



CALL FOR PROPOSALS

Grants for awareness raising campaign among the defined target groups
CC.BH8704.2020.06

Project	“Combating violence against children in Ukraine”
Awarding entity	COUNCIL OF EUROPE Children's Rights Division
Funding	CC.BH.8704.2020.07 Council of Europe Action Plan for Ukraine 2018-2021
Duration	Projects shall be implemented by 31 July 2021. Reporting requirements shall be completed by 30 September 2021.
Estimated starting date	5 December 2020
Issuance date	6 November 2020
Deadline for applications	22 November 2020

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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 using Grant Agreement budget templates

HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach the estimated budget (using the template provided in **Appendix II**)
- Attach other supporting documents:
 - Certificate(s) of registration as a non-profit organisation;
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Bank statement confirming the existence of the bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation);
 - CVs of staff members who will be involved in project implementation;
 - Evidence of the organisation's record and experience in the field of combating violence against children
 - 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: children@coe.int. Emails should contain the following reference in subject: **Combating violence against children in Ukraine. Grants- Call for proposal Ukraine.**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Combating violence against children in Ukraine”. It aims to co-fund national projects aimed at raising awareness and increasing capacities to implement the relevant Council of Europe standards to prevent and protect children from violence, including in the digital environment.

The current call for proposals aims to support the implementation of national initiatives by non-governmental organisations in Ukraine. Selected non-governmental organisations will implement projects to raise awareness of child sexual exploitation and abuse, and provide targeted activities, tools and instruments. The Grantees will remain responsible for administration of the funds which have been granted.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain in compliance with the provisions of the articles of the Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse ([Lanzarote Convention](#)), ratified by Ukraine in 2012.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Council of Europe is currently implementing a Project “[Combating violence against children in Ukraine](#)”, which is a direct follow-up to the to the previous Council of Europe project on [Combating violence against women and children](#) (2017/DG II/VC/3800) implemented in 2017-2018. It builds on the already achieved indicative results and provides further support for relevant authorities, professionals and civil society in the areas of combating violence against children, including child sexual exploitation and abuse, promoting the rights of the child, including in the digital environment, and upholding the best interests of the child in judicial and other proceedings, including in the context of family disputes and domestic violence.

The Project aims to support authorities, professionals and the civil society to prevent and protect children against violence, notably sexual exploitation and abuse, including in the digital environment. Building on the results of the previous project, the action is focused on the effective implementation of the Council of Europe Convention on the Protection of children against sexual exploitation and sexual abuse ([Lanzarote Convention](#)), to which Ukraine is a party since 2012. The activities will promote and be further guided by recommendations and guidelines of the Council of Europe on [Integrated National Strategies for the Protection of Children from Violence \(CM/Rec \(2009\)\)](#), [Child-friendly justice \(CM/Rec \(2010\)\)](#) and [Guidelines to respect, protect and fulfil the rights of the child in the digital environment \(CM/Rec\(2018\)\)](#)

Detailed information about the Project activities is available at <https://www.coe.int/uk/web/kyiv/combating-violence-against-children-in-ukraine>

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 1 663 000,00 UAH (one million six hundred and sixty-three thousand Ukrainian hryvnia. The Council of Europe intends to award 2 grants of a maximum amount of 831 500,00 UAH (eight hundred and thirty-one thousand five hundred Ukrainian hryvnia) 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 grants will fund projects designed to raise awareness on the phenomenon of child sexual exploitation and abuse (CSEA), including its risks, consequences and its extent and scope in Ukraine, promote the rights of the

child in the digital environment, increase visibility and promote the Council of Europe's efforts in Ukraine among various groups of professionals through different events, develop key messages and tools to be shared on media (including social media) and via other communication channels, professional platforms and networks, etc.

2. Activities

Projects may include, without limitation, the following activities:

- Organisation of activities, promotions and events (for example, workshops, trainings, forums, seminars, interactive sessions, etc.);
- Development and distribution of campaign materials;
- Production of media content;
- Implementation of awareness raising campaigns, development and distribution of information materials and media products;
- Development of recommendations for professionals working with children;
- Organisation of surveys for the target groups;
- Conducting interviews;
- Visibility actions.

3. Implementation period

The implementation period of the projects shall start on 5 December 2020 (see indicative timetable under Section VIII. below) and shall not extend beyond 31 July 2021.

Reporting requirements shall be completed on 30 September 2021 **at the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. With regard to projects that were launched before the date of submission of the applications, or before the date of signature of the Grant Agreement, only those costs incurred after the date of submission of the Grant Application shall be considered eligible (on the condition that the Agreement concerned so provides).

4. Target stakeholders

Projects should target in particular the following key stakeholders:

- Educators (teachers, school psychologists, social pedagogues);
- Law enforcement representatives (police, prosecutors, judges);
- Legal professionals working with and for children;
- Non-legal professionals working with and for children;
- Professional groups;
- Parents and caregivers;
- Media.
- Children

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while observing the general objective of the Project.

5. Budgetary requirements

Project proposals shall be followed by the estimated budget (See **Template Budget, in Appendix II**) amounting to a maximum of 831 500,00 UAH (eight hundred and thirty-one thousand five hundred Ukrainian

hryvnia). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the proposed activities.

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 compliance with the general objective, preference will be given to:

- Projects/actions targeting different groups of professionals working with/for children;
- Projects/actions presenting efficient models of cooperation;
- Projects/actions with concrete, practical results and measurable sustainability of the results;
- Projects/actions incorporating gender mainstreaming;
- Projects/actions furthering the practical application of Council of Europe standards.

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;
- Projects/actions supporting academic research and/or academic publications;
- Projects/actions concerning only or mainly trainings of professionals (teachers, lawyers, advocates, judges etc.).

8. Funding conditions:

The funds for each grant will be distributed as follows:

- 50% at the signature of the Grant Agreement;
- 30% within 30 days of receipt and approval of the first interim financial report;
- the final balance (20%) will be paid based on the 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 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 (UAH hryvnia), 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**);
- the estimated budget (using the template provided in **Appendix II**);
- the other supporting documents:
 - ✓ Certificate(s) of registration as a non-profit organisation;
 - ✓ Statute and status (local, national, international) of the organisation, or the equivalent;
 - ✓ Bank statement confirming the existence of the bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation);
 - ✓ CVs of staff members who will be involved in project implementation
 - ✓ Evidence of the organization’s record and experience in the field of combating violence against children.
 - ✓ 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 webpage of the Council of Europe Project “[Combating violence against children in Ukraine](#)”.

Other questions regarding this specific call for proposals must be sent at **least 5 (five) days** before the deadline for the submission of proposals, in English or Ukrainian, and shall be sent only to the following email: children@coe.int, with the following reference in subject: **Questions- Call for proposal Ukraine. Combating violence against children in Ukraine.**

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: children@coe.int. Emails shall contain the

following reference in subject: **Combating violence against children in Ukraine. Grants- Call for proposal Ukraine.**

Applications must be received **before by 23:59 CET on 22 November 2020.**

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 three 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:

- 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.

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;
- be entitled to carry out the activities described in its project proposal in Ukraine;
- have been active for at least three years in the field of protection children from violence and/or sexual exploitation and sexual abuse including in the digital environment and/or other related fields, including experience of implementation of projects funded by international donors;
- have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and contribute by means of their 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 in UAH (Ukrainian hryvnia) in the name of the applicant (organisation).

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 (30%)
- the extent to which the proposal meets the requirements of the call (30%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the proposal and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and their 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	6 November 2020
Deadline for submitting applications	22 November 2020
Information to applicants on the results of the award procedure	5 December 2020
Signature of the grant agreements	5 December 2020
Implementation period	5 December 2020 -31 July 2021

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