

**GRANTS**

**CALL FOR PROPOSALS**

I**NCREASING AWARENESS AND FACILITATING ACCESS TO INFORMATION AND LEGAL AID FOR PERSONS IN THE CONTEXT OF MIGRATION IN TÜRKIYE**

Click here to enter the reference of the grant award procedure

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| **Project** | EU/CoE joint action “Strengthening the Human Rights Protection in the Context of Migration in Türkiye” – Horizontal Facility for the Western Balkans and Türkiye |
| **Awarding entity** | **Council of Europe** |
| Council of Europe Programme Office in Ankara |
| **Funding** | Co-financing between the European Union and the Council of Europe  |
| **Duration** | Grant projects shall be implemented by09 September 2025.Reporting requirements shall be completed by09 October 2025. |
| **Estimated starting date** | 09 September 2024 |
| **Issuance date** | 27 June 2024 |
| **Deadline for applications** | 27 July 2024 |

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* Appendix I - Application Form
* Appendix II - Provisional budget (Template)
* Appendix III - Template Grant Agreement (for information only)
* Appendix IV - Declaration on the exclusion criteria

**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 (in English):
	+ Description of the main activities of the civil society organisation(s) related to providing information and legal aid services to refugees, asylum seekers and migrants – up to 2 pages, A4;
	+ Registration certificate as a civil society organisation or a similar proof of registration;
	+ Statute of the organisation, or equivalent;
	+ CVs of the permanent and temporary staff members who will be involved in the implementation and reporting of the proposed grant project;
	+ Authorisation of the legal representative to act on behalf of the applicant;
	+ Bank statement confirming the existence of the bank account in the name of the applicant;
	+ A letter of intention/cooperation with the relevant Local Bar (only for grant proposals that target the areas of legal counselling or legal aid and have close cooperation with Local Bar Associations.);
	+ Operating account record for the past 4 (four) years;
	+ Declaration on the exclusion criteria signed and stamped (Appendix IV);

Grant applications should be submitted in English, **with the exception of “registration certificate as a civil society organisation or a similar proof of registration, document demonstrating that the applicant has a bank account, and operating account record for the past 4 years**” which may be submitted in Turkish.

Applications only in Turkish will be considered ineligible.

Applications that are incomplete will not be considered.

Send these documents in electronic form (Word, and/or PDF) to the following e-mail address: ankara.office@coe.int. Emails should contain the following reference in subject: **HF13/GRANT/Migration**

Applications must be received **before 27 July 2024 (at 23:59, TR Time)**.

1. **INTRODUCTION**

This grant call for proposals is launched in the framework of the action “[Strengthening the Human Rights Protection in the Context of Migration in Türkiye](https://www.coe.int/en/web/ankara/strengthening-the-human-rights-protection-in-the-context-of-migration-in-t%C3%BCrkiye)” (the action), implemented by the Council of Europe under the European Union-Council of Europe Joint Programme “[Horizontal Facility for the Western Balkans and Türkiye](https://pjp-eu.coe.int/en/web/horizontal-facility/home)” (Horizontal Facility) .

The action aims to support up to 3 (three) local projects aimed at **increasing awareness and facilitating access to information and legal aid** **to refugees, asylum seekers and migrants.** These grant projects are to be implemented by national and local Civil Society Organisations (CSOs) registered and operating in Türkiye. The geographical scope of the grant projects should be within Türkiye while priority will be given to the provinces affected by the earthquakes of February 2023. The grant projects should target **refugees, asylum seekers and migrants , particularly those in vulnerable situations**. Each proposed grant project should carry out an impact assessment regarding the project implementation. The duration of the proposed projects/initiatives should be from 6 (six) months to 1 (one) year.

Grant project proposals shall aim to produce an added value for the action and the European Union/Council of Europe efforts in this domain.

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

The Horizontal Facility is a joint co-operation initiative of the Council of Europe and European Union (EU), funded by the EU and the Council of Europe and implemented by the Council of Europe. It enables the Beneficiaries to meet their reform agendas in the fields of human rights, rule of law and democracy and to comply with European standards.

The action “Strengthening the human rights protection in the context of migration in Türkiye” (the action) implemented under Horizontal Facility, aims to support the Turkish authorities and other relevant stakeholders in enhancing:

* detention conditions in the context of migration and ensuring that appropriate procedural safeguards are in place in line with European and international standards in the context of migration.
* procedures and inter-agency mechanisms for the protection of persons in vulnerable situations, especially children.

The action builds on the achievements of the previous joint action on “Strengthening the human rights protection of migrants and victims of human trafficking in Turkey - Migration component” implemented under the EU and Council of Europe co-operation framework “Horizontal Facility for the Western Balkans and Turkey 2019-2022.” It also builds on the jurisprudence of the European Court of Human Rights, as well as the findings and recommendations following the fact-finding mission of the Special Representative of the Secretary General on Migration and Refugees in Türkiye in March 2021 and the European Commission’s 2021 Report on Türkiye.

Up to 3 (three) grant project proposals on awareness raising and facilitating access to information and legal aid to refugees, asylum seekers and migrants will be selected from among the proposals submitted by CSOs registered and operating in Türkiye. Each successful grant project proposals will receive a grant not exceeding 15.000 (fifteen thousand) Euros for the implementation of the project.

1. **BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 45.000 (forty-five thousand) Euros. The Council of Europe intends to award up to **3 (three) grants** of a maximum amount of **15.000 (fifteen thousand) Euros** each. The grantee will need to ascertain that the expenditure in the local currency corresponds to the above-mentioned amount (in line with the Euro foreign exchange reference rates).

Subject to availability of funds and extension of the action’s initial duration, the Council of Europe reserves the right not to award all the 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 raise awareness and facilitate access to information and legal aid to refugees, asylum seekers and migrants, especially those in vulnerable situations.

1. **Means of action**

Project proposals may include but are not limited to:

* Media/ awareness raising initiative.
* Legal and information services, consultations, referrals, case management to refugees, asylum seekers and migrants.
* Trainings, training modules, needs assessment.
* Brochures, billboards, posters, leaflets.
* A public outreach to individuals working in the specified field (organisation of meetings, distribution of information materials, etc).

Please note that the grant project should provide a brief overview of baseline assessment (needs assessment) and should explain the rationale of the activity proposed. To this end, the grant project should explain the foreseen methodology for such an assessment in respect of the proposed means of action.

The applicants’ attention is drawn to the fact that restrictions apply to the use of local civil servants and other public administration staff[[1]](#footnote-1) under this grant procedure.

First, only civil servants or other public administration staff falling under one of the following categories may be engaged as a Grantee:

I) Educational staff (including academics, pedagogical institutes, pre-university teachers, school teachers, curriculum experts).

II) Judges, prosecutors, staff from the prosecution offices and judicial and prosecutorial bodies.

III) Staff from the ministries for social affairs, ministries of justice, ministries of interior and ministries of health and public institutes.

IV) Law enforcement staff (including staff from the specialised police departments and Financial Intelligence Units (FIUs)),

V) Staff from equality bodies and central electoral commissions.

In addition, where a Grantee belongs to the category of local civil servant or other public administration staff under the third phase of the Horizontal Facility, he or she must be in the position to confirm that:

* he/she has not been involved in the Action design or that the institution for which he/she works will not be a beneficiary thereof;
* he/she is not in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure and understands that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest;
* he/she can obtain authorisation from his/her employer to carry out this secondary activity
* the performance of his/her obligations under the potentially awarded Grant Agreement  goes beyond the scope of his/her regular official duties;
* confirmation from his/her employer that national/local legislation does not prohibit civil servants or other public administration staff from undertaking secondary activities will be obtained;
* the Grantee will implement the Action as a secondary activity, on a temporary and short-term basis outside his/her regular working hours and/or has been granted leave of absence for this purpose by his/her employer.

Applicants are also informed that if a Grantee intends to procure, in connection with a part of the Action, the consultancy services of a civil servant or other public administration staff or to assign the performance of a part of the Action to a civil servant or other public administration staff, only civil servants or other public administration staff falling under one of the following categories may be engaged:

I) Educational staff (including academics, pedagogical institutes, pre-university teachers, school teachers, curriculum experts).

II) Judges, prosecutors, staff from the prosecution offices and judicial and prosecutorial bodies.

III) Staff from the ministries for social affairs, ministries of justice, ministries of interior and ministries of health and public institutes.

IV) Law enforcement staff (including staff from the specialised police departments and Financial Intelligence Units (FIUs)),

V) Staff from equality bodies and central electoral commissions.

In addition, where a Grantee procures the consultancy services of a natural person in connection with a part of the Action or assigns the performance of a part of the Action to an individual within the Grantee organisation and that natural person is a local civil servant or other public administration staff under the third phase of the Horizontal Facility, the Grantee must confirm that neither the signatory of the service contract, nor if relevant the organisation he/she represents, are in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure; the signatory and if relevant the organisation have been notified and understand that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest.

The Grantee must undertake to verify and provide the Council of Europe with the necessary supporting documents confirming that this individual belonging to the category of civil servant or other public administration staff under the third phase of the Horizontal Facility:

a) has obtained authorisation of his/her public employer to carry out this secondary activity

b) the performance of his/her obligations under this Agreement goes beyond the scope of his/her regular official duties

c) undertakes this secondary activity on a temporary and short-term basis and that it will be performed outside his/her working hours or when he/she is on leave of absence from his/her official public duties

d) obtained the confirmation from his/her employer that national/local legislation does not prohibit civil servants or other public administration staff from undertaking secondary activities

e) is not in a situation of conflict of interests as described above

f) has not been involved in the Action design or that the public institution for which he/she works will not be a beneficiary thereof unless foreseen otherwise by the Horizontal Facility Description of Action.

1. **Implementation period**

The implementation period of the projects should start on **09 September 2024** (see indicative timetable under VIII. below) and shall not extend beyond **09 September 2025**.

Reporting requirements shall be completed by **09 October 2025** at the latest.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard to the projects which 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:

* CSOs providing services to refugees, asylum seekers and migrants.
* Bar associations.

The above list is not exhaustive, and projects may propose to target other relevant stakeholders, while keeping in mind the general objective of the action “Strengthening the Human Rights Protection in the Context of Migration in Türkiye”.

1. **Budgetary requirements**

Project proposals shall be accompanied by a draft budget in Euros (See **Template Budget, in Appendix II**) amounting to a maximum of 15.000 (fifteen 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.

1. **Further to the general objective, preference will be given to:**
* Grant projects/actions proposed by national and local CSO working in the field of migration in Türkiye and already involved in providing information and legal aid to refugees, asylum seekers and migrants and participating in formal or informal alliances, networks or platforms bearing the objective concerned (facilitating access to information and legal aid to refugees, asylum seekers and migrants);
* Grant projects/actions proposed by national and local CSO acting in close cooperation with the Bar Association in the region where the CSO will implement the project, indicating that the Bar is willing to support the CSO in its activities under the grant project/action
* Grant projects/actions supporting different vulnerable individuals and groups in the context of migration;
* Grant projects/actions involving activities directly engaging refugees, asylum seekers and migrants in Türkiye;
* Grant projects/actions integrating and promoting the Council of Europe standards;
* Grant projects/actions should comply with the objective/goal defined above under section II. “*BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT”.*
1. **The following types of action will not be considered eligible:**
* 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:

* 60% will be paid to the Grantee or the Lead Grantee in case of a consortium when the Grant Agreement between the Parties is signed;
* 35 % will be paid to the Grantee or the Lead Grantee in case of a consortium, following the presentation and acceptance by the Council of Europe of the mid-term narrative and financial report;
* The balance (5 %) 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:**
* **Interim narrative and financial reporting** (in English) are required to be submitted within 30 (thirty) days following the end of the first half of the implementation period on the use made of the grant, including details of the activities carried out, target groups reached, along with a copy of supporting documents such as the register of the persons present during each of the activities, including names and signatures of participants, photos of the events, copy of the awareness raising materials and other outputs. The interim financial report has to cover both expenditures and the remaining balance in each budgetary line
* The payment of the second instalment is linked to the presentation by the Grantee and acceptance by the Council of Europe of the interim narrative and financial report, which will done as soon as the Council of Europe validates the reports and assesses that the conditions for the second instalment are fulfilled;
* **Final narrative reporting** (in English) requires a full narrative report, to be submitted within 30 (thirty) days following the end of the implementation period, on the use made of the grant, including details of the activities carried out, target groups reached along with a copy of supporting documents such as the register of the persons present during each of the activities, including names and signatures of participants, photos of the events, copy of the awareness raising materials and other outputs;
* **Final financial reporting**  requires in particular a statement in the currency in which the Grant Agreement will be concluded, 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.
* The payment of the final instalment is linked to the presentation by the Grantee and acceptance by the Council of Europe of the final narrative and financial report, which will be done as soon as the Council of Europe validates the reports and assesses that the conditions for the final instalment are fulfilled.

“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, photos from the event, 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. **Requirements for visibility:**

All layouts of any communication items prepared during the implementation of the Grant Agreement are subject to approval with the Contact point within the Council of Europe.

Unless the Council of Europe requests or agrees otherwise, the Grantees shall take all necessary measures to publicise the fact that the action has been funded within the framework of a joint programme between the European Union and the Council of Europe. All visibility and communication requirements will be fulfilled in line with the detailed instructions on communication and visibility that will be provided by the Council of Europe project team in charge of the grant.

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 (in English):
	+ Description of the main activities of the civil society organisation(s) related to providing information and legal aid services to refugees, asylum seekers and migrants – up to 2 pages, A4;
	+ Registration certificate as a civil society organisation or a similar proof of registration;
	+ Statute of the organisation(s), or equivalent;
	+ CVs of the permanent and temporary staff members who will be involved in the implementation and reporting of a proposed grant project;
	+ Authorisation of the legal representative to act on behalf of the applicant;
	+ Bank statement confirming the existence of the bank account in the name of the applicant;
	+ A letter of intention/cooperation with the relevant Local Bar (only for grant proposals that target the areas of legal counselling or legal aid and have close cooperation with Local Bar Assosciations.);
	+ Operating account record for the past 4 (four) years;
	+ Declaration on the exclusion criteria signed and stamped (Appendix IV).

Grant applications should be submitted in English, with the exception of **“registration certificate as a civil society organisation or a similar proof of registration, document demonstrating that the applicant has a bank account, and operating account record for the past 4 years”** which may be submitted in Turkish.

Applications only in Turkish will be considered ineligible.

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

1. **Questions**

General information can be found on the website of the Council of Europe Office in Ankara: [EU/CoE joint action on “Strengthening the Human Rights Protection in the Context of Migration in Türkiye” – Horizontal Facility](https://www.coe.int/en/web/ankara/strengthening-the-human-rights-protection-in-the-context-of-migration-in-t%C3%BCrkiye).

Other questions regarding this specific call for proposals must be sent at the latest 20 July 2024, in English, and shall be exclusively sent to the following address: ankara.office@coe.int with the following reference in subject: Questions HF13/GRANT/Migration.

**Deadline for submission**

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted in electronic form (PDF) to the following e-mail address: ankara.office@coe.int. Emails should contain the following reference in subject: **HF13/GRANT/Migration**

Applications must be received **before 27 July 2024 (at 23:59 TR Time)**. 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 grant projects presented will be assessed by an Evaluation Committee composed of at least 3 (three) members, including 2 (two) staff members of the Council of Europe Secretariat, and 1 (one) representative of the Union of Turkish Bar Associations.

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):

1. 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;
2. 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;
3. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
4. 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;
5. 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;
6. have been involved in mismanagement of the Council of Europe funds or public funds;

g) are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

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;
* 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.
1. **Eligibility criteria:**

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

* be legally constituted and functioning as a Civil Society Organisation (CSO) under the relevant laws in the Republic of Türkiye, excluding the branches of CSOs established abroad;
* be entitled to carry out in the Republic of Türkiye activities described in its grant project proposal;
* have been active for at least 5 (five) years in the field of migration and/or legal aid to refugees, asylum seekers and migrants;
* 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 grant project with regard to the objective of the call (50%)
* the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
* the relevance of the experience of the applying organisation(s) and staff (20%).
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 | 27.06.2024 |
| Deadline for submitting applications | 27.07.2024 |
| Information to applicants on the results of the award procedure | 29.08.2024 |
| Signature of the grant agreements | 09.09.2024 |
| Implementation period | maximum 1 year as of 09.09.2024 |

**\* \* \***

1. For the purpose of this document, the term « local » designates consultants from one of the Horizontal Facility Beneficiaries (Western Balkan region and Türkiye). [↑](#footnote-ref-1)