



CALL FOR PROPOSALS

**on award of a grant to implement a series of activities
on prevention of professional burnout and support to the well-being of penitentiary staff**

[Click here to enter the reference of the grant award procedure](#)

Project	JP “European Union and Council of Europe working together to strengthening the Prison reform in Ukraine Plus” (SPERU+)
Awarding entity	COUNCIL OF EUROPE Directorate General of Human Rights and Rule of Law, Department of Drugs, addictions, police and detention, Co-operation in Police and Deprivation of Liberty Unit Council of Europe Office in Kyiv
Funding	Project funded by the EU and implemented by the Council of Europe
Duration	Project shall be implemented by 31 October 2023. Reporting requirements shall be completed by 17 November 2023.
Estimated starting date	24 July 2023
Issuance date	13 June 2023
Deadline for applications	02 July 2023

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HOW TO APPLY?

Each application shall contain:

- 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;
- Evidence of the organisation's record and experience in the field of mental health, psychological support, burnout prevention or similar with contact information of references;
- the other supporting documents (can be provided in Ukrainian language):
 - Certificate(s) of registration as a non-profit organisation or professional association;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank account in EUR (euros) in the name of the applicant (organisation) which must be assigned separately for funds received in the framework of this grant;
 - Report on the use of income (profits) of a non-profit organization (Звіт про використання доходів (прибутків) неприбуткової організації), Balance sheet (Баланс), and Income Statement (Звіт про фінансові результати) for the most recent reporting period.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: PolicePrisons.Projects@coe.int. Emails should contain the following reference in subject: **<SPERU+. Grant. Call for Proposals>**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Joint EU/Council of Europe Project “European Union and Council of Europe working together to strengthening the Prison reform in Ukraine Plus” (hereinafter – SPERU+). It provides background information about the required activities, describing the purpose, objectives and scope, evaluation methodology, the timeline and eligibility/award criteria of the applicants.

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

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The purpose of the Project “European Union and Council of Europe working together to strengthening the Prison reform in Ukraine Plus” (hereinafter – SPERU+) is to support the authorities in building modern prison and probation systems in Ukraine with a focus on shifting from punitive to rehabilitative approaches, also taking into account the context of war. In particular, it aims to improve the penitentiary staff's well-being and help them cope with the stressful environment surrounding them in their daily duties.

The grant aims to implement a series of activities on prevention of professional burnout and support the well-being of staff and/or prisoner care techniques, therefore, contributing to the achievement of the SPERU+ objectives.

Burnout is increasingly becoming a concern among penitentiary professionals in Ukraine, also taking into account the conditions of war. Preventing professional burnout among prison staff is crucial for maintaining a safe and secure environment for both staff and inmates. Working in a prison can be a stressful and challenging job, with long hours, high levels of responsibility, and exposure to potentially dangerous situations. If prison staff become burned out, they may experience physical and emotional exhaustion, cynicism, and a reduced sense of accomplishment, which can negatively impact their job performance and the safety of the prison environment. Burnout can also lead to staff turnover, which can further compromise the stability and safety of the prison. Therefore, it is important for prison administrators to take steps to prevent burnout among staff, such as providing support and resources for self-care, offering regular training and professional development opportunities, and ensuring adequate staffing levels and workload distribution.

Preventing burnout among prison staff can also have positive effects beyond the prison management. Prison staff who are well-supported and motivated are more likely to engage in positive interactions with inmates, which can lead to improved behaviour, reduced recidivism rates, and better outcomes for re-entry into society. Additionally, a stable and motivated workforce can contribute to a positive work culture and institutional climate, which can help to attract and retain qualified staff and reduce turnover. Overall, preventing burnout among prison staff is essential for ensuring the safety and security of the prison environment, as well as promoting positive outcomes for inmates and staff alike.

Prison psychologists, social and rehabilitation workers, and regime staff hold one of the most difficult positions within the penitentiary system. Given their exposure to variety of psychological and emotional stressors, facing exhaustion and a sense of low professional accomplishment burnout can be a serious issue for the prison system as a whole.

Consequences of burnout may affect detainees' well-being as well. Unhappy prison staff are more likely to decrease work effort or leave the workplace, impacting continuity of psychological assistance to prisoners and executing the tasks in general. Professional burnout of the prison staff can have downstream effects on personal and detainees' health and on the everyday routine of penitentiary institutions.

In order to increase professional confidence, facilitate a long and rewarding career and to ensure that a competent care is provided to the detainees, a dual approach of taking care of prison staff on the one hand, and providing effective assessment, prevention and intervention, on the other hand, is needed. Such an approach to protecting

the prison staff's mental health resources could ultimately ensure that penitentiary staff and detainees receive proper care.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is up to 50.000,00 EUR (fifty thousand Euros). The Council of Europe intends to award 1 grant of a maximum amount of up to 50.000,00 EUR (fifty thousand Euros).

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 general objective is to support a small-scale grant that would aim at raising awareness of the selected prison staff about professional burnout and equipping them with techniques on identifying signs and preventing burnout and to improve their well-being. The intervention will be piloted in 10 selected prisons and the results achieved should inform about the efficiency of such type of burnout prevention techniques in the prison settings. If successful, it would pave the way to introducing more sustainable system-level policy/management changes directed at improving the prison staff well-being.

2. Means of action

The grant proposal should include:

1. Development of a training module on raising awareness of the professional burnout among prison staff in preselected prisons and its impact on the quality of life and work. The module should sessions ideally include coping mechanisms and introducing a “personal self-care skill set”, which the prison staff can use. It will help to mitigate burnout and improve healthcare professional well-being among the prison staff. The programme as well should be tailored to meet the needs of Ukrainian prison staff, especially taking into account the impact from the war on the prison system and their work.

The proposed module should at least promote resilience and self-care techniques to improve well-being and reduce burnout of the prison staff. Possible interventions could include (but are not limited to):

- **Stress management and resilience training:** this type of training teaches participants techniques for managing stress and building resilience in the face of challenging situations. It may include mindfulness meditation, breathing exercises, and other techniques for relaxation and stress reduction. **Self-care and wellness training:** this type of training focuses on promoting self-care and wellness practices among prison staff. It may include information on healthy eating, exercise, sleep, and other lifestyle habits that can support overall well-being. **Compassion fatigue training:** Compassion fatigue is a type of burnout that can occur in professions where individuals are exposed to the suffering of others on a regular basis. This type of training can help prison staff recognize and manage symptoms of compassion fatigue, such as emotional exhaustion, and develop strategies for self-care and stress management. **Team-building and communication training:** building strong relationships and effective communication within a team can help prevent burnout by fostering a supportive work environment. This type of training may focus on developing trust, improving communication skills, and promoting a positive team culture.

The proposed training module should include all necessary documentation, such as training agenda, materials, handouts, etc. It should include a component on evaluation of the training impact: pre- and post-training

questionnaire (confidential results), post-evaluation satisfaction forms, etc. (post training questionnaire could be sent to participants for self-assessment).

2. Based on the first deliverable, **conducting training sessions** or similar awareness-raising and /or capacity-building actions, in ten selected prisons for up to 200 prison staff in total (psychologists, social and rehabilitation workers, regime staff in daily contact with prisoners). The ten selected prisons are:

- Starobabanivska VK #92
- Berdychivska VK #70
- Synelnykivska VK #94
- Bilenkivska VK #99
- Petrivska VK #49
- Kazankivska VK #93
- Kolomyiska VK #41
- Horodyschenska VK #96
- Zamkova VK #58
- Naderzhynschynska VK #65.

3. Implementation period

The implementation period of the projects should start on 24th July 2023 (see indicative timetable under VIII. below) and shall not extend beyond 31st October 2023.

Reporting requirements shall be completed on 17th November 2023 **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:

- State Department of Execution of the Criminal Sanctions of Ukraine (SDECSU)
- Ministry of Justice of Ukraine

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 50.000 EUR (fifty 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.

The proposed contribution should be clearly described in the project proposal.

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

- Projects that are able to cover all 10 selected prisons;
- Projects presenting a training module(s) based on the recognised techniques of burnout prevention, self-care, etc.
- Projects that propose clear and efficient methodology of training evaluation

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:

- 70 % 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 language:

- 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;
- Evidence of the organisation’s record and experience in the field of mental health, psychological support, burnout prevention or similar with contact information of references;
- the other supporting documents (can be provided in Ukrainian language):
 - Certificate(s) of registration as a non-profit organisation or professional association;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank account in EUR (euros) in the name of the applicant (organisation) which must be assigned separately for funds received in the framework of this grant;
 - Report on the use of income (profits) of a non-profit organization (Звіт про використання доходів (прибутків) неприбуткової організації), Balance sheet (Баланс), and Income Statement (Звіт про фінансові результати) 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:
<https://www.coe.int/en/web/cooperation-in-police-and-deprivation-of-liberty>

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 PolicePrisons.Projects@coe.int, with the following reference in subject: SPERU+. Grant Questions.

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 PolicePrisons.Projects@coe.int. Emails should contain the following reference in subject: SPERU+. Grant. Call for Proposals.

Applications must be received **before 2nd July 2023 (at at 23:59 Kyiv local time)**. 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.

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;
- g) are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

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;
1. for the items set out in paragraph e);
 1. for natural persons, a scanned copy of a valid photographic proof of identity (e.g. passport)
 2. for legal persons, an extract from the companies register or other official document proving ownership and control of the applicant.

2. Eligibility criteria:

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

- be legally constituted as a non-government organisation or professional association in Ukraine.

- have been active for at least 3 years in the field of mental health, psychological support, burnout prevention or similar.
- 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 with relevant professional background and expertise (psychologists, mental health workers etc.), 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 proposed grant with regard to the objective of the call (<40>%)
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (<30>%);
- the relevance of the experience of the applying organisation(s) and staff (<30>%).

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	13 th June 2023
Deadline for submitting applications	2 nd July 2023
Information to applicants on the results of the award procedure	14 th July 2023
Signature of the grant agreements	21 st July 2023
Implementation period	24 th July – 31 st October 2023
Deadline for reporting	17 th November 2023

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