

**CALL FOR PROPOSALS**

Call for proposals for activities at the municipal level, under the project on “Promoting human rights and non-discrimination principles at the local level”

VC 3157

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| **Project** | Promoting human rights and non-discrimination principles at the local level |
| **Awarding entity** | **Council of Europe** |
| Directorate General of Democracy and Human Dignity Anti-Discrimination Department - No Hate Speech and Co-operation Unit |
| **Funding** | United Nation Mission in Kosovo - UNMIK |
| **Duration** | Projects shall be implemented by31 May 2023.Reporting requirements shall be completed by10 June 2023. |
| **Estimated starting date** | 01 March 2023 |
| **Issuance date** | 13 January 2023 |
| **Deadline for applications** | 03 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:
* Workplan;
* CV of project manager(s).
* Send these documents in electronic form to the following e-mail address: tenders.antidiscrimination@coe.int. Emails should contain the following reference in subject: VC3157- HUMAN RIGHTS AND NON DISCRIMINATION AT LOCAL LEVEL.
* Applications must be received **by 3 February 2023**.
1. **INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project ‘Promoting human rights and non-discrimination principles at the local level’, which is implemented in Kosovo\*[[1]](#footnote-1). It aims to support local NGOs with projects focusing on combating discrimination and hate speech at the municipal level.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

1. **BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT**

The purpose of the Project is to build the capacities of municipal authorities and other relevant local stakeholders to monitor and report on human rights and non-discrimination in line with international and European standards. The initially selected municipalities to cover are in the region of Gjilan/Gnjilane, Mitrovicë/Mitrovica, Ferizaj/Urosevac, Prizren, and Peja/Peć.

In particular, this call for proposals aims to support local civil society organisations working on human rights issues, including non-discrimination, to engage in shadow reporting, networking with municipal stakeholders and local awareness campaigns on equality.

Project partners include the Office for Good Governance, Prime Minister’s Office, Ombudsperson Institution, Ministry for Local Self-Governance, Municipalities and Civil Society Organisations.

1. **BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 22,500.00 (Twenty-two thousand and five hundred Euros). The Council of Europe intends to award five grants of a maximum amount of 4,500.00 (Four thousand and five hundred Euro) 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.

1. **REQUIREMENTS**
2. **General objective**

The grants will fund projects designed:

* To promote human rights and anti-discrimination principles,
* Fostering cooperation and reinforce partnership between local NGOs and Municipalities on the above subjects,
* Increase awareness of the citizens / people living in targeted municipalities of what is discrimination and hate speech and its dangers on societies,
* Reinforce capacities of local NGOs and local institutions on jointly responding to hate speech.
1. **Means of action**

Projects may include specifically tailored activities aiming at supporting the implementation at local level relevant standards of the [European Commission against Racism and Intolerance](https://www.coe.int/en/web/european-commission-against-racism-and-intolerance) (ECRI), notably its [General Policy Recommendation nr 15, on combating hate speech](https://www.coe.int/en/web/european-commission-against-racism-and-intolerance/recommendation-no.15), as well as, when possible, propose local raise awareness initiatives.

1. **Implementation period**

The implementation period of the projects should start on 1 March 2023 (see indicative timetable under VIII. below) and shall not extend beyond 31 May 2023.

Reporting requirements shall be completed on 10 June 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).

1. **Target stakeholders**

Projects should target in particular the following key stakeholders: civil society organizations, municipalities and municipal officials, victims of discrimination and hate speech and vulnerable communities, for example, but not exclusively, ethnic and religious minorities, Roma, LGBTI, women, persons with disabilities, etc. As an ultimate end, the public at large is considered a targeted stakeholder.

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.

1. **Budgetary requirements**

The project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 4,500.00 (Four thousand and five hundred 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.

1. **Further to the general objective, preference will be given to:**
* Projects/actions foreseen to be implemented as a partnership between NGOs and local institutions, especially with the anti-discrimination/human rights offices at municipal level.
* Projects/actions with specific focus on combating discrimination and hate and generate positive messages to foster inclusion of vulnerable groups, as those mentioned above.
* Projects are encouraged to have a gender mainstreaming and an intersectional dimension.
1. **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.
1. **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.
1. **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.

1. **HOW TO APPLY?**
2. **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:

work plan, organogram of the unit for implementing the proposed project

and the CV of project manager(s).

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

1. **Questions**

General information on the local activities of the Council of Europe can be found on the website:

<https://www.coe.int/fr/web/pristina/home>

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, and shall be exclusively sent to the following address: tenders.antidiscrimination@coe.int, with the following reference in subject: QUESTIONS VC3157- HUMAN RIGHTS AND NON DISCRIMINATION AT LOCAL LEVEL

1. **Deadline for submission**

The application form, **completed and signed by al 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: VC3157- HUMAN RIGHTS AND NON DISCRIMINATION AT LOCAL LEVEL

Applications must be received **by the 3 February 2023 (end of day))**. Applications received after the above-mentioned date will not be considered.

1. **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.

1. **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](https://wcd.coe.int/ViewDoc.jsp?Ref=SG/Rule(2015)1374&Language=lanEnglish&Ver=original&BackColorInternet=99CCFF&BackColorIntranet=99CCFF&BackColorLogged=99CCCC).

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.
1. **Eligibility criteria:**

In order to be eligible for a grant, an applicant must:

* be legally constituted as a non-governmental organisation in Kosovo\*;
* be entitled to carry out activities described in its project proposal.
* have been active for at least 2 years in the field of human rights and/or 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.**

1. **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 (30%);
* the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
1. **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.**

1. **INDICATIVE TIMETABLE**

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| **Phases** | **Indicative timing** |
| **Publication of the call** | 13 January 2023 |
| **Deadline for submitting applications** | 3 February 2023 |
| **Information to applicants on the results of the award procedure** | 15 February 2023 |
| **Signature of the grant agreements** | 20 February 2023 |
| **Implementation period** | 1 March - 31 May 2023 |

**\* \* \***

1. \* All reference to Kosovo, whether to the territory, institutions or population, shall be understood in full compliance with United Nations Security Council resolution 1244 and without prejudice to the status of Kosovo.. [↑](#footnote-ref-1)