

**CALL FOR PROPOSALS**

GRANT FOR INSCHOOL "SUPPORT ORGANISATIONS" IN HUNGARY

RTT/INSCHOOL/2020/02

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| **Project** | Joint EU/CoE Project INSCHOOL |
| **Awarding entity** | **Council of Europe** |
| Directorate General of Democracy  Roma and Travellers Team |
| **Funding** | Joint EU/CoE Project INSCHOOL |
| **Duration** | Projects shall be implemented by31 January 2021.  Reporting requirements shall be completed by02 March 2021. |
| **Estimated starting date** | 01 March 2020 |
| **Issuance date** | 20 December 2019 |
| **Deadline for applications** | 31 January 2020 |

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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:
* Document certifying the registration of the NGO
* Bank /financial statements authorised by a financial officer of the NGO
* CVs of staff members who will be involved in project implementation
* Contact details of referees
* Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: inschool@coe.int. Emails should contain the following reference in subject: INSCHOOL Grants - Call for proposal Hungary.
* Applications must be received  **by 23:59 CET on 31 January 2020**.

1. **INTRODUCTION**

This call for proposals is launched in the framework of the European Union (EU) and Council of Europe (CoE) Joint Project “Inclusive schools: making a difference for Roma children (INSCHOOL)”.

It aims to co-fund national projects aimed at assisting the INSCHOOL national team of experts (Education advisors and facilitators) with the implementation of the INSCHOOL methodology in five (5) target countries (see Section II below), with the ultimate aim of fostering changes in the education systems that would enhance social inclusion of Roma.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain, as set out further in Section IV below.

1. **BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT**

The purpose of the Project is to promote quality inclusive education for all learners and should foster changes in the education systems that would enhance social inclusion of Roma.

In particular, project aims to support local experts in their activities, trainings and events focusing on achieving the following results:

* Resources are provided to schools to improve their governance and environment.
* Capacity of teachers to manage diversity and adopt inclusive teaching methods is enhanced.
* Parents are more involved in the school.
* Children with difficulties, special needs, from marginalised minorities or disadvantaged backgrounds are further supported.
* Peer-to-peer exchanges are supported.

Project partners include the European Union, national governmental and non-governmental education institutions, schools and organisations dealing with Roma issues.

The Projects’ activities take place in **5 (five) countries: Bulgaria, Czech Republic, Hungary, Romania and Slovak Republic, in a number of schools in each country.**

In each country, an INSCHOOL national team (NT) is formed, consisting of one or more Education advisors and facilitators. Together with the support of other consultants they will work as a team towards achieving the objectives of the INSCHOOL project.

Educational advisors:

* Participate in meetings at international level; provide contributions/reports and counselling to the Council of Europe implementation team; provide written materials on an as-needed basis upon request from the Council of Europe;
* Provide guidance and assistance to facilitators and schools on strategic and methodological issues throughout the implementation of the project;
* Participate in organisation and co-ordination of the meetings of a national working group (NWG) gathering relevant governmental, non-governmental and civil society representatives working on gaps and issues identified at policy level concerning inclusive education for Roma children;
* Transmit evidence and intelligence from the practice of the programme at policy level;
* Provide guidance and assistance to facilitators and educational advisors from other countries of implementation on an as-needed basis and upon request from the Council of Europe.
* Educational Advisors require 2 to 3 days / month to accomplish tasks assigned to support Facilitators and schools plus extra days for training, monitoring and meetings at national level.

Facilitators:

* Form co-ordinating groups in each school and organise meetings to prepare and implement a plan of activities (linked to grants for schools);
* Provide coaching to the co-ordinating groups in each school based on the adapted methodology of the “Index for Inclusion”;
* Provide guidance to schools in performing a self-assessment of their inclusive practices at regular intervals;
* Facilitators follow 2-3 schools, their time allocation is of 3 to 4 days / school coached / month of implementation, with variations according to the school period and the local needs.

Through this call, the Council intends to select an organisation (hereafter “support organisation”), which shall primarily assist the NT in three countries (Hungary, Romania and Slovak Republic) in terms of organisational and logistical support and enable the smooth running of all the activities, in a way which adds value to the Projects. Further detail on the types of activities eligible for financial support is set out below under “means of action”.

1. **BUDGET AVAILABLE**

The Council of Europe intends to award one grant per country of maximum amount of €22,000.00 (twenty-two thousand Euros). However, applicants may submit budgets for a lesser amount.

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.

1. **REQUIREMENTS**
2. **General objective**

The grants will fund projects designed to assist the NT in Hungary with the implementation of INSCHOOL activities listed below by providing organisational and logistical support activities. The grants will be used to cover expenses related to the participation of local experts in activities, to cover expenses related to the organisation of trainings and events.

The results to be obtained with the financial support are as follows:

* Resources are provided to schools to improve their governance and environment.
* Capacity of teachers to manage diversity and adopt inclusive teaching methods is enhanced.
* Parents are more involved in the school.
* Children with difficulties, special needs, from marginalised minorities or disadvantaged backgrounds are further supported.
* Peer-to-peer exchanges are supported.

1. **Means of implementation**

Projects may include the following activities, which the support organisation will, amongst other things, set up, organise and follow up, in cooperation with the NT, based on its proposed plan of activities, in accordance with INSCHOOL methodology:

* Organisation of workshops, meetings, conferences, training sessions, seminars, coaching sessions and similar events at the national and local levels;
* Organisation of regular visits to schools of the NT, including monitoring visits;
* Organisation of visits to schools including abroad and peer-to peer exchanges;
* Other activities in line with INSCHOOL methodology and Inclusive School Development Plans (ISDPs).
* Any other action pursuing the above expected results.

1. **Implementation period**

The implementation period of the projects should start on 1 March 2020 (see indicative timetable under VIII. below) and shall not extend beyond 31 January 2021.

Reporting requirements shall be completed on 2 March 2021 **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 can be eligible (provided the agreement concerned so provides).

1. **Target stakeholders**

Proposals should target the teaching and non-teaching staff, parents, pupils and other stakeholders in the following selected or to-be-selected schools in Hungary:

Deak Diak Primary School, Budapest

Kossuth Lajos Primary School, Győr

Fekete Istvan Primary School, Galgamacsa

Hungarian-English Bilingual Primary School, Nyírbátor

Meszesi Primary School, Pecs

Bocskai Istvan Primary School, Biharkeresztes

Kodaly Zoltan Central Primary School and Central Primary School's Berzsenyi Daniel Member School, Kaposvar

The list of schools is not exhaustive. The Council of Europe reserves the right to add or remove schools from the above list and will inform the successful applicant about any such change prior to the signature of the grant agreement and, if needed, request an adjustment of the budget.

1. **Budgetary requirements**

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of €22,000.00 (twenty-two 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. Contributions in kind may take the form of moveable or immoveable, tangible or intangible assets.

The proposed co-financing should be set out in the **Application Form** (**Appendix I**), and in the table at the top of the **Draft Budget (Appendix II)**.

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

* Projects/actions that include a maximum number of the schools listed under Section IV paragraph 4 above.

1. **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.

1. **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.

1. **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.

The Council of Europe reserves the right to request an interim financial report.

1. **HOW TO APPLY?**
2. **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:
* Document certifying the registration of the NGO;
* Bank /financial statements authorised by a financial officer of the NGO;
* CVs of staff members who will be involved in project implementation;
* Contact details of referees.

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

1. **Questions**

General information can be found on the website of the Council of Europe: <https://pjp-eu.coe.int/en/web/inclusive-education-for-roma-children>.

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: [inschool@coe.int](mailto:inschool@coe.int), with the following reference in subject: INSCHOOL Grants - Hungary – QUESTIONS.

1. **Deadline for submission**

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word, Excel and/or PDF) to the following e-mail address: [inschool@coe.int](mailto:inschool@coe.int). Emails should contain the following reference in subject: INSCHOOL Grants - Call for proposal Hungary.

Applications must be received **by 23:59 CET on 31 January 2020**. Applications received after the above mentioned date will not be considered.

1. **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.

1. **EVALUATION AND SELECTION PROCEDURE**

The projects presented will be assessed by an Evaluation Committee composed of three Council of Europe staff members.

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](https://wcd.coe.int/ViewDoc.jsp?Ref=SG/Rule(2015)1374&Language=lanEnglish&Ver=original&BackColorInternet=99CCFF&BackColorIntranet=99CCFF&BackColorLogged=99CCCC).

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;

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

1. **Eligibility criteria:**

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

* be legally constituted as a non-governmental organisation in a given country;
* be entitled to carry out activities described above;
* have been active in the field of Roma inclusion, inclusion in education, social inclusion, relevant policies, public administration, education;
* 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.**

1. **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 (<30>%);
* the extent to which the action meets the requirements of the call (<20>%);
* 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, including in particular experience working in education field with focus on Roma Communities, and experience working with the INSCHOOL methodology (<20>%).

While taking into account the above criteria, **the exact amount of financial support** for each third party will be determined on the basis in particular of:

* Budget proposals received from the applicants
* Nature of the expenses foreseen. Joint implementation of activities across different schools will be encouraged.
* Number of schools selected in a given country where INSCHOOL project will be implemented.

1. **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.**

1. **INDICATIVE TIMETABLE**

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| --- | --- |
| **Phases** | **Indicative timing** |
| **Publication of the call** | 20 December 2019 |
| **Deadline for submitting applications** | 31 January 2020 |
| **Information to applicants on the results of the award procedure** | 1 March 2020 |
| **Signature of the grant agreements** | 1 March 2020 |
| **Implementation period** | 1 March 2020 – 31 January 2021 |

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