



## CALL FOR PROPOSALS

for local initiatives to support the implementation of ethical, innovative and inclusive policies and practices at local level in Ukraine

*Reference: Congress\_Local initiatives\_Ukraine*

<b>Project</b>	Strengthening democracy and building trust at local level in Ukraine
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Congress of Local and Regional Authorities
<b>Background document</b>	Council of Europe Action Plan for Ukraine 2018-2021
<b>Duration</b>	Local initiatives shall be implemented by 31 October 2020 Reporting requirements shall be completed by 20 November 2020
<b>Estimated starting date</b>	15 December 2019
<b>Issuance date</b>	25 October 2019
<b>Deadline for applications</b>	18 November 2019

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## APPENDIXES (for information purposes only)

- Appendix I – Application Form
- Appendix II – Template Memorandum of Understanding
- Appendix III – Guidelines

### HOW TO APPLY?

- Complete the **Application Form** within the following link:  
<https://forms.gle/WPxxG8wxSF1N43L39> (See **Appendix I** for information purposes)
- Applications must be received **before 18 November 2019 (midnight EET)**.

## I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe project [“Strengthening democracy and building trust at local level in Ukraine”](#), implemented by the Congress of Local and Regional Authorities as part of the [Council of Europe Action Plan for Ukraine 2018-2021](#).

The overall aim is to support selected local authorities in implementing sustainable and replicable ethical, innovative and inclusive policies and practices in their municipalities with a view to increasing citizen trust in local political actors and institutions. In particular, local initiatives shall aim at:

- Strengthening of an ethical, transparent and participatory decision-making;
- Fostering the engagement of under-represented groups (in particular Roma, other ethnic minorities, IDPs);
- Promotion of gender perspective in local political action and equal opportunities for women and men to participate in local political life.

***This support scheme doesn't include neither financing nor in-kind contributions for the implementation of local initiatives.***

Selected municipalities will benefit from expert support to be provided by a group of international and local consultants who will provide selected local authorities with practical guidance and recommendations on governance processes, tools and mechanisms to be introduced in order to achieve the goals of the local initiatives. Consultants will be available for on-site visits and for consultation during the whole duration of an initiative by technical means such as email, phone, Skype, etc.

Proposals on local initiatives shall aim to deliver an added value to the efforts of Congress of Local and Regional Authorities of the Council of Europe (hereinafter the Congress) in the establishment of a transparent, reliable and efficient local self-government, in line with the provisions of the [European Charter of Local Self-Government](#) and its [Additional Protocol](#) on the right to participate in the affairs of a local authority, and relevant thematic resolutions and recommendations of the Congress.

In addition, local initiatives shall aim to contribute to reaching the Sustainable Development Goal 5 ([Gender equality](#)), 10 ([Reduced inequalities](#)), 11 ([Sustainable cities and communities](#)), 16 ([Peace, justice and strong institutions](#)) and 17 ([Partnership for the goals](#)) set by the United Nations in its 2030 Agenda for Sustainable Development.

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

The project “Strengthening democracy and building trust at local level in Ukraine” aims to improve the quality of local democracy in Ukraine by strengthening institutional frameworks and by supporting local authorities and their national associations in their efforts to promote ethical decision-making and more citizen-oriented, inclusive, responsive and transparent local governance. The project is implemented by the Congress as part of the Council of Europe Action Plan for Ukraine 2018 – 2021.

The project supports decentralisation and the implementation of good practices on local democracy in Ukraine through local and international expertise and capacity-building activities, including trainings, workshops, study visits, and peer-to-peer exchanges with the participation of members of the Congress, both from Ukraine and other Council of Europe member states.

Project beneficiaries include:

- Local and regional authorities, mayors and councillors;
- National associations of local and regional authorities;

- Civil society organisations and the media;
- Representatives of the Government and the Parliament of Ukraine.

### **III. REQUIREMENTS**

#### **1. General objective**

Selected local authorities will be provided with expert support by international and local experts throughout the planning and implementation of the local initiatives, including potential revisions of action plans (monitoring) and the development of indicators of change (evaluation).

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

The local initiatives should have a participatory approach engaging public at all stages of planning, implementation and monitoring, and should consider the following:

- Feasibility: the process should concern a local issue on which citizens have room to influence decisions to be made by the municipality;
- Responsiveness: local authorities should indicate in which ways the inputs from citizens will be taken into account;
- Inclusiveness: opportunities should be given to a wide range of citizens, including under-represented groups (in particular Roma and other ethnic minorities, and internally displaced persons), to engage them in local affairs and thus enhance resilience at local level;
- Gender mainstreaming: should be embedded in all actions and decisions of local authorities to ensure that women are included as stakeholders rather than only as beneficiaries;
- Result-oriented: the process should be constructive and solution-oriented;
- Sustainability and continuity: long-lasting outcomes of local initiatives should be properly planned and ensured.

Refer to Appendix III – Guidelines for more information.

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

The implementation period of local initiative should start on 15 December 2019 (see indicative timetable under VII. below) and shall not extend beyond 31 October 2020.

#### **4. Target stakeholders**

Local initiatives should target the following key stakeholders:

- local and regional authorities;
- educational institutions and media;
- citizens (with a particular focus on under-represented groups and minorities) and civil society organisations.

The above list is not exhaustive and local initiatives may propose to target other relevant stakeholders, while keeping in mind the general objective of this Call for proposals.

#### **5. Further to the general objective, preference will be given to proposals that:**

- take into account a fair representation of gender and under-represented groups;
- propose sensible approaches to ensure the sustainability of the initiative following its completion;
- introduce initiatives with the potential to be replicated in other municipalities.

## 6. The following types of action will not be considered:

- Local initiatives/actions supporting political parties;
- Local initiatives/actions not responding to the objectives of this Call for proposals;
- Local initiatives with similar objectives than those being already supported by other international/national organisations;
- Local initiatives which represent the current activity of the applicant.

## 7. Reporting requirements:

**Narrative reporting** requires relevant information on the results of the initiative. Narrative reports shall include:

- a summary of the activities of the local initiative and results achieved;
- a brief analysis of the main stakeholders and participants;
- monitoring and evaluation mechanisms (including problems encountered during the implementation process and remedies applied);
- a summary of the lessons learnt;
- a summary of steps to be taken towards ensuring the sustainability of the local initiative, and;
- relevant annexes with further documentation, publications and visibility.

Reporting requirements shall be completed by 20 November 2020 **at the latest**.

## IV. HOW TO APPLY?

### 1. Documents to be submitted

Each **Application Form** (see a model provided in the [Appendix I](#), for information purposes only) shall be completed online through the following link <https://forms.gle/WPxxG8wxSF1N43L39> in Ukrainian or English language. **Applications that are incomplete will not be considered.**

### 2. Questions

General information about the project “Strengthening democracy and building trust at local level in Ukraine” can be found on the following website: <https://www.coe.int/en/web/kyiv/strengthening-democracy-and-building-trust-at-local-level-in-ukraine>

All interested applicants to this Call for proposals will find relevant information to guide them through the development of their proposal in [Appendix III – Guidelines](#).

Questions regarding this 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 email address: [congress.cooperation@coe.int](mailto:congress.cooperation@coe.int), with the following reference in the subject of the email: **Congress\_Local initiatives\_Ukraine**.

### 3. Deadline for submission

Applications must be submitted to Google Forms link provided above **before 18 November 2019 (at midnight EET)**. Applications received after the deadline will not be considered.

## V. EVALUATION AND SELECTION PROCEDURE

Proposals will be assessed by an Evaluation Committee composed of staff members and experts of the Council of Europe and the Association of Ukrainian Cities.

The procedure shall be based on the following principles: transparency, non-retroactivity, non-cumulative awards, not-for-profit and non-discrimination.

## 1. Eligibility criteria

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

- be a local self-government in Ukraine, including amalgamated communities of Ukraine;
- be legally eligible and have full authority to carry out the activities indicated in the proposed local initiative;
- have sufficient financial capacity (i.e. stable and sufficient sources of funding/budget allocated) to maintain the local initiative throughout the whole period of implementation;
- have sufficient operational, human resources and professional capacities, including gender-balanced staff and the involvement of under-represented groups of population, to carry out the activities described in the proposed local initiative;
- declare that the activity is not part of another project and that it is not financed nor supported by any other organisation (see Appendix I – Application form, section 7. Declaration).

**Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.**

## 2. Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the proposal with regard to the promotion of a more responsive, inclusive, transparent and accountable governance (40%);
- justification of the proposed activities in terms of their sustainability and replicability (25%);
- the inclusiveness of the process: active involvement of vulnerable groups in the whole consultation and implementation process (25%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the proposal (10%).

## VI. NOTIFICATION OF THE DECISION AND SIGNATURE OF MEMORANDUM OF UNDERSTANDING

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 municipalities will be invited to sign a Memorandum of Understanding with the Council of Europe (see [Appendix II](#), for information only) to formalise the commitments of both parties.

## VII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	25 October 2019
Deadline for submitting applications	18 November 2019
Information to applicants on the results of the award procedure	1 December 2019
Signature of the Memorandum of Understanding	Week 50 of 2019 (date to be confirmed)
Implementation period	6 to 9 months