



CALL FOR PROPOSALS

AWARENESS RAISING ON CHILD TRAFFICKING AND/OR TRAFFICKING FOR THE PURPOSE OF LABOUR EXPLOITATION IN TURKEY

BH4696/GA/2021/01

Project	EU/CoE Horizontal Facility II Action on Preventing and Combating Trafficking in Human Beings in Turkey (HF30)
Awarding entity	COUNCIL OF EUROPE DGII, HDE Department, Anti-trafficking Division, Cooperation Unit
Funding	Co-financing between the European Union and the Council of Europe
Duration	Projects shall be implemented by 31 December 2021. Reporting requirements shall be completed by 31 January 2021.
Estimated starting date	10 June 2021
Issuance date	01 April 2021
Deadline for applications	03 May 2021

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APPENDICES:

- 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?

1. Complete and sign the **Application Form** (See **Appendix I- In case of consortiums, the relevant information should be provided for each grantee -except the parts referred to only for Lead grantee- by adding extra text boxes to the form**)
2. Attach a provisional budget (using the template reproduced in **Appendix II**)
3. Attach **the following supporting documents**:
 - i. Statute of the organisation(s), or equivalent;
 - ii. Authorisation of the legal representative to act on behalf of the applicant;
 - iii. Bank statement confirming the existence of the bank account in the name of the applicant (only for the lead grantee in the consortiums);
 - iv. The list and background information of officials of the grantee, who will be responsible for the implementation and reporting of the grant activities;
 - v. Declaration on the exclusion criteria signed and stamped (**Appendix IV**)

Grant applications should be submitted **in English**. The applications prepared in Turkish shall be submitted together with its official English translation. **Applications only in Turkish will be considered ineligible.**

Applications that are incomplete will be excluded from this call.

All the supporting documents above listed between i-v (except iii- Bank statement) should be provided by each grantee.

These documents should be sent in electronic form (Word and/or PDF) to the following e-mail address: **ankara.office@coe.int**

Application e-mails should contain the following reference in subject: **HF30/GRANT/TRAFFICKING**

Applications must be received **3 May 2021 (at midnight, GMT+03:00)**. A receipt response shall be delivered automatically to the applicant's e-mail box.

I. INTRODUCTION

This call for grants is launched within the programmatic framework of the European Union and the Council of Europe, namely “Horizontal Facility for the Western Balkans and Turkey II”.

Under this programme, the Action titled “HF30 Strengthening the Human Rights Protection of Migrants and Victims of Human Trafficking in Turkey” which started its implementation in Turkey as of January 2020 with the cooperation of various public institutions (primarily the Ministry of Interior, the Ministry of Justice, Ministry of Family, Labour and Social Services, Justice Academy, Union of Bar Association and other relevant institutions and civil society organisations) aims to prevent and fight against trafficking in human beings in Turkey, through the implementation of Council of Europe Convention on Action against Trafficking in Human Beings.

The above-mentioned Action HF 30 plans to deliver **five (5) grants** in the following fields (an application could cover one or more of those fields):

- **Child trafficking of all forms including sexual exploitation and/or child labour and/or forced marriages**
- **Trafficking for the purpose of labour exploitation particularly for the groups of migrants, women and /or children**

The proposed applications shall be focusing **on awareness raising activities among the groups of children (preferably primary and high school children), parents and caretakers, women, the professionals of child protection, health and education on child trafficking, labourers, trade unions, chambers of commerce and industry, disadvantaged and vulnerable groups like migrants and asylum-seekers on trafficking.**

In view of the above, the grantees will be selected from the **municipalities** registered in Turkey. The applications of the municipalities including cooperation activities with the civil society organizations or other non-profit entities working in the above-mentioned fields shall be encouraged.

Consortiums between different municipalities or between the municipalities and local partners including civil society and academia are acceptable on the condition that the Lead grantee should be a municipality.

The activities proposed in the grant applications will be carried out and completed within the period of **June-December 2021**. Covid-19 or other similar emergency situations and the related restrictions as well as the extension of the project duration would be taken into consideration in the implementation period of grant action.

Each grant proposal to be selected should target **at least 3000** persons and should carry out an impact assessment following the project implementation.

Proposals shall aim to produce an added value to the outcomes of the Action HF30 ‘ –Strengthening the Human Rights Protection of Migrants and Victims of Human Trafficking in Turkey’.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Horizontal Facility for Western Balkans and Turkey II is a joint co-operation initiative of the Council of Europe (CoE) and European Union (EU), funded by the EU and the CoE and implemented by the CoE. Horizontal Facility (HF) provides tailor-made support to reform processes. Using a flexible and needs-oriented approach, the HF supports beneficiaries to address recommendations emanating from the CoE monitoring and opinion/advisory bodies on ensuring justice, fighting economic crime and combating discrimination, while also supporting beneficiaries’ progress regarding the implementation of the EU acquis where relevant.

The Action HF30 "Strengthening the human rights protection of migrants and victims of human trafficking in Turkey" draws on the recommendations made by the Group of Experts on Action against Trafficking in Human Beings (GRETA) in its first evaluation report on Turkey. The duration of the Action is from January 2020 to May 2022.

Five grant proposals on awareness raising on **child trafficking and trafficking for the purpose of labour exploitation** will be selected among the grant proposals submitted by municipalities and/or municipalities in consortium with other municipalities or other local partners. to the public call.

Each of the successful grant proposals will receive a grant not exceeding 25,000 Euros for the implementation of the grant – the awareness raising campaign.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is **125 000 Euros (hundred and twenty -five thousand Euros)** in total. The Council of Europe intends to award **5 (five)** grants of up to a maximum amount of **25 000 Euros (twenty-five 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).

A grantee cannot be entitled to receive more than one grant amounting of **maximum 25 000 Euros** in the scope of HF II Actions in Turkey.

Subject to the availability of funds and a possible 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

Action HF 30 plans to deliver **five (5) grants** on awareness raising in the following fields (an application could cover one or more of those fields):

- **Child trafficking of all forms including sexual exploitation and/or child labour and/or forced marriages**
- **Trafficking for the purpose of labour exploitation particularly for the groups of migrants, women and /or children**

The proposed applications shall be focusing **on awareness raising activities** among children, parents and caretakers, women, the professionals of child protection, health and education on child trafficking, labourers, trade unions, chambers of commerce and industry, disadvantaged and vulnerable groups like migrants and asylum-seekers on trafficking.

2. Means of action

Proposals may include:

- Public campaign, advertising.
- Social media and web interactive pages accessible to all, YouTube videos.
- Brochures, billboards, posters, leaflets.

- Artistic outputs (e.g., a theatre play, a video campaign, cartoons, exhibitions, a music concert and other artistic expression).
- A public outreach to individuals at risk (organisation of public meetings, distribution of informative materials).
- Any other means of action compatible with the aims of HF30 Action.

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 10 June 2021 (see indicative timetable under VIII. below) and shall not extend beyond 31 December 2021.

Reporting requirements shall be completed on 31 January 2022 **at the latest**.

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

- Children (preferably primary and high school children),
- parents and caretakers, women,
- the professionals of child protection, health and education on child trafficking,
- labourers,
- trade unions,
- chambers of commerce and industry,
- disadvantaged and vulnerable groups like migrants and asylum-seekers.

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 25 000 Euros (twenty-five 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 proposal either by way of its own resources or by contribution from the third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or proposal.

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

- Proposals/actions implementing awareness-raising activities in cooperation with local or national civil society organisations / other non-profit entities.
- Proposals/actions proposed by applicants already involved in preventing and combating trafficking in human beings and in particular, trafficking in children and/or labour trafficking, and preferably who are

participating in formal or informal alliances, networks or platforms with anti-trafficking objectives and initiatives.

- Proposals/actions that address the gender equality dimension of trafficking in children and/or labour trafficking
- Proposals/actions proposed by applicants with experience in protecting children (including children from disadvantaged communities or in vulnerable situations) from abuse, exploitation and violence.

7. The following types of action will not be considered:

- Projects/actions providing financial support to third parties (re-granting schemes);
- Projects/actions concerning only or mainly individual scholarships for studies or training courses;
- Projects/actions supporting political parties.

8. Funding conditions:

The funds for each grant should in principle be distributed as follows:

- 80 % will be paid to the Grantee or the Lead Grantee in case of a consortium when the Grant Agreement between the Parties is signed;
- the balance will be paid to the Grantee or the Lead Grantee in case of a consortium based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

9. Reporting requirements:

- **narrative reporting** requires a full narrative report on the use made of the grant and a copy of the register of the persons present during each of the activities, including names and signatures of participants;
- **financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (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.

V. HOW TO APPLY?

1. Documents to be submitted:

Each application shall contain:

1. Complete and sign the **Application Form** (See **Appendix I**)
2. Attach a provisional budget (using the template reproduced in **Appendix II**)
3. Attach the following **supporting documents**:
 - i. Description of the main activities of the organisation related to combating trafficking in human beings.
 - ii. Statute of the organisation(s), or equivalent;
 - iii. Authorisation of the legal representative to act on behalf of the applicant;
 - iv. Bank statement confirming the existence of the bank account in the name of the applicant;
 - v. Information regarding the past experience of the applicant/s in the similar projects/actions relevant to the call, in the last 5 years;
 - vi. The list and background information of officials of the grantee, who will be responsible for the implementation and reporting of the grant activities;
 - vii. Declaration on the exclusion criteria signed and stamped (**Appendix IV**)

Grant applications should be submitted **in English**. As an option, the applications prepared in Turkish could be submitted together with its official English translation. Applications only in Turkish will be considered ineligible.

Applications that are incomplete will be excluded from this call.

In the case of consortiums, each consortium partner is obliged to submit all the supporting documents above listed between i-vii, except iv- Bank statement.

In the consortiums, the bank statement of only the Lead grantee would be sufficient.

These documents should be sent 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: **HF30/GRANT/TRAFFICKING**

Applications must be received **3 May 2021 (at midnight, GMT+03:00)**. An automatic receipt response shall be received.

2. Questions

General information can be found on the website of the Council of Europe: <https://pip-eu.coe.int/en/web/horizontal-facility>, as well as on:

- the website of CoE Programme Office in Ankara: <https://www.coe.int/web/ankara/home>
- the website of the Directorate General of Migration: <https://www.goc.gov.tr>
- the website of the Delegation of the EU to Turkey: <https://www.avrupa.info.tr/en>
- the website of Union of Municipalities: <https://tbb.gov.tr>

- the website Vacancies in Turkey: <https://vacanciesinturkey.com>

Other questions regarding this specific grant call for proposals must be sent at the latest one week before the deadline for the submission of proposals **until the end of 26/04/ 2021 (at midnight, GMT+03:00)** , and shall be exclusively sent to the following address: ankara.office@coe.int with the following reference in subject: **Questions-HF30/GRANT/TRAFFICKING**

3. Deadline for submission

The application form **completed and signed**, together with the provisional budget and supporting documents, must be submitted in electronic form (Word and/or PDF) **in English** to the following e-mail address: ankara.office@coe.int. Emails should contain the following reference in subject: **HF30/GRANT/TRAFFICKING**

Applications must be received **before 3 May 2021 (at midnight, GMT+03:00)**. Applications received after the above-mentioned date will be excluded.

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 including staff members of the Council of Europe and the Directorate General of Migration Management.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#).

The applicants, and their projects, shall fulfil all of the following criteria:

1. Exclusion criteria:

Applicants shall be excluded from the grant award procedure where they or, in the case of legal persons, their owner(s) or executive officer(s):

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- b. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- c. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established;
- e. are 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 (please also see and sign **Appendix IV**).

Incomplete applications will be excluded from this call.

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.
- be entitled to carry out in the Republic of Turkey activities described in its grant proposal;
- have sufficient capacity (stable and sufficient sources) 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. Applications only submitted in Turkish will be considered ineligible.

3. Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the proposal with regard to the objective of the grant call (30%)
- the extent to which the described activities in the proposal meet 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 and the capacity of the applying organisation(s) (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	01 April 2021
Deadline for submitting applications	03 May 2021
Information to applicants on the results of the award procedure	03 June 2021
Signature of the grant agreements	07 June 2021
Implementation period	10 June 2021 – 31 December 2021

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