



CALL FOR PROPOSALS

“Civil society communication and advocacy campaigns on the Council of Europe Istanbul Convention by piloting the joint methodology developed by Council of Europe, WAVE Network and UN Women in one country: Czech Republic, Latvia or Poland”

Competitive procedure

GRANT/DGII/GED/VAW/2021/1

Project	Ending violence against women: multi-country programme 2020-2021
Awarding entity	COUNCIL OF EUROPE Human Dignity and Gender Equality Department, Gender Equality Division
Funding	Council of Europe
Duration	Projects shall be implemented by 01 November 2021 Reporting requirements shall be completed by 01 January 2022
Estimated starting date	19 April 2021
Issuance date	19 February 2021
Deadline for applications	18 March 2021

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APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)
- Appendix IV – Guidelines for Call

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:examples of publications, previous projects' outputs, publications in mass media, other evidences of applicant's experience;
 - copy of a document on non-governmental status of organisation.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: VAW.gender.cooperation@coe.int Emails should contain the following reference in subject: Application – Call for running awareness raising campaign on the Istanbul Convention
- Applications must be received **before 18 March (at 24:00 CET)**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Ending violence against women: multi-country programme 2020-2021”. It aims to co-fund national projects aimed at promoting the values, aims and provisions of the Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention) and dispelling myths and misinformation about it.

Seizing the opportunity of the 10th anniversary of the Istanbul Convention in 2021, communication and advocacy campaigns including on social media will be organised by civil society organisations (CSOs) to raise awareness about the objectives and benefits of ratifying the Istanbul Convention and its positive impact on victims of violence against women and domestic violence.

The Council of Europe in co-operation with Women Against Violence Europe (WAVE) and UN Women has developed a **methodology for awareness raising campaigns to promote the values, aims and main provisions of the IC and dispelling myths and misinformation about it to be run by civil society organisations**. The methodology will provide the awarded national CSOs key messages and tools to effectively implement a communication and advocacy campaigns as well as capacity building and support in using these tools.

Following the piloting of the methodology in the targeted countries, the methodology will be finalised and then made available for use by civil society organisations in all Council of Europe member states and neighbouring countries.

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 is to promote the values, aims and provisions of the Council of Europe Istanbul Convention and dispelling myths and misinformation about it.

In particular, it aims to build the capacities of civil society organisations in running communication and advocacy campaigns targeting general public and decision makers, including in situations of backslashing against the Istanbul Convention.

Project partners include Women against Violence Europe (WAVE) and UN Women.

The **methodological package** developed by the partners includes the following:

1. **Methodology** to run communications and advocacy campaigns to promote the values, aims and main provisions of the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence.
2. **Checklist** to help CSOs in the organisation of their communication and advocacy campaigns to promote the values, aims and main provisions of the Istanbul Convention.
3. **Knowledge pack** of resources to facilitate the implementation of the campaign, including:
 - European Programme for Human Rights Education for Legal Professionals (HELP) course on violence against women and domestic violence
 - Visibility materials on the Istanbul Convention
 - NGO advocacy resources
 - Situational reports and data.

The Project includes capacity building events and support to awarded NGOs when running the national communication and advocacy campaigns including kick off and wrap-up events with all selected NGOs, training

on communication/social media, guidance and expertise sharing from WAVE Network, national meetings with relevant stakeholders.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 45 000 Euros (forty-five thousand Euros). The Council of Europe intends to award 3 grants of a maximum amount of 15 000 Euros (fifteen thousand Euros) each (one grant per each pilot country).

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 pilot the joint Council of Europe, WAVE Network and UN Women methodology in one of three countries (**Czech Republic, Latvia, Poland**). The national CSOs shall submit the projects of national communication and advocacy campaigns using the attached guidelines to this call for proposals. The projects selected can be streamlined throughout the piloting process.

2. Means of action

Projects should present an outline of a communication and advocacy campaign to promote the values, aims and benefits of the Istanbul Convention by generating positive narratives and dispelling myths and misinformation regarding the convention within the budget available and containing the elements of the guidelines attached to this call. Participating CSOs need to address the elements of the guidelines in sufficient detail including main topics/issues to focus the campaign in view of the national context, description of events including timeline, channels of communication and mapping of national target groups and other stakeholders including how to reach out to the general public.

The Council of Europe will organise the following accompanying activities to support CSOs in running their campaigns and to strengthen their communication capacities:

- on-line kick-off and sum-up events (for all three countries). The activities will be in English (on the request additional session on methodology can be provided with interpretation to a national language);
- on-line training seminars on communication and/or social media (one per each country). Interpretation to the national languages can be provided;
- peer-to-peer consultations on the methodology with WAVE on a need basis.

Participation in above activities is mandatory for Grantees.

3. Implementation period

The implementation period of the projects will run from 19 April 2021 (see indicative timetable under VIII. below) and shall not extend beyond 1 November 2021.

Reporting requirements shall be completed on 1 January 2022 **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 as per the guidelines attached to this call:

- General public
- Decision makers

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 15 000 Euros (fifteen 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 national civil society organisations working in the field of violence against women and domestic violence from one of three targeted countries: Czech Republic, Latvia, Poland.
- Projects/actions targeting general public and decision makers.
- Projects/actions involving other relevant institutions/organisations.

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 when the Grant Agreement between the two parties is signed;
- the balance will be paid 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 Grantee, 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 Grantee, 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 Grantee uses 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 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:
 - examples of publications on violence against women and domestic violence, previous projects’ outputs, media references, other evidences of applicant’s experience;
 - a copy of a document on non-governmental status of organisation.

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/genderequality/co-operation-projects>

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: VAW.gender.cooperation@coe.int, with the following reference in subject: Q&A Call for proposals – Raising awareness of the Istanbul Convention

3. Deadline for submission

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: VAW.gender.cooperation@coe.int. Emails should contain the following reference in subject: Application – Call for running awareness raising campaign on the Istanbul Convention

Applications must be received **before 18 March (at 24:00 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:

- Larissa KIREEVA, Project Manager, Capacity building and Cooperation Projects Unit, Gender Equality Division;
- Anca SANDESCU, Project Manager, Capacity building and Cooperation Projects Unit, Gender Equality Division;
- Sandra VELOY-MATEU, Project Manager, Capacity building and Cooperation Projects Unit, Gender Equality 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:

- 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.

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) and c), 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 one of three targeted countries (Czech Republic, Latvia, Poland);
- be entitled to carry out in one of three targeted countries activities described in its project proposal;
- have been active for at least 4 years in the field of combatting violence against women and domestic violence
- 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 (20%)
- 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 (30%);
- 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

Phases	Indicative timing
Publication of the call	19 February 2021
Deadline for submitting applications	18 March 2021
Information to applicants on the results of the award procedure	2 April 2021
Signature of the grant agreements	19 April 2021
Implementation period	19 April 2021– 1 November 2021

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