



## CALL FOR PROPOSALS

### GRANTS FOR ACTIVITIES ENHANCING PARTICIPATION OF NATIONAL MINORITIES AND ROMA IN THE DECISION-MAKING AT THE LOCAL LEVEL

2024/03

<b>Project</b>	“Supporting the reform of the national minority legal framework and the resilience of national minorities and Roma in Ukraine”
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> DGII, Anti-Discrimination Department
<b>Funding</b>	Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” 2023-2026
<b>Duration</b>	Projects shall be implemented by 30 September 2024. Reporting requirements shall be completed by 31 October 2024.
<b>Estimated starting date</b>	01 June 2024
<b>Issuance date</b>	22 April 2024
<b>Deadline for applications</b>	17 May 2024

# TABLE OF CONTENTS

I. INTRODUCTION .....	3
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT .....	3
III. BUDGET AVAILABLE.....	3
IV. REQUIREMENTS.....	4
1. General objective.....	4
2. Means of action .....	4
3. Implementation period.....	4
4. Target stakeholders.....	4
5. Budgetary requirements.....	4
6. Further to the general objective, preference will be given to: .....	5
7. The following types of action will not be considered: .....	5
8. Funding conditions:.....	5
9. Reporting requirements: .....	5
V. HOW TO APPLY? .....	6
1. Documents to be submitted:.....	6
2. Questions .....	6
3. Deadline for submission .....	7
4. Change, alteration and modification of the application file .....	7
VI. EVALUATION AND SELECTION PROCEDURE.....	7
1. Exclusion criteria: .....	7
2. Eligibility criteria: .....	8
3. Award criteria .....	8
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS .....	8
VIII.INDICATIVE TIMETABLE.....	8

## 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:
  - Statute of the organisation, or the equivalent;
  - Income and expenditure statement for the year of 2023;
  - Certificate(s) of registration as a non-profit organisation;
  - Plan of work for the proposed project (list of activities);
  - CV(s) of the project manager(s);
  - Letter of support on cooperation with local authorities.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: [tenders.antidiscrimination@coe.int](mailto:tenders.antidiscrimination@coe.int). Emails should contain the following reference in subject: GRANTS-MINORITIES AND ROMA-UKRAINE.
- Applications must be received at the latest at 23:59 Kyiv local time (GMT+2) on **17 May 2024**.

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project “Supporting the reform of the national minority legal framework and the resilience of national minorities and Roma in Ukraine” implemented till 31 December 2024, funded through the Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” 2023-2026. It aims to co-fund local projects aimed at enhancing participation of national minorities and Roma in the decision-making at the local level during the conflict, working in close cooperation with local authorities.

The Grantees will remain responsible for administration of the funds which have been granted.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain and during current circumstances.

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

The purpose of the Project is to enhance the legal and policy frameworks to protect national minority rights, help to strengthen capacities of relevant institutions at the local level, to replicate good practices at local level and disseminate them to the rest of the country through training of multipliers, changing relevant policies and enhancing networking.

In particular, it aims to:

- ensure that relevant institutions and other stakeholders effectively implement legal and policy reforms on protecting and promoting the rights of national minorities, including Roma, in accordance with the provisions of the Framework Convention for the Protection of National Minorities (FCNM) and European Charter for Regional or Minority Languages (ECRML);
- foster co-operation among local authorities, local initiative groups and national minorities, including Roma, for a stronger societal cohesion and resilience in conflict and post-conflict times. Specific attention is given to internally displaced persons from minority communities from the occupied regions in the East/Southeast of Ukraine;
- give continuity to the assistance so far provided to the Roma community in Ukraine, notably by enhancing the capacity of central and local level institutions in the field of Roma inclusion policies, as well as Roma participation in political and public life at local level.

Project partners include the Office of the Parliamentary Commissioner for Human Rights, Ministry of Foreign Affairs of Ukraine, Parliament Committee on Human Rights, Ministry of Education and Science of Ukraine, Ministry of Culture of Ukraine, State Service of Ukraine on Ethnic Policy and Freedom of Conscience, Regional State Administrations and district administrations of Ukraine dealing with protection of national minorities, civil society organisations, including national minority organisations.

The project is jointly implemented by the Anti-discrimination Co-operation Unit under the Directorate General of Democracy and Human Dignity (DGII).

Detailed information about the Project activities is available at [Supporting the reform of the national minority legal framework and the resilience of national minorities and Roma in Ukraine - Council of Europe Office in Ukraine \(coe.int\)](https://supporting-reform-coe.int/).

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 30,000 EUR (thirty thousand Euros). The Council of Europe intends to award 6 grant(s) of a maximum amount of 5,000 EUR (five thousand Euros) each.

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 projects designed to strengthen local initiative groups, coalitions and platforms built within the COE Project, that will enhance participation of national minorities and Roma in the decision-making at the local level during the conflict, working in close cooperation with regional and local authorities.

##### **2. Means of action**

Projects may include specifically tailored activities to the conflict circumstances, notably by proposing the following sample activities:

- Assistance at the local level to internally displaced representatives of national minorities and Roma due to the conflict to support their active participation in social and public life;
- Provision of legal and other social form of assistance to youth from national minorities in cooperation with public institutions to promote their participation in local public governance;
- Awareness-raising activities targeting national minority groups and civil society organizations aimed at raising awareness on social challenges and political issues, as well as on the important role of national minorities in solving these problems.

The Grant requires the cooperation of the applicant with local authorities as mentioned above (recorded by a letter of support).

##### **3. Implementation period**

The implementation period of the projects should start on 01 June 2024 (see indicative timetable under VIII. below) and shall not extend beyond 30 September 2024.

Reporting requirements shall be completed on 31 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 should target in particular the following key stakeholders:

- Non-governmental organisations, local authorities, representatives of self-governance bodies in the territorial communities, national minority organisations, general public, including and notably citizens/people belonging to national minorities, as well as internally displaced citizens/people.

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 and current circumstances in Ukraine.

##### **5. Budgetary requirements**

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 5,000 EUR (five thousand Euros) each. 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, with an amount equal to at least 20% of the amount of the grant. Co-financing may take the form of financial or human resources, in-kind contributions for an amount equal to the percentage indicated above or income generated by the action or project.

**6. Further to the general objective, preference will be given to:**

- Projects/actions proposed by NGOs in partnership with the authorities working with/on national minority issues during conflict times;
- Projects/actions targeting the following regions in Ukraine: Odesa, Volyn, Transcarpathia, Zaporizhzhia, Chernihiv and Vinnytsia;
- Projects/actions involving the initiatives related to combating discrimination, strengthening the participation of representatives of national communities in the decision-making process at the local level, as well as increasing the cohesion of IDPs from national minorities.

**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:
  - Statute of the organisation, or the equivalent;
  - Income and expenditure statement for the year of 2023;
  - Certificate(s) of registration as a non-profit organisation;
  - Plan of work for the proposed project (list of activities);
  - CV(s) of the project manager(s);
  - Letter of support on cooperation with local authorities.

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

*All documents shall be submitted in English (with exception of organisation’s registration certificate and statute, income and expenditure statement for the year of 2023), failure to do so will result in the exclusion of the Grantee.*

### **2. Questions**

General information can be found on the website of the Council of Europe: [Supporting the reform of the national minority legal framework and the resilience of national minorities and Roma in Ukraine - Council of Europe Office in Ukraine \(coe.int\)](https://www.coe.int/en/turkey/Supporting_the_reform_of_the_national_minority_legal_framework_and_the_resilience_of_national_minorities_and_Roma_in_Ukraine_Council_of_Europe_Office_in_Ukraine_coe.int).

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 Ukrainian, and shall be exclusively sent to the following address: [anti-discrimination@coe.int](mailto:anti-discrimination@coe.int), with the following reference in subject: QUESTIONS-GRANTS-MINORITIES AND ROMA-UKRAINE.

### **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: [tenders.antidiscrimination@coe.int](mailto:tenders.antidiscrimination@coe.int). Emails should contain the following reference in subject: GRANTS-MINORITIES AND ROMA-UKRAINE.

Applications must be received **at the latest at 23:59 Kyiv local time (GMT+2) on 17 May 2024**. 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 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 non-governmental organisation in Ukraine;
- be entitled to carry out in Ukraine activities described in its project proposal;
- have been active for at least 3 (three) years in the field of protection of national minorities, and/or human rights/anti-discrimination;
- 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**



<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	22 April 2024
<b>Deadline for submitting applications</b>	17 May 2024
<b>Information to applicants on the results of the award procedure</b>	01 June 2024
<b>Signature of the grant agreements</b>	01 June 2024
<b>Implementation period</b>	01 June 2024 – 30 September 2024

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