

CALL FOR PROPOSALS

Grants for activities protecting the rights of national minorities and Roma in Ukraine in conflict times
2022/05

Project	“Strengthening the protection of national minorities, including Roma, and minority languages in Ukraine” – Phase II
Awarding entity	COUNCIL OF EUROPE DGII, Anti-Discrimination Department
Funding	Council of Europe Action Plan for Ukraine 2018-2022
Duration	Projects shall be implemented by 30 September 2022. Reporting requirements shall be completed by 31 October 2022.
Estimated starting date	27 June 2022
Issuance date	03 June 2022
Deadline for applications	20 June 2022

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT	3
III. BUDGET AVAILABLE.....	3
IV. REQUIREMENTS.....	4
1. General objective	4
2. Means of action.....	4
3. Implementation period	4
4. Target stakeholders	4
5. Budgetary requirements	4
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:.....	5
V. HOW TO APPLY?.....	6
1. Documents to be submitted:.....	6
2. Questions.....	6
3. Deadline for submission.....	6
4. Change, alteration and modification of the application file.....	7
VI. EVALUATION AND SELECTION PROCEDURE.....	7
1. Exclusion criteria:	7
2. Eligibility criteria:	8
3. Award criteria	8
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS	8
VIII. INDICATIVE TIMETABLE	8

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:
 - Statute of the organisation, or the equivalent;
 - Income and expenditure statement for 2021;
 - Certificate(s) of registration as a non-profit organisation;
 - Plan of work for the proposed project (list of activities);
 - CV(s) of the project manager(s);
 - Letter of support on cooperation with central or local authorities (for LOT 1).
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: tenders.antidiscrimination@coe.int
- Emails should contain the following reference in subject: GRANTS MINORITIES UKRAINE.
- Applications must be received **before 20 June 2022 (by 23:59 Kyiv local time (GMT+2))**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Strengthening the protection of national minorities, including Roma, and minority languages in Ukraine” – Phase II implemented till 31 December 2022, funded through the COE/Ukraine Action Plan 2018-2022. The call is part of the revised activities of the above project, as part of the Council of Europe Priority Adjustments to the Action Plan (May 2022).

As part of the Project and its activities, this call aims to support NGOs in ensuring protection of rights of national minorities and Roma in times of conflict, working in close cooperation with central and local level authorities. 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 and during current circumstances.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The purpose of the Project is to strengthen the overall legislative and institutional framework for the protection of national minorities, including Roma, and minority languages, while strengthening the capacities and possibilities for effective participation in the decision-making processes by the national minority members and civil society. As per the Council of Europe Priority Adjustments to the Action Plan, the proposed area of intervention is ‘Protection of vulnerable groups, including Roma, and prevention from discrimination’. This intervention aims at supporting the authorities in addressing immediate consequences of Russia’s attack on human rights and displacement.

In particular, it aims to:

- Ensure responses to urgent needs of vulnerable groups, by providing grants to NGOs; to provide support to community members in times of armed conflicts.
- Support the Ombudsperson’s regional offices or the Parliamentary Committee for Human Rights for the provision of services such as legal and other social form of assistance, collecting reports of violations against vulnerable groups.
- Support local authorities via existing networks (ICC UA network, local action groups for minorities/ROMED, etc.) and NGOs to address the urgent needs of vulnerable groups at risk of exclusion and violence, in particular minority communities and Roma.

Project partners include the Office of the Ombudsperson, the Parliament Committee for Human Rights, Regional State Administrations and district administrations of Ukraine dealing with protection of national minorities, civil society organisations, including national minorities’ organisations.

The project is jointly implemented by the No Hate Speech and Cooperation Unit under the Anti-Discrimination Department and the Roma and Travellers Team, both under the Directorate of Democratic Governance and Anti-Discrimination, in DG II Democracy.

Detailed information about the Project activities is available at <https://www.coe.int/en/web/kyiv/national-minorities>

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 2,203,481 UAH (Two million two hundred three thousand four hundred eighty-one Ukrainian hryvnias). The Council of Europe intends to award 3 grants of a maximum amount of 472,175 UAH (LOT 1, central level grants) each and 5 grants of a maximum amount of 157,392 UAH (LOT 2, local level grants) 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:

- **With regards to central level initiatives, under LOT 1:** Ensure responses to urgent needs of national minorities, including Roma and vulnerable groups and provide support to community members in times of conflict, including in cooperation with the Ombudsperson's regional offices or the Parliamentary Committee for Human Rights.
- **With regards to regional and local level initiatives, under LOT 2:** Strengthen Local Action Groups, coalitions and platforms build within the COE Project, that will ensure local level interventions to protect rights of national minorities during the conflict, in cooperation with regional and local authorities.

2. Means of action

Projects should include specifically tailored activities to the conflict circumstances, notably by proposing the following sample activities:

- Provision of services such as legal and other social form of assistance to vulnerable groups (LOT 1; LOT 2).
- Monitoring and reporting on human rights violations against members of national minorities and Roma (LOT 1).
- Local level assistance to internally displaced members of national minorities and Roma due to the conflict (LOT 2).

The Grant requires the cooperation of the applicant with central or local authorities as mentioned above (recorded by a letter of support).

3. Implementation period

The implementation period of the projects should start on 27 June 2022 (see indicative timetable under VIII. below) and shall not extend beyond 30 September 2022.

Reporting requirements shall be completed on 31 October 2022 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 nongovernmental organisations, local authorities, representatives of self-governance bodies in the territorial communities, national minority organisations, the general public, including and notably citizens/people belonging to national minorities, as well as internally displaced citizens/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 and current circumstances in Ukraine.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 472,175 UAH (for LOT 1, central level grants) each and 157,392 UAH (for LOT 2, local level grants) each.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties, approximately to a 10% of the overall project budget. 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:

- For LOT 1: Projects/actions proposed by NGOs in partnership with the Ombudsperson Office or the Parliament Committee on Human Rights, as authorities working with/on national minorities issues during conflict times;
- For LOT 2: Projects/actions targeting the following regions Ukraine: Odesa, Volyn, Transcarpathia, Zaporizhzhia, Chernihiv, Lviv and Vinnytsia.

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 (Ukrainian hryvnia), 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:
 - Statute of the organisation, or the equivalent;
 - Income and expenditure statement for 2021;
 - Certificate(s) of registration as a non-profit organisation;
 - Plan of work for the proposed project (list of activities);
 - CV(s) of the project manager(s);
 - Letter of support on cooperation with central or local authorities (for LOT 1).

2. Questions

General information can be found on the website of the Council of Europe Project: <https://www.coe.int/en/web/kyiv/national-minorities>

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 Ukrainian, and shall be exclusively sent to the following address: tenders.antidiscrimination@coe.int, with the following reference in the subject: QUESTIONS GRANTS MINORITIES UKRAINE.

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:

tenders.antidiscrimination@coe.int. Emails should contain the following reference in subject: GRANTS MINORITIES UKRAINE.

Applications must be received **before 20 June 2022 (by 23:59 Kyiv local time (GMT+2))**. 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**).

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 Ukraine;
- be entitled to carry out activities described in its project proposal in Ukraine;
- have been active for at least 3 (three) years in the field of protection of national minorities, and/or human rights/anti-discrimination, 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 (40%);
- the extent to which the action meets the requirements of the call (40%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (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	03 June 2022
Deadline for submitting applications	20 June 2022
Information to applicants on the results of the award procedure	24 June 2022

Signature of the grant agreements	27 June 2022
Implementation period	27 June – 30 September 2022

* * *