

CALL FOR PROPOSALS

STRENGTHENING THE CAPACITIES OF PUBLIC ENTITIES TO PROVIDE LEGAL SUPPORT TO THE
WAR-AFFECTED PEOPLE IN UKRAINE
VC3487/BH9156/2023

Project	Strengthening judicial and non-judicial remedies for the human rights protection of the war-affected people in Ukraine
Awarding entity	COUNCIL OF EUROPE Council of Europe Office in Ukraine
Funding	Council of Europe Action Plan for Ukraine “Resilience. Recovery. Reconstruction” (2023-2026).
Duration	Projects shall be implemented by 30 September 2024. Reporting requirements shall be completed by 15 October 2024.
Estimated starting date	01 March 2024
Issuance date	14 December 2023
Deadline for applications	15 January 2024

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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** in English (See **Appendix I**)
- Attach a provisional budget in English (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
 - Certificate(s) of registration as a non-profit organisation (in Ukrainian or in English);
 - Statute of the organisation (in Ukrainian or in English);
 - Bank certificate confirming the existence of the bank account in EUR in the name of the organisation (in Ukrainian or in English);
 - Evidence of the organisation's record and experience in the areas relevant to the call (in Ukrainian or in English);
 - CVs of the key staff (up to 5 persons) involved in the implementation of a proposed project (in Ukrainian or in English)
- Send these documents in electronic form (Word, Excel and PDF) to the following e-mail address: Internally.Displaced.Persons@coe.int. Emails should contain the following reference in subject: **Grants 2024**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Strengthening judicial and non-judicial remedies for the human rights protection of the war-affected people in Ukraine” (the Council of Europe Project).

It aims to co-fund national, regional, local projects aimed at strengthening the capacities of public entities to provide legal support to the war-affected people in Ukraine.

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 Project aims at improving access to justice, human rights protection, and information for the war-affected people in line with Council of Europe standards and good practices.

In particular, it aims to a) improve the national legal framework and data collection on effective remedies for the war-affected people in line with Council of Europe human rights and rule of law standards;
b) strengthen judicial remedies and facilitate access to legal aid for the war-affected people in conformity with European human rights standards and the case-law of the European Court of Human Rights;
c) strengthen access to non-judicial human rights restoration mechanisms for the war-affected people.

Project partners include Supreme Court, Constitutional Court of Ukraine, Ministry of Justice of Ukraine, Ministry for Reintegration of the Temporarily Occupied Territories of Ukraine, Ukrainian Parliament Commissioner for Human Rights, National School of Judges of Ukraine, Coordination Centre for Legal Aid Provision, Law Faculties in Higher Education Institutions in Ukraine.

Detailed information about the Project activities [can be found by this link](#).

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 75,000€ (seventy-five thousand Euros). The Council of Europe intends to award up to 4 grants of up to 25,000€ (twenty-five thousand Euros) each.

Subject to availability of funds and extension of the Project’s 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:

- strengthen the capacities of the target stakeholders to provide legal support to the war-affected people in Ukraine;
- implement awareness raising campaigns on access to rights and remedies for the war-affected people.

The projects should be focused on the government-controlled areas and communities across Ukraine, including de-occupied territories.

The above is not an exhaustive listing but gives an indication of the proposed projects expected nature .

2. Means of action

Projects may include but are not limited to:

- organisation of activities and events (workshops, forums, seminars etc.) for staff members of the target stakeholders;
- provision of legal and information services and consultations to the target stakeholders;
- training of staff members of the target stakeholders;
- provision of IT and office equipment and other supplies to the target stakeholders;
- implementation of awareness raising campaigns, development of information materials and media products to be used by the target stakeholders;
- development and/or advancing of online tools;
- creation and/or enhancing of multi-stakeholder working groups;
- implementation of research /needs assessment results that should be applied by the target stakeholders.

3. Implementation period

The implementation period of the projects should start on 1 March 2024 (see indicative timetable under VIII. below) and shall not extend beyond 30 September 2024.

Reporting requirements shall be completed on 15 October 2024 **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:

- legal aid bureaus, free legal aid centres and independent providers of legal aid;
- Coordination Centres for the Support of the Civilian Population under regional, Kyiv and Sevastopol city state (military) administrations (created by the Cabinet of Ministers of Ukraine Regulation № 470 of 9 May 2023); and
- the Office of the Ombudsman of Ukraine, other state, and non-state entities with a focus on awareness raising and informational campaigns for the war-affected people.

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 **in EUR** (See **Template Budget, in Appendix II**) amounting to a maximum of 25,000 EUR (twenty-five 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 involving the target stakeholders who suffered destruction, damage, displacement or relocation;
- Projects/actions improving and advancing the quality of services provided by the target stakeholders;
- Projects/actions causing a prompt practical effect for the final beneficiaries, i.e, vulnerable individuals and groups of the war-affected people;
- Projects/actions involving local authorities and promoting sustainable budgeting for legal services to the war-affected people at local level;
- Projects/actions involving local authorities and compensation commissions and strengthening capacities of the target stakeholders to implement programmes on compensation for housing damage caused by the aggression against Ukraine;
- Projects/actions integrating and promoting the Council of Europe standards;
- Projects/actions that are focused on raising awareness of the final beneficiaries, i.e, vulnerable individuals and groups of the war-affected people on access to rights and remedies;
- Projects/actions aimed at raising awareness on access to education and implementation of the right to education in Ukraine targeting young war-affected people including Internally Displaced Persons and youth from the temporary occupied territories of Ukraine.

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.

8. Funding conditions:

The funds for each grant should in principle be distributed as follows:

- 80% will be paid to the Grantee when the Grant Agreement between the Parties is signed;
- the balance will be paid to the Grantee 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 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** in English (See **Appendix I**);
- a provisional budget in English (using the template reproduced in **Appendix II**);
- the other supporting documents:
 - Certificate(s) of registration as a non-profit organisation (in Ukrainian or in English);
 - Statute of the organisation (in Ukrainian or in English);
 - Bank certificate confirming the existence of the bank account in EUR in the name of the organisation (in Ukrainian or in English);
 - Evidence of the organisation’s experience in the areas relevant to the call (in Ukrainian or in English);
 - CVs of the key staff (up to 5 five persons) involved in the implementation of a proposed project (in Ukrainian or in English).

Applications that are incomplete will not be considered.

2. Questions

General information can be found [on the website of the Council of Europe Project “Strengthening judicial and non-judicial remedies for the human rights protection of the war-affected people in Ukraine”](#).

Other questions regarding this specific call for proposals must be sent at the latest by 8 January 2024 in English or in Ukrainian, and shall be exclusively sent to the following address: Internally.Displaced.Persons@coe.int with the following reference in subject: **Questions Grants 2024**.

3. Deadline for submission

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word, Excel and PDF) to the following e-mail address: Internally.Displaced.Persons@coe.int. Emails should contain the following reference in subject: **Grants 2024**

Applications must be received **before 15 January 2024 (at 23:59 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 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 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 Declaration**).

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;
- be entitled to carry out in Ukraine activities described in its project proposal;
- have been active for at least 6 (six) months since its registration in the field related to the war-affected people matters in Ukraine;
- 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 (30%)
- 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 (20%);
- 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.

Before approval of the proposal by Evaluation Committee and signing a Grant Agreement, slight changes into the budget and activities of a project might be done after negotiations.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), and an appendix on safety and security 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	14 December 2023
Deadline for submitting applications	15 January 2024
Information to applicants on the results of the award procedure	16 February 2024
Signature of the grant agreements	23 February 2024
Implementation period	01 March 2024 – 30 September 2024

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