



CALL FOR PROPOSALS

FURTHER STRENGTHENING THE CAPACITY OF OMBUDSPERSON'S OFFICE TO PROVIDE LEGAL SUPPORT TO THE WAR-AFFECTED PEOPLE IN UKRAINE

VC3766/9305/2025/Grant_2

Project	Further 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 and Reconstruction” (2023-2026).
Duration	Projects shall be implemented by 30 December 2025. Reporting requirements shall be completed by 30 January 2026.
Estimated starting date	01 August 2025
Issuance date	06 June 2025
Deadline for applications	30 June 2025

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT	3
III. BUDGET AVAILABLE	4
IV. REQUIREMENTS	4
1. General objective	4
2. Means of action.....	4
3. Implementation period	4
4. Target stakeholders	5
5. Budgetary requirements	5
6. Further to the general objective, preference will be given to:	5
7. The following types of action will not be considered:	5
8. Funding conditions:.....	5
9. Reporting requirements:.....	6
V. HOW TO APPLY?.....	6
1. Documents to be submitted:.....	6
2. Questions.....	7
3. Deadline for submission.....	7
4. Change, alteration and modification of the application file.....	7
VI. EVALUATION AND SELECTION PROCEDURE	7
1. Exclusion criteria:	8
2. Eligibility criteria:	9
3. Award criteria	9
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS.....	10
VIII.INDICATIVE TIMETABLE	10
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**)
We kindly ask you to send the completed Application Form in Word format, as well as the completed and signed form in PDF or Word format.
- Attach a provisional budget (using the template reproduced in **Appendix II**)
Please note that the maximum grant amount that may be awarded by the Council of Europe is 15 000 EUR. Your contribution is considered additional to the grant amount allocated by the Council of Europe.
We kindly ask you to provide a budget that clearly indicates which costs are covered by the Council of Europe and which costs (in the case of your financial contribution) are covered from your own budget.
- Attach a list of all owners and executive officers.
- 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)

Please provide the following documents in a readable and clear format, preferably as separate PDF files, named accordingly.

Please ensure that scanned copies are legible and complete, with all pages included and properly aligned. Where applicable, electronic versions (Word or PDF) of CVs and narrative documents are preferred over scanned copies.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: **remedies.ua@coe.int**.
Emails should contain the following reference in subject: Grant Application – Ombudsperson Legal Support Project – «Name of the Organisation».
- Applications must be received **before 30 June 2025 at 23:59:59 EEST**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Further Strengthening judicial and non-judicial remedies for the human rights protection of the war-affected people in Ukraine”. It aims to co-fund national, regional, local projects aimed at strengthening the capacity of Ombudsperson’s Office 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 the field.

In particular, it aims to

- a) further improvement of the domestic legal and regulatory framework on remedies and reparations for the war-affected people and documenting of war-related damage, loss, and injury in line with Council of Europe standards and recommendations;
- b) strengthening judicial protection and facilitating access to legal aid for war-affected people in line with Council of Europe standards and the case-law of the European Court of Human Rights;
- c) enhancing access to non-judicial remedies and administrative redress mechanisms for the war-affected people.

Project partners include Supreme Court, Constitutional Court of Ukraine, Ministry of Justice of Ukraine, Ministry of Social Policy 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 15 000 EUR (fifteen thousand). The Council of Europe intends to award 1 grant.

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:

- strengthen the capacity of the target stakeholder to provide legal support to the war-affected people in Ukraine
- implement rising awareness 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 nature of expected from the projects proposed.

2. Means of action

Projects may include but are not limited to

- organisation of activities and events (workshops, forums, seminars etc.) for staff members and/or Expert councils, working group and other groups created and /or coordinated by the target stakeholder;
- provision of services and consultations to the target stakeholder;
- training of staff members of the target stakeholder;
- provision of office equipment and other supplies to the target stakeholder;
- implementation of awareness raising campaigns, development of information materials and media products to be used by the target stakeholder;
- implementation of research /needs assessment if the results will be applied in practice by the target stakeholder.
- supporting the analysis of draft and existing legal acts regulating the rights of the war-affected people, including identification of gaps and recommendations for improvements;
- organisation and delivery of training sessions for staff members of the Secretariat of the Ombudsperson, as well as supporting the implementation of legal awareness and education activities aimed at the war-affected people.

3. Implementation period

The implementation period of the projects should start on 01 July 2025 (see indicative timetable under VIII. below) and shall not extend beyond 30 December 2025.

Reporting requirements shall be completed on 30 January 2026 **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 the following key stakeholder:

- Ombudsperson`s Office (Secretariat of the Ukrainian Parliament Commissioner for Human Rights).

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 EUR (fifteen thousand). 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 improving and advancing the quality of services provided by the target stakeholder.
- Projects/actions causing a prompt practical effect for the final beneficiaries, i.e, vulnerable individuals and groups the war-affected people.
- Projects/actions integrating and promoting the Council of Europe standards.
- Projects/actions that rising awareness of the final beneficiaries, i.e, vulnerable individuals and groups the war-affected people on access to rights and remedies

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 trainings of the final beneficiaries, i.e, vulnerable individuals and groups of the war-affected people.
- Projects/actions providing legal consultations to the final beneficiaries, i.e, vulnerable individuals and groups of the war-affected people.
- Projects/actions targeting beneficiaries on the temporarily occupied territories of Ukraine.

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:

- Complete and sign the **Application Form** (See **Appendix I**)
We kindly ask you to send the completed Application Form in Word format, as well as the completed and signed form in PDF or Word format.
- Attach a provisional budget (using the template reproduced in **Appendix II**)
Please note that the maximum grant amount that may be awarded by the Council of Europe is 15 000 EUR. Your contribution is considered additional to the grant amount allocated by the Council of Europe.

We kindly ask you to provide a budget that clearly indicates which costs are covered by the Council of Europe and which costs (in the case of your financial contribution) are covered from your own budget.

- Attach a list of all owners and executive officers.
- 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)

Please provide the following documents in a readable and clear format, preferably as separate PDF files, named accordingly.

Please ensure that scanned copies are legible and complete, with all pages included and properly aligned. Where applicable, electronic versions (Word or PDF) of CVs and narrative documents are preferred over scanned copies.

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the [website of the Council of Europe Project Further 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 one week before the deadline for the submission of proposals, in English or in Ukrainian, and shall be exclusively sent to the following address: **Remedies.ua@coe.int**, with the following reference in subject: **Question – Ombudsperson Legal Support Project – «Name of the Organisation».**

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, **We kindly ask you to send the completed Application Form in Word format, as well as the completed and signed form in PDF or Word format**) to the following e-mail address: **Remedies.ua@coe.int**. Emails should contain the following reference in subject: Grant Application – Ombudsperson Legal Support Project – «Name of the Organisation».

Applications must be received **before 30 June 2025 at 23:59:59 EEST** 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;
- g) is not in a situation of an actual, potential or perceived conflict of interest; a conflict of interests arises where any person has a personal interest which is such as to influence, or appear to influence, the impartial and objective exercise of their responsibilities under this procedure. A personal interest includes any advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another party;
- h) are included in the lists of persons or entities subject to restrictive measures applied by the United Nations Security Council or the European Union.

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;

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

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 12 (twelve) months since its registration in the field of work with the war-affected people 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:

1. Relevance, Strategic Fit, and Compliance (60%)

The degree to which the proposed action aligns with the objectives and priorities of the call, while fully complying with mandatory requirements.

Includes:

- Alignment with thematic focus and goals
- Contribution to addressing identified needs or gaps
- Added value in comparison to existing initiatives
- Clear and direct responses to technical and procedural requirements

2. Quality and Feasibility of the Action Plan and Budget (30%)

The clarity, realism, and coherence of the proposed activities, methodology, timeline, and resource allocation.

Includes:

- Logical structure of the activity plan
- Realistic budget and cost-effectiveness

3. Organisational Capacity and Expertise (20%)

The experience, qualifications, and operational capacity of the applicant(s) and proposed staff to deliver the action.

Includes:

- Relevant experience with similar projects
- Adequacy of human and institutional resources
- Track record of accountability and successful implementation

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	06 June 2025
Deadline for submitting applications	30 June 2025
Information to applicants on the results of the award procedure	20 July 2025
Signature of the grant agreements	25 July 2025
Implementation period	1 August 2025 – 30 December 2025

* * *