

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

CALL FOR PROPOSALS

REGIONAL AWARENESS RAISING CAMPAIGN ON TRAFFICKING IN HUMAN BEINGS FOR THE PURPOSE OF LABOUR EXPLOITATION IN BOSNIA AND HERZEGOVINA

BH 4677/G/2019/1

Project	Horizontal Facility (HF20) action on Preventing and Combating Human Trafficking in Bosnia and Herzegovina
Awarding entity	COUNCIL OF EUROPE Directorate of Human Dignity, Equality and Governance Action against Trafficking in Human Beings EU/CoE Horizontal Facility action on Preventing and Combating Trafficking in Human Beings in Bosnia and Herzegovina
Funding	Horizontal Facility (HF20) action on Preventing and Combating Human Trafficking in Bosnia and Herzegovina, which is a part of the EU/CoE joint co-operation programme Horizontal Facility for the Western Balkans and Turkey (phase II)
Duration	Projects shall be implemented by 20 October 2020. Reporting requirements shall be completed by 20 November 2020.
Estimated starting date	20 March 2020
Issuance date	16 December 2019
Deadline for applications	22 January 2020

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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:
 - Registration certificate as a non-governmental organisation or a similar proof of registration;
 - Statute of the organisation(s), or equivalent;
 - 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;
 - Any additional information regarding implemented projects relevant to the call.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: tender.BiH-BH4677@coe.int. Emails should contain the following reference in subject: Regional Awareness Raising Campaign on Trafficking in Human Beings for the Purpose of Labour Exploitation in Bosnia and Herzegovina.
- Applications must be received **before 22 January 2020, 17.00 CET**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe HF20 Action “Preventing and Combating Human Trafficking in Bosnia and Herzegovina”. It will co-fund 2 (two) regional projects aimed at raising awareness among general public and in particular people at risk and/or specific groups at risk of human trafficking for the purpose of labour exploitation. These regional projects are to be implemented by non-governmental organisations registered in Bosnia and Herzegovina or non-profit legal entities (e.g. trade unions, education or research institutions etc.) that operate independently of any government and are registered in Bosnia and Herzegovina.

The Group of Experts on Action against Trafficking in Human Beings (GRETA) in its second evaluation report (GRETA(2017)15) considered that the national authorities should enhance their efforts to prevent trafficking in human beings for the purpose of labour exploitation, and in particular, strengthen the monitoring of recruitment and temporary work agencies and reviewing the legislative framework, including by considering the introduction of licensing procedures; strengthen efforts to curb fraudulent job offers disseminated by means of the Internet; and sensitising relevant officials, in particular the police, prosecutors and judges, about trafficking in human beings for the purpose of labour exploitation and the rights of victims (paragraph 51). Furthermore, GRETA considers that the authorities of Bosnia and Herzegovina should continue to take measures to prevent trafficking in human beings through information and awareness-raising measures, paying particular attention to the risks of recruitment through the Internet and trafficking for the purpose of labour exploitation, and evaluating the impact of campaigns (paragraph 46).

In view of the above, the HF20 Action is launching a call for grants, which is to be opened to non-governmental organisations and non-profit legal entities. The purpose of the 2 (two) grants is to contribute to a heightened awareness about the risks of trafficking for labour exploitation linked to the operation of the labour market. The grants should target groups at risk, such as workers working in at-risk industries (e.g. agriculture, forestry, footwear, construction and catering industry) in the country and abroad.

Each proposed awareness-raising project should target **at least 350 persons** and should carry out an impact assessment following the project implementation. The awareness raising project shall be implemented in the areas/regions of Bosnia and Herzegovina where there is a higher risk of trafficking in human beings for the purpose of labour exploitation or should target people and/or group(s) of people at most risk of trafficking in human beings for the purpose of labour exploitation.

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 Horizontal Facility II is the second phase of a co-operation initiative, financed by the European Union and the Council of Europe and implemented by the Council of Europe, aimed at assisting beneficiary institutions in South-East Europe to comply with the Council of Europe standards and European Union *acquis* in the framework of the enlargement process.

In particular, the Action HF20 “Preventing and Combating Human Trafficking in Bosnia and Herzegovina” aims to assist the beneficiary institutions to follow up on the recommendations of GRETA provided in the second evaluation report (GRETA(2017)15). In particular, the HF 20 action focuses on the following areas of intervention: *i*) strengthened criminal and social justice response to trafficking in human beings through capacity building of relevant professionals, following a multi-disciplinary, gender-sensitive and child-specific approach, with a focus on proactive identification of victims, victims’ assistance and protection needs; *ii*) improved detection and identification of, and assistance to victims of human trafficking for the purpose of labour exploitation; and *iii*) improved detection and identification of, and assistance to child victims of human trafficking and improved anti-trafficking responses through capacity-building of education professionals.

Project partners include Ministry of Security of Bosnia and Herzegovina/National Co-ordinator for the Combating Trafficking in Human Beings and Illegal Migration; Ministry for Human Rights and Refugees/Sector for Human Rights; Ministry of Civil Affairs of Bosnia and Herzegovina/ Sector for Labour, Employment, Social Protection and Retirement; Sector for Healthcare; Sector for Education; High Judicial and Prosecutorial Council of Bosnia and Herzegovina; Centre for Judicial and Prosecutorial Training of the Federation of Bosnia and Herzegovina; Centre for Judicial and Prosecutorial Training of Republika Srpska; Labour Inspectorate of the Federation of Bosnia and Herzegovina; Labour Inspectorate of Republika Srpska; as well as civil society organisations.

Two (2) project proposals on awareness raising will be selected from among the project proposals submitted by non-profit organisations and other non-profit legal entities. Each of the successful project proposals will receive a grant not exceeding 15,000 euros for the implementation of the project – the awareness raising campaign.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 30,000 Euros (thirty thousand Euros). The Council of Europe will award 2 (two) grants of a maximum amount of 15,000 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 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 raise awareness among general public, particularly in regions which are prone to risk of human trafficking for the purpose of labour exploitation and/or people at risk or people in vulnerable circumstances prone to such risk, or specific groups at risk of labour trafficking. Such awareness raising campaigns might target for example seasonal workers, construction workers, textile workers, shoemakers, workers in hospitality and catering industries or youth wishing to work, or working, in the country or abroad, or potential victims of human trafficking among foreigners in Bosnia and Herzegovina, who are working in construction, agriculture, forestry, hospitality, catering industries etc. The above-mentioned list of awareness raising campaigns is not exhaustive.

2. Means of action

Projects may include, but are not limited, to the following:

- Media campaign, advertising
- Social media and web interactive pages accessible to all, YouTube videos
- Brochures, billboards, posters, leaflets
- Artistic outputs (e.g. theatre play, video campaign, exhibitions and other artistic expression)
- Public outreach to individuals at risk (organisation of meetings, round-tables, informative materials);
- Any other means of action compatible with the aims and values of the Council.

Please note that the project should provide a brief overview of ex-ante baseline assessment and should carry out an assessment of the awareness-raising activity. To this end, the project should explain the foreseen methodology for such an assessment in respect of the proposed means of action.

3. Implementation period

The implementation period of the projects **should start on 20 March 2020** (see indicative timetable under VIII. below) and shall **not extend beyond 20 October 2020**.

Reporting requirements shall be completed on **20 November 2020 at the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regards 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 stakeholders:

- general public in at-risk regions of trafficking in human beings for the purpose of labour exploitation
- persons or specific group(s) at risk of trafficking in human beings for the purpose of labour exploitation

The above list is not exhaustive, and projects may propose to target other relevant stakeholders, while keeping in mind the general objective of the Project.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 15,000 Euros (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.

6. Further to the general objective, preference will be given to:

- Projects/actions proposed by non-governmental organisations and non-profit legal entities already involved in preventing and combating trafficking in human beings for the purpose of labour exploitation and who are participating in formal or informal alliances, networks or platforms with anti-trafficking objectives and initiatives;
- Projects/actions targeting people or specific groups at risk of human trafficking for the purpose of labour exploitation, such as for example workers in the affected industries, seasonal workers or people in particular vulnerable situations which put them at risk of labour trafficking;
- Projects/actions targeting people in at-risk region(s) prone to labour trafficking;
- Projects/actions that address the gender equality dimension of trafficking in human beings for the purpose of labour exploitation.

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 when the Grant Agreement between the two parties is signed;
- the balance will be paid 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 Grantee, 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 Grantee, certified copies must be submitted with the financial statement.

The wording “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 Grantee uses 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.

As regards hiring of external services for awareness raising campaigns, media/web/communication development, strategy and production “appropriate original supporting documents” requires presentation of signed contracts with the external service providers, such as agency, media outlets, printing companies and experts/artists, invoices, details about the recording and production of materials for the campaign, details and documents of the procedures for the procurement of services in accordance with the national law, and explanation of all details relevant to hiring of this type of services in the narrative report.

The above description is not comprehensive. Any doubt regarding the interpretation of the notion of “appropriate original supporting documents” should lead the Grantee to consult the Council of Europe.

V. HOW TO APPLY?

1. Documents to be submitted:

Each application shall contain:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
 - Registration certificate as a non-governmental organisation or a similar proof of registration;
 - Statute of the organisation(s), or equivalent;
 - 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;
 - Any additional information regarding implemented projects relevant to the call

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the websites of the Council of Europe: <https://pip-eu.coe.int/en/web/horizontal-facility/news> and <https://www.coe.int/en/web/sarajevo>

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: tender.BiH-BH4677@coe.int with the following reference in subject: **Question about grant award procedure BH 4677/G/2019/1.**

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) to the following e-mail address tender.BiH-BH4677@coe.int. Emails should contain the following reference in subject: **Grant award procedure – BH 4677/G/2019/1 – THB awareness raising.**

Applications must be received **before 22 January 2020, 17.00 CET**. Applications received after the above-mentioned date will not be considered.

4. Change, alteration and modification of the application file

Any change in the format, or any alteration or modification of the original application file, will cause the immediate rejection of the application concerned.

VI. EVALUATION AND SELECTION PROCEDURE

The projects presented will be assessed by an Evaluation Committee composed of at least three members, including staff members of the Council of Europe and the Action's beneficiary institution.

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](#).

Under no circumstances a grant by the Council of Europe may finance part of an action, or part of a project which is already financed by any other resources.

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:

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- 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 or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at 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**).

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) and c), 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 or non-profit legal person registered under relevant laws in Bosnia and Herzegovina;
- be entitled to carry out in Bosnia and Herzegovina activities described in its project proposal;
- have been active for at least three years in the field of human rights protection, protection of labour rights and/or preventing and combating trafficking in human beings;
- have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and to participate by way of its own resources (including human resources or in-kind contributions);
- have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;

- have a bank account.

Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.

3. Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objective of the call (30%)
- the extent to which the action meets the requirements of the call (30%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and staff (20%).

VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

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	16 December 2019
Deadline for submitting applications	22 January 2020
Information to applicants on the results of the award procedure	04 March 2020
Signature of the grant agreements	10 March 2020
Implementation period	20 March 2020 – 20 October 2020

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