



## CALL FOR PROPOSALS

Student Voice – Supporting Schoolchildren Participation in Decision-Making Processes in Schools and Communities

VC2767/2023/Grants

<b>Project</b>	Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia
<b>Awarding entity</b>	<p><b>COUNCIL OF EUROPE</b>          Directorate General of Democracy and Human Dignity - Directorate of Democratic Participation          Education Department          Council of Europe Office in Tbilisi</p>
<b>Funding</b>	The project is funded by the Swiss Agency for Development and Cooperation
<b>Duration</b>	<p>Projects shall be implemented by 31 October 2023.          Reporting requirements shall be completed by 15 November 2023.</p>
<b>Estimated starting date</b>	17 April 2023
<b>Issuance date</b>	30 January 2023
<b>Deadline for applications</b>	27 February 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:
  - Documents certifying the registration of the CSO;
  - Bank/financial statements authorised by a financial officer of the CSO;
  - CVs of staff members who will be involved in project implementation;
  - Brief motivation letter (max. 1 page)
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: [education.georgia@coe.int](mailto:education.georgia@coe.int). Emails should contain the following reference in subject: **Application – Grants Call for proposal.**
- Applications must be received **before 27 February 2023 (at 23:59 GET).**

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project “[Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities](#)” in Georgia. It aims to fund small projects implemented by civil society organisations (CSOs) in partnership with Georgian schools to address specific issues in their schools and communities, including issues related to equality, diversity and tolerance. The projects will help strengthen school children’s [competences for democratic culture](#) acquired in schools and increase their participation and voice in school and community affairs.

Project proposals shall aim to produce an added value to the Council of Europe efforts in the domain of democratic citizenship education and democratic school governance.

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

The purpose of the Project is to strengthen democracy in Georgia through increased participation of young people in the decision-making processes at the local level through democratic citizenship education and practices in schools.

In particular, it aims to support the national education authorities of Georgia to implement a series of measures that are needed to create more opportunities for participation for school children and motivate them to take part in the decision-making processes in schools and communities.

More specifically, the project will help develop methodological guidance for schools on the democratic school governance, will support school directors as key actors in this process and enable them to provide strategic leadership, will support school projects implemented in partnership with civil society organisations and other community actors, and will support school children in developing and implementing projects in their schools and communities.

The Project is implemented in close cooperation with the Ministry of Education and Science of Georgia and the National Center for Teacher Professional Development.

The Project is implemented until December 31, 2023.

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 126 000 GEL (one hundred twenty-six thousand Georgian Lari). The Council of Europe intends to award 4 grants of a maximum amount of 31 500 GEL (thirty-one thousand five hundred GEL) 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 thematic priority for this Call is “**Student Voice – Supporting Schoolchildren Participation in Decision-Making Processes in Schools and Communities**”.

The grants will fund projects developed and implemented by civil society organisations in close partnership with the school community (directors, teachers, students, parents, etc) and with the focus on student participation. The

projects will address existing issues in communities and schools and contribute to school children’s education for democratic citizenship.

The Project “Democracy Starts in Schools” is currently working on developing methodological guidelines for pilot schools to support the development of opportunities for students to participate in the decision-making processes in schools and communities. The guidelines provide specific recommendations and suggestions for actions in the areas of student participation in school policy and program development, in collegial decision-making bodies (school council, student self-government, etc), in the classroom, outside the classroom (extracurricular activities) and in the community.

To complement this process, and in order to support schools to create opportunities for students to participate in decision making especially in the communities, this small grant scheme will support CSOs and schools to partner to develop projects with the following 7 dimensions:

1. Identify needs-based project idea, considering specific needs and issues of the communities, including issues related to equality, diversity and tolerance.
2. Prioritize the outcomes that create opportunities and practices for student participation in decision making processes at schools and communities, with specific mechanisms to sustain the results of the activities.
3. Empower students to co-lead the project activities together with school community and local community members.
4. Support students to practice the competencies learned in civic education class, focusing on skills, values, attitudes and competencies such as civic mindedness, valuing human rights, taking responsibility, feeling empathy, openness to cultural otherness, critical thinking, etc. (cf. CoE [Reference Framework of Competences for Democratic Culture](#))
5. Promote the idea of student participation and increase awareness about the importance of student voice in schools and communities.
6. Ensure inclusion of local community, including parents, local municipality, possible partnerships with local small businesses and other community members.
7. Ensure gender sensitive and inclusive approach and support the inclusion and participation of girls, children from disadvantaged backgrounds, minority communities, persons with disabilities, and otherwise marginalized populations.

The grants will fund projects designed to support 20 pilot schools in developing and implementing student-led projects in their schools and communities.

The schools are divided in four regional clusters:

1. Group 1: Tbilisi/Kvemo Karti Region
2. Group 2: Kakheti/Samtskhe Javakheti
3. Group 3: Imereti
4. Group 4: Racha-Lechkhumi/Guria

Detailed list of schools for each group is provided below.

Applicant organisations are asked to indicate the group or groups of schools from the list above with whom they intend to work in the application form.

*Note: Organizations can select more than one group to work with. The requirement is to work with at least one group of schools. †*

Applicants are strongly encouraged to contact the schools with whom they plan to work during the development of the project and to actively involve them in the development of the project idea and the implementation methodology.

List of Pilot Schools involved in the Project:

Group 1:

N	Name of School	Municipality	Region
1.	Public School N 177	Gldani-Nadzaladevi	Tbilisi
2.	Public School N 182	Isani-Samgori	Tbilisi
3.	Abkhazeti Public School N 2	Vake-Saburtalo	Tbilisi
4.	Public School N58	Old Tbilisi	Tbilisi
5.	Rustavi Public School N4	Rustavi	Kvemo Kartli
6.	Marneuli Public School N2	Marneuli	Kvemo Kartli
7.	Village Algeti Public School N1	Marneuli	Kvemo Kartli

Group 2:

N	Name of School	Municipality	Region
8.	Sagarejo Public School N3	Sagarejo	Kakheti
9.	Village Arkhiloskalo Public School	Dedoplistskaro	Kakheti
10.	Telavi Public School N1	Telavi	Kakheti
11.	Akhaltsikhe Public School N2	Akhaltsikhe	Samtskhe-Javakheti
12.	Borjomi Public School N6	Borjomi	Samtskhe-Javakheti

Group 3:

N	Name of School	Municipality	Region
13.	Zestaponi Public School N4	Zestaponi	Imereti
14.	Kutaisi Public School N1	Kutaisi	Imereti
15.	Baghdati Public School N2	Baghdati	Imereti
16.	Sachkhere Public School N2	Sachkhere	Imereti

Group 4:

N	Name of School	Municipality	Region
17.	Tkibuli Public School N4	Tkibuli	Imereti
18.	Ambrolauri Public School N2	Ambrolauri	Racha-Lechkhumi/Kvemo Svaneti
19.	Tsageri Public School	Tsageri	Racha-Lechkhumi/Kvemo Svaneti
20.	Ozurgeti Public School N2	Ozurgeti	Guria

## 2. Means of action

Projects may include one or more of the following actions, but are not limited to:

- Project-learning/service-learning: support students in designing, implementing and reflecting upon their projects;
- Capacity-building through training and coaching;
- Peer learning and observation;
- Experiential learning: process of learning from experience through i.e. interactive games, presentations, simulations, drama, role plays, case studies, etc.;
- Community mobilisation and community development processes involving other community stakeholders
- Awareness-raising and communication campaigns;
- ICT, Web-based materials and application software;
- Educational tools and didactic materials.

The activities can be delivered in person and/or on-line.

### **3. Implementation period**

The implementation period of the projects should start on 17 April 2023 (see indicative timetable under VIII. below) and shall not extend beyond 31 October 2023.

Reporting requirements shall be completed on **15 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:

- School directors, administrative staff, teachers, students, parents, as well as community members from pilot schools;
- Students from vulnerable groups;
- Local municipalities, civil society organisations, small businesses, community centres and/or cultural establishments and other community stakeholders.

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 31 500 GEL (thirty-one thousand five hundred Georgian lari). 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 that comply with most of the dimensions outlined in the section IV on general objective.
- Projects that have been developed in close consultation with the target schools and/or communities.

- Civil society organizations with a strong record of non-formal education and civic education projects at grass roots level and of community development projects.
- Civil society organizations which can demonstrate that their work is focused on communities where the Call is expected to be implemented. Organizations that do not have field offices in the regions of the call, should preferably apply jointly with a local organization/local activist by signing in advance a cooperation agreement for the implementation of the project.
- Projects/actions targeting the development of innovative practices, sustainable actions, participatory approaches, and opportunities for students to participate in decision making in schools and communities, including through the service-learning approach.

**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 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:
  - Documents certifying the registration of the CSO;
  - Bank/financial statements authorised by a financial officer of the CSO;
  - CVs of staff members who will be involved in project implementation;
  - Brief motivation letter (max. 1 page)

Application form, budget template, CVs and motivation letter shall be submitted in English. Other requested documents can also be provided in Georgian.

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

### 2. Questions

General information about the project “Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia” can be found on the website of the Council of Europe Office in Georgia, on the dedicated [project webpage](#). Applicants are strongly encouraged to consult the baseline assessment developed within the project “[Engaging School Children in Decision Making Processes in Georgia](#)”.

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 or Georgian, and shall be exclusively sent to the following address: [education.georgia@coe.int](mailto:education.georgia@coe.int), with the following reference in subject: “**Questions – Grants Call for proposal**”.

An information session for potential applicants on more details about the project, the aims of this small grants scheme, and general administrative and financial information on Council of Europe grants procedures will be organised on **February 13, 2023, at 14:00 (GET)** [on-line](#) via Zoom platform.



### 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: [education.georgia@coe.int](mailto:education.georgia@coe.int). Emails should contain the following reference in subject: “**Application – Grants Call for proposal**”.

Applications must be received **before 27 February 2023 (at 23:59 GET)**. 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:

- One representative of the Ministry of Education and Science of Georgia
- One representative of the Swiss Agency for Development and Cooperation
- Two 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, 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), 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 Georgia;
- be entitled to carry out activities in Georgia described in its project proposal;
- have been active for at least 2 years in the field of non-formal 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.**

## **3. Award criteria**

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objectives of the call (35%)
- 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 (25%);
- the relevance of the experience of the applying organisation(s) and staff in the field of formal or non-formal civic education (10%).

## **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

<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	30 January 2023
<b>Deadline for submitting applications</b>	27 February 2023
<b>Information to applicants on the results of the award procedure</b>	30 March 2023
<b>Signature of the grant agreements</b>	31 March 2023
<b>Implementation period</b>	17 April 2023 – 31 October 2023

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