



## CALL FOR PROPOSALS

Grants for awareness rising campaign among the defined target groups  
BH9136.2023.16

<b>Project</b>	"Protecting the rights of Ukrainian children during and in post-war context"
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Children's Rights Division
<b>Funding</b>	Council of Europe Action Plan for Ukraine "Resilience, Recover and Reconstruction" (2023-2026)
<b>Duration</b>	Projects shall be implemented by 30 May 2024. Reporting requirements shall be completed by 30 June 2024.
<b>Estimated starting date</b>	01 November 2023
<b>Issuance date</b>	31 August 2023
<b>Deadline for applications</b>	30 September 2023

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## 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 account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation);
  - CVs of staff members who will be involved in project implementation;
  - Organisation's portfolio including record and experience in the field of combating violence against children
  - Report on the use of income (profits) of a non-profit organization (Звіт про використання доходів (прибутків) неприбуткової організації), Balance sheet (Баланс) for the most recent reporting period.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [children.ukraine@coe.int](mailto:children.ukraine@coe.int). Emails should contain the following reference in subject: **Grants – Children Ukraine**.
- Applications must be received **before September 30, 2023 (at 23:59 CET)**.

## I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project "Protecting the rights of Ukrainian children during and in post-war context". It aims to co-fund national projects aimed at raising awareness and increasing capacities to implement the relevant Council of Europe standards to prevent and protect children from violence, including in the digital environment.

The current call for proposals aims to support the implementation of national initiatives by non-governmental organisations in Ukraine. Selected non-governmental organisations will implement educational activities and raise awareness regarding rights and support services available to Ukrainian children and families subject to trauma, including as a result of the war (Sexual abuse, war-related trauma, displacement, death, etc.), and provide targeted activities, relevant tools and instruments. 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 in compliance with the provisions of the articles of the Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse (Lanzarote Convention), ratified by Ukraine in 2012, the Guidelines of the Committee of Ministers of the Council of Europe on child friendly justice adopted on 17 November 2010, [Effective guardianship for unaccompanied and separated children in the context of migration \(CM/Rec\(2019\)11\)](#), [Checklist](#) and [Handbook](#) for Parties of Lanzarote Committee: Protection of children affected by the refugee crisis from sexual exploitation and sexual abuse.

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

The Council of Europe is currently implementing a Project "[Protecting the Rights of Ukrainian Children during and in post-war context](#)". The Project aims to strengthen Ukraine's response to violence against children, including child sexual exploitation and abuse, in the context of the armed aggression of the Russian Federation.

The Project will focus on protection and promotion of children's rights, in view of the particular risks generated by the conflict for displaced children, children without parental care, unaccompanied children, child victims or witnesses of violence in line with Council of Europe standards. It will focus on enhancing the effectiveness of frameworks aimed at child friendly settings and procedures for investigation, as well as improving capacities of multiple professional target groups working with children.

The project is a direct follow-up of the previous Council of Europe projects "[Combating violence against women and children](#)" (2017-2018), "[Combating violence against children in Ukraine, Phase II](#)" (2020-2021), and "[Combating violence against children in Ukraine, Phase III](#)" (2022).

The project will be implemented within the framework of the [Council of Europe Action Plan for Ukraine "Resilience, Recovery and Reconstruction"](#) (2023-2026) by the Council of Europe Children's Rights Division and in close cooperation with the Council of Europe Office in Kyiv during 2023-2024.

Project partners include the Ministry of Internal Affairs, National Police, General Prosecutor's Office, Ministry of Education and Science, Ministry of Social Policy, Ministry of Justice, Probation Service, Commissioner of the President of Ukraine on Children's Rights, Office of the Parliamentary Commissioner for Human Rights, relevant committees of Verkhovna Rada.

## III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 1 200 000 UAH (one million two hundred Ukrainian hryvnia). The Council of Europe intends to award 2 grants of a maximum amount of 600 000 UAH (six hundred Ukrainian hryvnia).

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 raise awareness of rights and services available to Ukrainian children and families, in the context of the war of aggression initiated by the Russian Federation. The activities can target, but are not limited to, one or more of the following aspects: psychological support for children, reporting of crimes committed against children, especially child sexual exploitation and abuse (CSEA), including its risks, consequences and its extent and scope in Ukraine, promote child-friendly justice and child-friendly forensic interviewing standards. Secondly, activities should increase visibility and promote the Council of Europe's efforts in Ukraine among various groups of professionals through different events, develop key messages and tools to be shared on media (including social media) and via other communication channels, professional platforms and networks, etc.

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

Projects may include the following activities:

- Organisation of activities, promotions and events (for example, workshops, trainings, forums, seminars, interactive sessions, etc.);
- Facilitating Counselling (psychological, legal) or reporting of infringement of rights.
- Development and distribution of campaign materials;
- Production of media content;
- Implementation of awareness raising campaigns, development and distribution of information materials and media products;
- Development of recommendations for professionals working with children;
- Organisation of surveys for the target groups;
- Conducting interviews;
- Visibility actions.

All visibility materials produced within the grant will need to be consulted with and receive approval from the Council of Europe project team, prior to publishing or dissemination.

The activities proposed should be designed with cost-efficiency and outreach in mind, aiming to provide substantial support and information to the widest possible categories of target groups.

### **3. Implementation period**

The implementation period of the projects should start on 1 November 2023 (see indicative timetable under VIII. below) and shall not extend beyond 30 May 2024.

Reporting requirements shall be completed on 30 June 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:

- Children
- Parents and caregivers;
- Educators (teachers, school psychologists, social pedagogues);
- Law enforcement representatives (police, prosecutors, judges);
- Legal professionals working with and for children (lawyers, advocates);
- Non-legal professionals working with and for children;
- Professional groups;
- Media.

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 600 000 UAH (six hundred Ukrainian hryvnia). 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:**

- Projects/actions targeting different groups of professionals working with/for children;
- Projects/actions presenting efficient models of multidisciplinary and interagency cooperation;
- 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.

#### **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 professionals (teachers, lawyers, advocates, judges etc.).

#### **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 following documents in English:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- CVs of staff members who will be involved in project implementation;
- Organisation’s portfolio including record and experience in the field of combating violence against children

- the other supporting documents (if the original document is in Ukrainian, a summary translation into English must be provided):
  - Certificate(s) of registration as a non-profit organisation;
  - Statute and status (local, national, international) of the organisation, or the equivalent;
  - Bank statement (довідка банку про відкриття рахунку) confirming the existence of a separate bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation) dedicated for grant implementation;
  - Report on the use of income (profits) of a non-profit organization (Звіт про використання доходів (прибутків) неприбуткової організації), Balance sheet (Баланс), for the most recent reporting period.

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

## 2. Questions

General information can be found on the website of the Council of Europe Project “[Protecting the Rights of Ukrainian Children during and in post-war context](#)”.

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: [children.ukraine@coe.int](mailto:children.ukraine@coe.int) with the following reference in subject: **Questions - Grants – Children 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: [children.ukraine@coe.int](mailto:children.ukraine@coe.int) with the following reference in subject: **Grants – Children Ukraine**

Applications must be received **before 30 September 2023 (at 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 staff members of the Council of Europe:

- Oksana Pugach, Project Assistant, "Protecting the rights of Ukrainian children during and in post-war context"
- Zemfira Kondur, Senior Project Officer, “Supporting the reform of the national minority legal framework and the resilience of national minorities and Roma in Ukraine”
- Teresa Gil-Ricol, Junior Project Officer, Children’s Rights Division

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 years in the field of protection children from violence and/or sexual exploitation and sexual abuse including in the digital environment and/or other related fields, including experience of implementation of projects funded by 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 contribute by way of its own resources the 20% of grant amount before the payment of the final instalment (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 separate bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation) dedicated for the grant implementation.

**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, and the extent to which the action meets the requirements of the call (60%)
- 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>	31 August 2023
<b>Deadline for submitting applications</b>	30 September 2023
<b>Information to applicants on the results of the award procedure</b>	20 October 2023
<b>Signature of the grant agreements</b>	1 November, 2023
<b>Implementation period</b>	1 November 2023 – 30 May 2024

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