

CALL FOR PROPOSALS

DELIBERATIVE PROCESS AT THE LOCAL LEVEL IN BOSNIA AND HERZEGOVINA

“Innovating democratic participation at local level in Bosnia and Herzegovina”

Project	Innovating democratic participation at local level in Bosnia and Herzegovina
Awarding entity	COUNCIL OF EUROPE Congress of Local and Regional Authorities
Funding	Council of Europe Action Plan for Bosnia and Herzegovina 2022-2025
Duration	Project shall be implemented by 29 February 2024. Reporting requirements shall be completed by 29 March 2024.
Estimated starting date	1 February 2023
Issuance date	3 November 2022
Deadline for applications	28 November 2022

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- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)
- Appendix IV – Unofficial translation in the local language of the application package – for information only (Application Form; Call for Proposals; Provisional Budget; Template Grant Agreement).

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:
 - Rrelevant strategies/action plans and practices of citizen engagement (if applicable, acceptable in local languages)
 - CV in Europass format of the Project Co-ordinator for the implementation of the Grant
 - Organisational chart of the local authority administration and a list of relevant units/departments that will be directly engaged in the project implementation
- The application package should be submitted in English.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: bh8794-bih.tender@coe.int. Emails should contain the following reference in subject: Application_Local deliberative process_Municipality/City <name>.
- Applications must be received **before 28 November 2022 (18:00h CET)**.

INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “[Innovating democratic participation at local level in Bosnia and Herzegovina](#)”. The Project is implemented by the Congress of Local and Regional Authorities as part of the [Council of Europe Action Plan for Bosnia and Herzegovina 2022-2025](#).

It aims to co-fund a local project aimed at enhancing citizen participation in local decision making through organisation of a tailored deliberative process based on the principle of randomness, inclusiveness, high-quality and well-thought decisions as well as openness and transparency. The randomly selected group of citizens is to be formed taking into account demographic criteria in order to represent a municipality/city, region or a country. The role of a deliberative process is to thoroughly analyse a given subject, hold discussions on various dimensions of the topic, offer solutions and its pros and cons, and then deliberate and produce final recommendations for relevant authorities.

As part of its efforts to promote deliberative democracy, the Council of Europe Congress has already supported the organisation of a first [Citizens’ Assembly](#) in the City of Mostar in July 2021. In order to foster democracy closer to citizens with meaningful impact on local decision making, the Congress will support the implementation of a tailored methodology for citizens’ deliberation aimed at more inclusive and informed decision-making.

I. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The purpose of the project is to enhance the quality of local democracy and create opportunities for citizens to engage in innovative participatory processes in Bosnia and Herzegovina. In particular, it aims to promote new democratic approaches, open government, public ethics, transparent and inclusive local policy making in the country. It also intends to contribute to reaching Sustainable Development Goals 5 (Gender equality), 11 (Sustainable cities and communities), 16 (Peace, justice and strong Institutions) and 17 (Partnership for the goals).

Capacity development activities are proposed to local authorities across the country with a view to fostering collaborative governance and co-creation with citizens and civil society.

Project partners include the Association of Municipalities and Cities of the Federation of Bosnia and Herzegovina, the Association of Municipalities and Cities of the Republic of Srpska and the City of Mostar.

Project beneficiaries include local elected representatives and public civil servants from selected authorities, citizens, civil society and media in Bosnia and Herzegovina.

The project is implemented until June 2024.

II. BUDGET AVAILABLE

The indicative available budget under this call for proposals is EUR 40.000,00 (forty thousand Euros). The Council of Europe intends to award 1 (one) grant of a maximum amount of EUR 40.000,00 (forty thousand Euros).

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.

III. REQUIREMENTS

1. General objective

The grant will fund a project designed to prepare, organise, implement and follow-up on a deliberative process in one local authority in Bosnia and Herzegovina.

2. Means of action

Project may include the following means of action:

1. Implementation of a deliberative process based on a tailored methodology that includes but is not limited to: random selection of citizens, participatory selection of the topic, the setting up of the governance structure, ensuring a qualitative learning phase with diversified inputs, ensuring means for transparent communication with citizens and organisation of technical services for the process.
2. Following up on citizens' recommendations stemming from deliberative process.

Please note that the Council of Europe will provide additional expert support for the selected authority on the following:

1. Capacity development of the local officials and staff to implement and follow up on a deliberative process.
2. Design of a specific methodology for a deliberative process tailored for the context in selected local authority, which may include, but is not limited to:
 - Governance structure of the process
 - Selection of the topic of the deliberative process
 - Agenda – setting of the process
 - Method for random selection of citizens

3. Implementation period

The implementation period of the project should start on 1 February 2023 (see indicative timetable under VIII. below) and shall not extend beyond 29 February 2024.

Reporting requirements shall be completed on 29 March 2024 **at the latest**.

Project completed prior to the date of submission of the applications will be automatically excluded. As regard project 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

Project should target in particular the following key stakeholders:

- Local authorities based at the territory of Bosnia and Herzegovina.
- Local elected representatives and public civil servants.
- Citizens of the applicant local community.
- Civil society organisations at local level.
- Media.

The above list is not exhaustive and project 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 EUR 40.000,00 (forty thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed and means of actions necessary to organise a deliberative process. Municipal staff should not be included in the estimated budget (except in the case of in-kind contribution by the Grantee) and no more than 5% of the total estimated budget should be spent on services such as purchase of technical equipment and supplies.

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:

- Project/actions clearly identifying follow-up steps and prospects for sustainability.
- Project/actions showing the ways in which they may contribute to the UN Sustainable Development Goals (Agenda 2030).

7. The following types of action will not be considered:

- Project/actions providing financial support to third parties (re-granting schemes);
- Project/actions concerning only or mainly individual scholarships for studies or training courses;
- Project/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 when the Grant Agreement between the Parties is signed;
- the balance will be paid to the Grantee 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 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 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 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.

IV. 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:
 - relevant strategies/action plans and practices of citizen engagement (if applicable, acceptable in local languages);
 - CV in Europass format of the Project Co-ordinator for the implementation of the Grant;
 - organisational chart of the local authority administration and a list of relevant units/departments that will be directly engaged in the project implementation.

The application package should be submitted in English. Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe: <https://www.coe.int/en/web/sarajevo/innovating-democratic-participation-at-local-level-in-bosnia-and-herzegovina>

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, and shall be exclusively sent to the following address: bh8794-bih.tender@coe.int, with the following reference in subject: Question_Local deliberative process_Municipality /City <name>.

3. Deadline for submission

The application form, **completed and signed by the Grantee**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: bh8794-bih.tender@coe.int. Emails should contain the following reference in subject: Application_Local deliberative process_Municipality/City <name>.

Applications must be received **before 28 November 2022 (18:00h 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.

V. EVALUATION AND SELECTION PROCEDURE

The projects presented will be assessed by an Evaluation Committee composed of five 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.

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.

2. Eligibility criteria:

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

- be legally constituted as a local authority in Bosnia and Herzegovina;

- have demonstrated motivation to implement the proposed activities; 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 the 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 the added value of the proposal, with regard to specific elements of the deliberative process and objectives of the call (40%);
- the relevance and the added value of the expected results and prospects of sustainability (20%);
- the resources invested by the local administration: budget, time, staff, commitment to continuing after the end of this project, etc. (10%)
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- the experience and expertise in citizen participation of the applying local authority and staff (10%).

VI. 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.**

VII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	3 November 2022
Q/A (online) session	14 November 2022, 10.00h Click here to join the meeting Meeting ID: 344 800 317 133 Passcode: W87Cv7
Deadline for submitting applications	28 November 2022
Information to applicants on the results of the award procedure	17 January 2023
Signature of the grant agreement	24 January 2023
Implementation period	1 February 2023 – 29 February 2024

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