. |
| Estimated starting date | 16 December 2022 |
| Issuance date | 28 October 2022 |
| Deadline for applications | 20 November 2022 |

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APPENDICES:

- Appendix I - Application Form
- Appendix II - Estimated Budget (Template)
- Appendix III - Template Grant Agreement (for information only)

HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach an estimated budget (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
 - **documents certifying the registration of the CSO;**
 - **financial statements authorised by a financial officer of the CSO (eg. Income and expenditure report for 2021);**
 - **CVs of staff members who will be involved in project implementation;**
 - **proof of previous experience in provision of tutoring**
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: education.pristina@coe.int. Emails should contain the following reference in subject: Application-Grants for providing tutoring
- Applications must be received **before 20 November 2022 (at 23:59 Central European Time - CET)**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Building Capacity for Inclusion in Education - INCLUDE”. It aims to co-fund a local project proposed by civil society organisations aiming to provide tutoring for upper secondary students from Roma, Ashkali and Egyptian communities in Kosovo*.

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 joint European Union and Council of Europe project “Building Capacity for Inclusion in Education – INCLUDE” is a four-year project (2020-2023), co-financed by the European Union and Council of Europe and implemented by the Council of Europe.

The purpose of the Project is to improve access to quality education for students from disadvantaged groups in pre-primary, primary and secondary education in line with the Beneficiary’s domestic policies and priorities and Council of Europe standards and practices.

One of the specific outcomes of the project is improved enrolment, attendance and learning outcomes of Roma, Ashkali and Egyptian children in pre-primary, primary and secondary education. This will be achieved among other actions through provision of tutoring program to upper secondary school students.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 40 000 € (forty thousand Euros). The Council of Europe intends to award one grant of a maximum amount of 40 000 € (forty thousand Euros).

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 grant will fund provision of tutoring for the Roma, Ashkali and Egyptian students from upper secondary schools.

The tutoring should be aimed at providing school tutoring in basic subjects including math and languages with an objective to improve participation, learning outcomes and completion of secondary level of schooling for Roma, Ashkali and Egyptian girls and boys.

2. Means of action

Projects may include:

- assessment of tutorship needs;

* This designation is without prejudice to positions on the status and is in line with the UNSCR 1244/1999 and the ECJ opinion on the Kosovo Declaration of Independence.

- group and/or one-on-one tutoring in basic subjects and depending on students' needs;
- monitoring and evaluation of the tutoring and students learning progress.

The selected civil society organisation shall conclude Memorandum of Understanding with municipalities where the tutoring will take.

The selected civil society organisation should have an established pool of tutors.

The selected civil society organisations should avoid conflict of interest; tutors cannot be teachers of students attending the same school.

3. Implementation period

The implementation period of the project should start on **16 December 2022** (see indicative timetable under VIII. below) and shall not extend beyond **20 October 2023**.

Reporting requirements shall be completed on **10 November 2023 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:

- Roma, Ashkali and Egyptian girls and boys from the upper-secondary level.

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 40 000€ (forty 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 including a plan for co-operation with parents and schools.

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**);
- the other supporting documents:
 - **documents certifying the registration of the CSO;**
 - **financial statement authorised by a financial officer of the CSO (eg. Income and expenditure report for 2021);**
 - **CVs of staff members who will be involved in project implementation;**
 - **proof of previous experience in provision of tutoring.**

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the project: <https://pjp-eu.coe.int/en/web/building-capacity-for-inclusion-in-education>

Other questions regarding this specific call for proposals must be sent at the latest on 13 November 2022 (at 23:59 CET), in English, Albanian or Serbian and shall be exclusively sent to the following address: education.pristina@coe.int, with the following reference in subject: Question – grants for tutoring.

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: education.pristina@coe.int. Emails should contain the following reference in subject: Application – grants for providing tutoring.

Applications must be received **before 20 November 2022 (at 23:59 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 presented will be assessed by an Evaluation Committee composed of 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 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;
1. 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, 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), 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 civil society organisation;
- be entitled to carry out in activities described in its project proposal in Kosovo;
- have been active for at least 5 years in supporting Roma, Ashkali and Egyptian communities, including in the field of informal education;
- 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 of the experience of the applying organisation(s) and staff, including experience in providing tutoring to Roma, Ashkali and Egyptian students (35%);
- the extent to which the action meets the requirements of the call (25%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- the relevance and added value of the project with regard to the objective of the call (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 Grantee 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 | 28 October 2022 |
| Deadline for submitting applications | 20 November 2022 |
| Information to applicants on the results of the award procedure | 9 December 2022 |
| Signature of the grant agreements | 15 December 2022 |
| Implementation period | 16 December 2022 - 20 October 2023 |

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