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CALL FOR PROPOSALS

Grant for **supporting occupational/working therapy in the Administration for the Execution of Criminal Sanctions in Montenegro**

HF8MNEPrisons_grant_occupational therapy 2022

Project	Horizontal Facility - Joint EU/CoE Action “Further enhancing human rights protection for detained and sentenced persons in Montenegro”
Awarding entity	COUNCIL OF EUROPE
Funding	Council of Europe and European Union
Duration	Projects shall be implemented by 31 October 2022. Reporting requirements shall be completed by 30 November 2022.
Estimated starting date	01 April 2022
Issuance date	25 February 2022
Deadline for applications	13 March 2022

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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** and **Appendix III Grant Agreement budget templates**)
- Attach the other supporting documents:
 - Document certifying the registration of the NGO;
 - Bank /financial statements authorised by a financial officer of the NGO for the last three years;
 - CVs of staff members who will be involved in the project implementation;
 - Contact details of three referees for the NGO who are not the staff members.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address:
HF.PolicePrisons@coe.int
Emails should contain the following reference in subject: **HF8MNEPrisons_grant_occupational therapy 2022**
- Applications must be received **before 13 March 2022 (at 23:59 CET)**.

I. INTRODUCTION

This call for proposals is launched in the context of the European Union and Council of Europe programmatic framework “Horizontal Facility for the Western Balkans and Turkey” (Horizontal Facility) 2019 - 2022 under the Action “Further enhancing human rights protection for detained and sentenced persons in Montenegro”.

It aims to enhance the rehabilitation and reintegration of prisoners through enhanced occupational/work therapy in the Administration for Execution of Criminal Sanctions while supporting capacity building of national Non-Governmental Organization (NGOs).

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

Within the scope of the European Union and the Council of Europe programmatic framework “Horizontal Facility for the Western Balkans and Turkey” (Horizontal Facility) 2019 - 2022, the Council of Europe is implementing the Action “Further enhancing human rights protection for detained and sentenced persons in Montenegro”, in close partnership with the Ministry of Internal Affairs/Police Administration, Administration for execution of criminal sanctions (AECS), Ombudsman/NPM, the Ministry of Health and the Ministry of Justice. The project is co-funded by the European Union and the Council of Europe and implemented by the Council of Europe.

The Action supports the efforts of national authorities in enhancing human rights of detained and sentenced people in Montenegro by implementing national strategic documents and applying international standards with special focus put on following the recommendations of the European Committee for the Prevention of Torture.

The Action is building on the results of the Action “Enhancing Human Rights Protection of Detained and Sentenced Persons in Montenegro” under HF Phase I (2016-2019), through technical expertise, using good practices from the Council of Europe member states, improved legislative and institutional framework, capacity building and peer learning through cascade trainings as well as through working groups and piloting of treatment programs for prisoners through small grants awards to the most experienced NGOs active in the field.

The goal of the Action is to: enhance the respect of human rights of persons deprived of their liberty; strengthen the safeguards against ill-treatment and accountability of police and prison staff and improve reintegration programmes for prisoners for their safe return into the society.

This will be accomplishing through 5 **specific objectives**:

1. Improved prevention of ill-treatment and combat impunity by police and prison staff
2. Enhanced capacities of Police service to investigate cases of ill-treatment
3. Well established fight against violent extremism in prison
4. Enhanced reintegration programmes for inmates through rehabilitative and occupational activities
5. Enhanced safeguards against ill-treatment at the Psychiatric Hospital Dobrota

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 30.000 € (thirty thousand Euros) for the needs of **one grant**.

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

One of the most important segments of work in enclosed institutions is the rehabilitation programmes for the imprisoned persons. This constitutes a very complex area of work by its nature and therefore requires a comprehensive approach.

This grant targets rehabilitation programmes focusing on occupational/work therapy ensuring both, short term and long-term solutions.

Chapter 1 of the European Prison Rules (EPR) states: "...enforcement of custodial sentences and the treatment of prisoners necessitate taking account of the requirements of safety, security and discipline while also ensuring prison conditions which do not infringe human dignity and which offer **meaningful occupational activities and treatment programmes to inmates, thus preparing them for their reintegration into society**". At the same time, EPR 26.7 state that the organisation and methods of work in the institutions shall resemble as closely as possible those of similar work in the community in order to prepare prisoners for the conditions of normal occupational life.

People who are in a prison environment obviously face restrictions, but if they are not able to work or given the opportunity to get engaged in some sort of organised and systematised work, their perspective for rehabilitation is jeopardised and the chance for successful reintegration into society get limited. Occupational Therapies (OTs) can offer training in skills that can make a significant difference and improve the chances of rehabilitation. OTs can help offenders develop "healthy occupations" that give them a better chance of not returning to destructive habits and reoffending once they are released. It is generally believed that work experience helps reduce recidivism rates.

Current situation with rehabilitation programmes regarding occupational/work therapy in Montenegro is a matter of serious concern (also noted in various CPT reports) as on one hand, most prisoners are not interested in any kind of work available and on the other hand work engagement opportunities in the prison are insufficient. As a consequence of the above-mentioned argument, it is noted that recidivism in Montenegro is very high (around 50% of prisoners have reoffended).

Therefore, both aspects need to be addressed: education of prisoners and their awareness raising for working opportunities within the prison, followed by a proper planning of job openings and production development within the prison.

Practice of many countries, especially in cases where specialities such as occupational therapists do not exist, has shown that NGOs can be the best partner in providing similar support to institutions. NGOs bear added value as they contribute to a less security-focused and more community-based view that can help provide equilibrium for the authorities. They are able to provide an additional range of programmes and/or interventions focused on rehabilitation and reintegration.

Such programmes and/or interventions should be developed on an evidence-based approach and should complement the programmes delivered by AECS in order to:

- Cultivate new and upgrade existing professional skills of inmates;
- Develop working routines which should allow the inmates to test newly acquired skills;
- Encourage entrepreneurial spirit among prisoners.

In particular, this call envisages the engagement of NGOs to provide support to the AECS to: 1. raise the awareness among prisoners regarding their rights and advantages of occupational therapy and, 2. improve

occupational/working facilities of prison system in order to provide better opportunities to prisoners to use more purposefully their time spent in penitentiary facilities.

2. Means of action

Projects may include:

1. Awareness raising activities for prisoners on the benefits or work engagement during incarceration;
2. Expertise/advice on the ways to enhance the existing occupational workshops in order to engage higher number of prisoners and increase prison production in certain areas of occupational programs;
3. Provision of equipment necessary to upgrade the existing workshop/s capacities;
4. Training of prisoners to master the skills needed for selected occupational activities.

3. Implementation period

The implementation period of the projects should start on 1 April 2022 (see indicative timetable under VIII. below) and shall not extend beyond 31 October 2022.

Reporting requirements shall be completed on 30 November 2022 at the latest.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard projects started prior to the date of submission of the applications, or prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application could be eligible (provided the agreement concerned so provides).

4. Target stakeholders

Primarily the target group are prisoners and the aim is to enhance their ability to rehabilitate and reintegrate into society after release. Secondary the activities are targeting the prison system with the aim to enhance their occupational programs and provide larger group of prisoners with working opportunities and possibility to better use their time spent in the institution. This will be done in accordance with the plan and programme jointly developed by the AECS and selected NGO/NGO-s in accordance with their individual treatment programme.

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 proposal shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 30.000 € (thirty thousand Euros) for the needs of **one grant**. The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Grantee shall 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 NGOs with the most comprehensive and practical approach.
- Projects/actions proposed by NGOs with the longest experience of work in the area.

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:

- 70 % 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 final 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;
- **monthly narrative report** on development of the treatment group providing group and individual comments;
- **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**)

- Document certifying the registration of the NGO;
- Bank /financial statements authorised by a financial officer of the NGO for the last 3 years;
- CVs of staff members who will be involved in project implementation;
- Contact details of three referees who are not the staff members.

Applications that are incomplete will not be considered.

2. Questions

General information about Horizontal Facility can be found on the website of the Council of Europe: <http://horizontal-facility-eu.coe.int> and information of interest concerning the Action “Further enhancing human rights protection for detained and sentenced persons in Montenegro” can be found on the website of the Council of Europe Programme Office in Podgorica <https://www.coe.int/en/web/podgorica>.

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: HF.PolicePrisons@coe.int with the following reference in subject: **Questions_HF8MNEPrisons_grant_occupational therapy 2022**

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: HF.PolicePrisons@coe.int. Emails should contain the following reference in subject: **HF8MNEPrisons_grant_occupational therapy 2022**

Applications must be received **before 13 March 2022 (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.

II. EVALUATION AND SELECTION PROCEDURE

The projects presented will be assessed by an Evaluation Committee composed of three staff members of the Council of Europe.

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

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

1. Exclusion criteria:

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

- a) have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
 - b) are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
 - c) have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
 - d) do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established;
 - e) are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
 - f) have been involved in mismanagement of the Council of Europe funds or public funds;
1. 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), c) and f), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
 - for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment;
1. 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 Montenegro;
- be entitled to carry out in Montenegro activities described in the project proposal;
- have been active for at least 3 years in the field of enhancing human rights of prisoners and capacity building of penitentiary staff;
- have sufficient financial or human capacity to contribute by way of its own resources;
- 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 (25%);
- the extent to which the action meets the requirements of the call (25%);
- the quality, accuracy, clarity and cost-effectiveness of the application and the estimated budget (30%);
- the relevance of the experience of the applying organisation and staff (20%).

III. 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.**

IV. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	25 February 2022
Deadline for submitting applications	13 March 2022
Information to applicants on the results of the award procedure	25 March 2022
Signature of the grant agreements	31 March 2022
Implementation period	1 April 2022 to 31 October 2022

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