



CALL FOR PROPOSALS

GRANTS TO SUPPORT ACTIONS IN THE SPHERE OF SOCIAL RIGHTS IN UKRAINE

No. 9138-30

Project	Council of Europe project “Enhanced social protection in Ukraine”
Awarding entity	COUNCIL OF EUROPE Council of Europe Office in Ukraine
Funding	Council of Europe Action Plan for Ukraine “Resilience, Recover and Reconstruction”
Duration	Projects shall be implemented by 15 July 2024. Reporting requirements shall be completed by 15 August 2024.
Estimated starting date	15 January 2024
Issuance date	20 October 2023
Deadline for applications	19 November 2023

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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:
 - copy of the registration documents, including the certificate as a non-profit organisation (to be submitted in Ukrainian);
 - bank certificate confirming bank details (to be submitted in English);
 - copy of the Statute of the organisation, or the equivalent (to be submitted in Ukrainian);
 - Income and expenditure statement for 2022 (to be submitted in Ukrainian);
 - CVs of permanent and temporary staff to be involved in the grant implementation (to be submitted in English);
 - organisation's portfolio including record and experience in the sphere of social rights protection in Ukraine (to be submitted in English).
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: socialrightsua@coe.int. Emails should contain the following reference in subject: **Grant proposal_9138-30**.
- Applications must be received **before 19 November 2023 (at 23:59 CET)**

I. INTRODUCTION

This call for proposals is launched within the Council of Europe Project “Enhanced Social Protection in Ukraine” implemented by the Council of Europe until 31 December 2024 in the framework of the Council of Europe Action Plan for Ukraine “Resiliency, Recovery and Reconstruction” for 2023-2026.

It aims to co-fund national/local projects aimed at supporting actions of the non-governmental organisations in Ukraine in the sphere of social rights in Ukraine. 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 European Social Charter and the case law of the European Committee of Social Rights.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Project “Enhanced Social Protection in Ukraine” (hereinafter – the Project) is aimed to attain that people from vulnerable groups, including war-affected population in Ukraine, enjoy improved level of social rights and social protection. To achieve this, a combination of targeted activities is envisaged in two directions - through further aligning the policy and legislative framework on social rights with the European standards, including the European Social Charter and case law of the European Committee of Social Rights, as well as contributing to promoting by national and regional authorities the social rights of people from vulnerable groups and the general public, in particular addressing issue of non-take up of social rights.

The protection of social human rights has become especially imminent with the beginning of the full-scale war in Ukraine, given the forced displacement of millions of people (both internally and abroad), the loss of homes, property, employment and means of livelihood by hundreds of thousands of people, damage to physical and psychological health, and many more. The Project is aimed at further supporting Ukrainian authorities in addressing current challenges posed by the war in the area of social rights, implementing the reforms already embarked in above mentioned areas, in line with the requirements of the European Social Charter and relevant European standards and ensuring that the post-war recovery phase is as short and effective as possible.

The Project partners include the Ministry of Social Policy of Ukraine, the Parliament Committee on Social policy and protection of rights of veterans, Ombudsperson’s Office in Ukraine, Office of the President of Ukraine, national authorities working in the social rights sphere, civil society and international organisations.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 80 000.00 EUR (eighty thousand euros). The Council of Europe intends to award up to 6 grants of a maximum amount of 20 000.00 EUR (twenty 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 supporting actions of the non-governmental organisations in Ukraine in the sphere of social rights in Ukraine. They should aim at strengthening the social rights policies and practices on local and national levels in Ukraine in compliance with the European standards in the field of social and economic rights, and include one or more of the following areas: right to work (vis-à-vis Art. 1-4 European Social Charter

(ESC), right to protection of health (vis-à-vis Art. 11 ESC), rights of children (vis-à-vis Art.7&17 ESC), right to benefit from social welfare services (vis-à-vis Art. 14 ESC), rights of persons with disabilities (vis-à-vis Art. 15 ESC), rights of older persons (vis-à-vis Art 23 ESC), right to protection against poverty and social exclusion (vis-à-vis Art. 30 ESC), right to housing (vis-à-vis Art. 31 ESC).

2. Means of action

Projects may include the following:

- Organisation of public activities and events targeting different stakeholders (e.g., workshops, trainings, forums, seminars, interactive and strategic sessions, etc.);
- Development of the training and educational materials and their distribution, including online and offline;
- Awareness-raising activities (development and distribution of communication, promotional materials, including social media content and media products);
- Analytical and expert work (expert research, analysis, surveys, producing recommendations etc.)
- Visibility actions etc.

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 not earlier than on **15 January 2024 (see indicative timetable under VIII. below) and shall not extend beyond 15 July 2024.**

Reporting requirements shall be completed on **15 August 2024 at the latest.**

Projects completed prior to the date of submission of the applications will be automatically excluded. As regards 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:

- Vulnerable groups of people, including, but not limited to persons with disabilities, older persons, children, veterans and war-affected population;
- National and regional authorities developing and implementing social policies;
- Local social services providers, social workers;
- Legal professionals;
- Students, pupils.

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 20 000.00 EUR (twenty 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:

- Projects/actions proposed by non-governmental institutions which are aimed at:
 - strengthening the institutional capacities of the **national and local** authorities responsible for the development and implementation of the social policy in Ukraine, e.g. Ministry of Social Policy of Ukraine, Ombudsperson's Office of Ukraine, Adviser-Commissioner of the President of Ukraine on Barrier-Free issues, local self-government bodies and oblast military administrations etc.;
 - strengthening the development and implementation of the social policies in line with the European Social Charter standards and best European practices, including on efficient, quality and timely social services at local and regional level, to reduce poverty, to facilitate alternative care forms of social support to older persons and persons with disabilities, on exercising the right to housing, protection from social exclusion of vulnerable groups in Ukraine;
 - awareness raising campaigns on social rights and their protection mechanism devoted to the new model of social policy, including addressing the issue of non-take up of social rights;
 - developing materials for teaching social human rights and their piloting in the schools in Ukraine;
- Projects/actions targeting national and local authorities, local social services providers, social workers and pupils in the schools;
- 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 and practical application of the 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.
- Project/actions funding activities taking place outside Ukraine.
- Projects/actions supporting academic research and/or academic publications.

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:
 - copy of the registration documents, including the certificate as a non-profit organisation (to be submitted in Ukrainian);
 - bank certificate confirming bank details (to be submitted in English);
 - copy of the Statute of the organisation, or the equivalent (to be submitted in Ukrainian);
 - Income and expenditure statement for 2022 (to be submitted in Ukrainian);
 - CVs of permanent and temporary staff to be involved in the grant implementation (to be submitted in English);
 - organisation’s portfolio including record and experience in the sphere of social rights protection in Ukraine (to 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: [Council of Europe Office 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, and shall be exclusively sent to the following address: socialrightsua@coe.int, with the following reference in subject: Questions regarding Grant procedure 9138-30.

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: socialrightsua@coe.int. Emails should contain the following reference in subject: **Grant proposal 9138-30**.

Applications must be received **before 19 November (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 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**).

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 the sphere of social rights protection in Ukraine;
- be active for at least 2 years in the field of social rights protection;
- have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;
- 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 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 (40%)
- 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 (40%).

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	20 October 2023
Deadline for submitting applications	19 November 2023
Information to applicants on the results of the award procedure	19 December 2023
Signature of the grant agreements	10 January 2024
Implementation period	15 January 2024 – 15 July 2023

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