



CALL FOR PROPOSALS

Providing assistance to schools in Bosnia and Herzegovina for promotion of democratic school culture
HF21/BH4678/2020/grants

Project	Horizontal Facility II – Joint EU/CoE Action « Quality Education for All » in Bosnia and Herzegovina
Awarding entity	COUNCIL OF EUROPE DG II – Directorate of Democratic Participation – Education department
Funding	European Union and Council of Europe
Duration	Projects shall be implemented by 10 November 2021. Reporting requirements shall be completed by 10 December 2021.
Estimated starting date	10 November 2020
Issuance date	23 September 2020
Deadline for applications	15 October 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:
 - Documents certifying the registration of the non-governmental organisation (NGO);
 - Bank/financial statements authorised by a financial officer of the NGO;
 - CVs of staff members who will be involved in project implementation;
 - Contact details of three relevant referees.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: tender.BiH-BH4678@coe.int. Emails should contain the following reference in subject: Application – Promoting Democratic School Culture projects (Quality ED-BiH).
- Applications must be received **before 15 October 2020 (at 23:59h CET)**.

I. INTRODUCTION

This call for proposals is launched within the framework of the action “Quality Education for All” in Bosnia and Herzegovina as part of the joint European Union/Council of Europe programme “Horizontal Facility for the Western Balkans and Turkey 2019-2022” (Horizontal Facility II).

The Call aims to co-fund joint projects in 29 pilot schools in Bosnia and Herzegovina to promote a democratic school culture through implementation of selected competences from the Reference Framework of Competences for Democratic Culture¹.

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

II. BACKGROUND INFORMATION ON THE EUROPEAN UNION/COUNCIL OF EUROPE PROJECT

The “Quality education for all” is an action on education implemented in Bosnia and Herzegovina within the framework of the second phase of the European Union / Council of Europe *Horizontal Facility for Western Balkans and Turkey* (HF II). The Horizontal Facility supports justice reform, the fight against corruption and money laundering, combating discrimination and protecting the rights of vulnerable groups, and covers Albania, Bosnia and Herzegovina, Montenegro, the Republic of North Macedonia, Serbia, Turkey as well as Kosovo².

The Action is implemented during a period of 36 months (23 May 2019 – 22 May 2022) by the Education Department and the project team based at the Council of Europe Office in Sarajevo. The main partners of the Action are the Ministry of Civil Affairs of Bosnia and Herzegovina and all relevant entity and cantonal ministries of education.

The Action aims to foster improvement of the quality of education for all in Bosnia and Herzegovina according to the Council of Europe’s vision for quality education and Recommendation CM/Rec(2012)13 of the Committee of Ministers to member States on ensuring quality education, by promoting inclusion and solutions to address discrimination in the education system. The main impact hypothesis is that education plays a key role in developing the knowledge and competences necessary for someone to become an engaged citizen. The Action will help strengthen the capacity of the education system in Bosnia and Herzegovina to fulfil this role.

It builds upon the results achieved during the implementation of the previous Action (HF 38 “Quality Education in Multi-ethnic Societies”) and supports effective implementation of the Policy Roadmap developed jointly by relevant ministries at state level, entity ministries of education and 10 cantonal ministries of education in March 2019. It is built along three main lines of action:

- (1) Enhancing common understanding among relevant authorities and educators on how to develop democratic school culture;
- (2) Targeted capacity building of main providers (Ministries of Education, Pedagogical Institutes, APOSO and CSOs) including by supporting more structured and continuous coordination; and
- (3) Awareness-raising of school directors, teachers, students, parents, civil servants and public at large on the benefits of a multi-ethnic and democratic school for quality education.

III. BUDGET AVAILABLE

¹ <https://rm.coe.int/prems-008518-gbr-2508-reference-framework-of-competences-vol-3-8575-co/16807bc66e>

² This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

The indicative available budget under this call for proposals is €100 000 (one hundred thousand Euros). The Council of Europe intends to award up to 4 (four) grants of a maximum amount of €30 000 (thirty thousand Euros) per grant. 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 the 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 support 29 Pilot schools or one or more different target groups within the Pilot schools such as pupils, teachers, parents and school management to implement joint activities within all 29 Pilot schools in promoting democratic school culture through implementation of selected competences from the Reference Framework of Competences for Democratic School Culture.

Pilot schools:

- Primary school „Harmani II“, Bihać
- School center Fra Martin Nedić, Orašje
- First primary school, Srebrenik
- Secondary school Čelić (VET)
- Primary school „1. mart“, Jelah
- Second Gymnasium, Zenica
- Primary school „Fahrudin Fahro Baščelija“, Goražde
- Primary school of the Catholic school center „Petar Barbarić“, Travnik
- Primary school „Travnik“, Travnik
- Secondary school „Fojnica“, Kiseljak
- Primary school Čapljina – regional school Domanovići
- Gymnasium Mostar
- Secondary school (transportation), Mostar
- Secondary school (VET), Mostar
- Primary school Marko Marulić, Ljubuški
- Secondary school Antun Branko Šimić, Grude
- Primary school „Safvet-beg Bašagić“, Sarajevo
- Third Gymnasium, Sarajevo
- Primary school „Ivan Mažuranić“, Tomislavgrad
- Fourth primary school, Brčko
- Gymnasium „Vaso Pelagić“, Brčko
- Gymnasium „Filip Višnjić“, Bijeljina
- Secondary school (VET), Prijedor
- Primary school „Georgi Stojkov Rakovski“, Banja Luka
- Primary school „Desanka Maksimović“, Prijedor
- Primary school „19. april“, Derventa
- Primary school „Sveti Sava“, Zvornik
- Secondary school center Trebinje
- Secondary school center „Jovan Dučić“, Kneževo

The general objective is thus to propose a project *which will involve all pilot schools* to strengthen both school-to-school partnership and links with the surrounding community and help schools to:

1. Promote and teach universal values (human rights and fundamental freedoms, human dignity, social justice, democracy, cultural diversity, equity (effective equality), rule of law, non-discrimination etc.).
2. Promote and teach analytical and critical understanding and thinking required to understand and analyse contents of any kind in a systematic and logical manner.
 - a. encourage students to think, discuss, research and learn independently, by equipping them or supporting them with appropriate didactic materials;
 - b. provide programmes on media literacy, including social media literacy, pointing at the role of any media in the formation and promotion of stereotypes and prejudices as well as hate speech.
3. Promote empathy required to understand and relate to other people's thoughts, beliefs and feelings, as well as unfavourable and/or different personal circumstances (socio-economic situation, poverty, illness, unemployment of parents, different types of families) and to see the world from other people's perspectives.
4. Promote and teach inter-personal and inter-communal co-operation and conflict resolution skills.

2. Means of action

Projects may include but are not limited to:

- Capacity-building through training and coaching;
- Peer learning and observation;
- Setting up experimental school services;
- Awareness-raising and communication campaigns;
- Web-based materials and application software;
- Educational tools and professional didactic materials.

3. Implementation period

The implementation period of the projects should start on 10 November 2020 (see indicative timetable under VIII. below) and shall not extend beyond 10 November 2021.

Reporting requirements shall be completed on 10 December 2021 **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 in particular the following key stakeholders:

- Pupils
- Teachers
- Parents
- School management and administrative staff as well as local community.

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

The projects should take into account special needs of women and vulnerable groups, Roma and other minorities, in all stages of its implementation. It should also ensure that gender perspective is mainstreamed in all stages of its implementation.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of €30 000 (thirty 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 a minimum of 10% 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.

In case visibility/work with media is not focus of the project, selected grantees are expected to allocate certain financial amount from the grant for the purpose of implementation of defined visibility activities.

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

- Projects/actions targeting sustainable school networking, environment issues, teacher development on innovative teaching strategies, documenting, upscaling, promoting good/innovative practices, etc.

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.

“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.

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:
 - Documents certifying the registration of the NGO;
 - Bank/financial statements authorised by a financial officer of the NGO;
 - CVs of staff members who will be involved in project implementation;
 - Contact details of three relevant referees.

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe:
<https://pjp-eu.coe.int/en/web/horizontal-facility/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: tender.BiH-BH4678@coe.int with the following reference in subject: Questions and clarifications: Promoting Democratic School Culture projects (Quality Ed-BiH).

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-BH4678@coe.int. Emails should contain the following reference in subject: Application - Promoting Democratic School Culture projects (Quality Ed-BiH).

Applications must be received **before 15 October 2020 (at 23:59 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

- 1 representative of the Delegation of the European Union in Bosnia and Herzegovina,
- 1 representative of the Council of Europe, and
- 3 representatives of the Entity and Cantonal Ministries of Education in BiH.

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:

- 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;
- 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 in Bosnia and Herzegovina;
- be entitled to carry out in Bosnia and Herzegovina the activities described in its project proposal;
- have been active for at least 10 years in the field of education;
- 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 regards to the objective of the call including taking into account special needs of vulnerable groups, Roma and other minorities, in all stages of its implementation. It should also ensure that gender perspective is mainstreamed in all stages of its implementation **(25%)**;
- ***the extent to which the action meets the requirements of the call*** - targeting sustainable school networking, environment issues, teacher development on innovative teaching strategies, documenting, upscaling, and promoting good/innovative practices, etc. **(30%)**;
- ***the quality, accuracy, clarity, completeness and cost-effectiveness*** of the application and the estimated budget **(10%)**;
- ***the relevance of the experience of the applying organisation(s) and staff*** **(35%)**.

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	23 September 2020
Deadline for submitting applications	15 October 2020
Information to applicants on the results of the award procedure	2 November 2020
Signature of the grant agreements	6 November 2020
Implementation period	10 November 2020 – 10 November 2021

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