



CALL FOR PROPOSALS

“Supporting women’s access to justice in Turkey”

BH4697/GA/2021

Project	EU/CoE Horizontal Facility II action on “Fostering Women’s Access to Justice in Turkey” (HF47)
Awarding entity	COUNCIL OF EUROPE DGII-HDE Department- Gender Equality Division- Capacity Building and Co-operation Projects Unit
Funding	Co-financing between the European Union and the Council of Europe
Duration	Projects shall be implemented by 31 October 2022. Reporting requirements shall be completed by 15 November 2022.
Estimated starting date	10 March 2022
Issuance date	27 January 2022
Deadline for applications	25 February 2022

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HOW TO APPLY?

- 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 other supporting documents:
 - i- Statute of the organisation(s), or equivalent;
 - ii- Authorisation of the legal representative to act on behalf of the applicant;
 - iii- The list and background information of officials of the grantee who will be responsible for the implementation and reporting of the grant activities;
 - iv- 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-iv should be provided for 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 emails should contain the following reference in subject: **HF47/ GRANT/WOMEN'S ACCESS TO JUSTICE**

- Applications must be received **before 25 February 2022 (at midnight, GMT+3:00).**

I. INTRODUCTION

This call for proposals is launched in the framework of the action HF47- "[Fostering women's access to justice in Turkey](#)" under the joint European Union and Council of Europe programme "[Horizontal Facility for the Western Balkans and Turkey 2019-2022](#)".

The action aims to co-fund local projects/initiatives aimed at supporting women's access to justice, particularly women victim of gender-based violence and women in disadvantaged or vulnerable situation (such as refugees and migrants, Roma women, women living in rural areas etc.) through provision of support, information and advice about exercising their legal rights and how to access to available remedies and services.

The action plans to deliver **up to four (4) grants to national and local non-governmental organisations** (NGOs) for their projects supporting women's access to justice and increasing their legal awareness.

The grantees will be selected from **non-governmental organisations** registered and operating in Turkey. The applications from non-governmental organisations working directly with women in disadvantaged situation in regions and those co-operating with other local non-profit entities, grassroot organisations and civil society actors shall be encouraged.

Project proposals shall aim to produce an added value to the specific outcome of the action, i.e., empowering women and supporting their access to justice within the framework of the action HF47 "Fostering women's access to justice in Turkey".

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Horizontal Facility for the Western Balkans and Turkey (Horizontal Facility II) 2019-2022 is a co-operation initiative of the European Union (EU) and the Council of Europe (CoE) for the Western Balkans region and Turkey. The Horizontal Facility programme provides tailored-made support to reform processes in the areas of rule of law, democracy and human rights with the aim for supporting Beneficiaries to comply with European standards.

Within that framework, the action HF47 aims to strengthen women's access to justice in Turkey in line with international and European standards. In particular, it aims to contribute to following specific objectives:

- Improving the gender responsiveness of legal aid services to effectively respond to the needs of women.
- Enhancing legal aid access for women, including through working with legal aid lawyers and civil society.
- Increasing legal literacy and awareness among women, especially groups of women in vulnerable situation.

The action started its implementation in Turkey as of 1 October 2021 in co-operation with the Union of Bar Associations of Turkey and other relevant stakeholders, including civil society organisations (CSOs). Its duration is for 15 months, until 31 December 2022.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 60 000 Euros (sixty thousand Euros). The Council of Europe intends to award **up to four (4) grants** of a maximum amount of 15 000 Euros (fifteen thousand Euros) each.

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 support women in their access to justice, increasing their awareness about their legal rights, how to exercise them and access to available legal remedies and services, including legal aid, at local and regional level in Turkey.

The proposed applications should focus **on empowering women as right-holders and supporting them for their access to justice**, especially women in vulnerable or disadvantaged situation such as women victims of gender-based violence, refugees, migrants, Roma women and girls, women living in rural areas etc.

2. Means of action

Projects may include:

- Consultations, referrals and case management
- Public and social media campaign, advertising
- Webpages accessible to all, YouTube videos, digital and multi-media materials
- Infographics, brochures, posters, leaflets
- Public outreach activities (information and consultation meetings with women, awareness raising events)
- And other means of action compatible with the aims of action HF47

NGOs wishing to submit a proposal should present an outline of an awareness raising campaign that respond to the purpose of the grant within the allocated budget for the call (see section III of the call for proposals) and that respond to the guidelines below. Participating NGOs need to address the elements of the guidelines below in sufficient detail including main topics/issues to focus for awareness raising in view of the national/regional context, description of events/activities, including timeline, channels of communication and mapping of target groups and other stakeholders, including how to reach out to them and to the general public.

Where a Grantee belongs to the category of local¹ civil servant or other public administration staff under the second phase of the Horizontal Facility, he or she must be in the position to confirm that:

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

Where a Grantee procures the consultancy services of a natural person in connection with a part of the Action or assigns the performance of a part of the Action to an individual within the Grantee organisation and that natural person is a local civil servant or other public administration staff under the second phase of the Horizontal Facility, the Grantee must confirm that neither the signatory of the service contract, nor if relevant the organisation he/she represents, are in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure;

¹ For the purpose of this document, the term « local » designates consultants/grantees from one of the Horizontal Facility Beneficiaries region and Turkey.

the signatory and if relevant the organisation have been notified and understand that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest.

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

- a) has obtained authorisation of his/her public employer to carry out this secondary activity
- b) the performance of his/her obligations under this Agreement goes beyond the scope of his/her regular official duties
- c) undertakes this secondary activity on a temporary and short-term basis and that it will be performed outside his/her working hours or when he/she is on leave of absence from his/her official public duties
- d) obtained the confirmation from his/her employer that national/local legislation does not prohibit civil servants or other public administration staff, including academia, from undertaking secondary activities
- e) is not in a situation of conflict of interests as described above
- f) has not been involved in the Action design or that the public institution for which he/she works will not be a beneficiary thereof unless foreseen otherwise by the Horizontal Facility Description of Action.

3. Implementation period

The implementation period of the projects will run from 10 March 2022 (see indicative timetable under VIII. below) and shall not extend beyond 31 October 2022.

COVID-19 or other similar emergencies and relevant restrictions should be taken into account in the implementation of activities.

Final reporting requirements shall be completed by **15 November 2022 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:

- Women in Turkey, particularly those in vulnerable or disadvantaged situation (such as victims/survivors of gender-based violence, refugee women, women in rural areas etc.) facing difficulties in accessing to justice, legal aid, legal assistance and information.
- General public

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while keeping in mind the general and specific objectives of the action HF 47 “Fostering women’s access to justice in Turkey”.

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 national and local non-governmental organisations working in the field of women's access to justice, women's human rights, preventing and combating violence against women and promoting gender equality in Turkey.
- Projects/actions implemented at local and regional level targeting women, particularly groups of women in vulnerable or disadvantaged situation.
- Projects/actions involving or co-operating with other relevant institutions/organisations.

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:

- 60% will be paid to the Grantee when the Grant Agreement between the Parties is signed;
- 30% will be paid to the Grantee following the presentation and acceptance by the Council of Europe of a mid-term narrative report;
- The balance (10%) will be paid to the Grantee 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:

- **mid-term narrative reporting** requires a report to be submitted by the end of the first 4-month of grant agreement concerning the use made of the grant, including details about activities carried out, target groups reached along with a copy of supporting documents such as the register of the persons present during each of the activities, including names and signatures of participants, photos of events, copies of awareness raising materials and other outputs. The second instalment of payment is linked to the presentation by the Grantee and acceptance by the Council of Europe of this mid-term report.
- **final narrative reporting** requires a full narrative report to be submitted in the end of grant agreement concerning the use made of the grant, including details about activities carried out, target groups reached along with a copy of supporting documents such as the register of the persons present during each of the activities, including names and signatures of participants, photos of events, copies of awareness raising materials and other outputs.
- **financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (Euros and 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.

10. Requirements for visibility:

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

Unless the Council of Europe requests or agrees otherwise, the Grantees shall take all necessary measures to publicise the fact that the action has been funded within the framework of a joint programme between the European Union and the Council of Europe. Information given to the press and to the beneficiaries of the action, all related publicity material, official notices, reports and publications, shall acknowledge that the action was carried out with a grant from a joint programme between the European Union and the Council of Europe and shall display in an appropriate way the joint programme’s visual identity.

The acknowledgement and joint programme’s visual identity shall be clearly visible in a manner that will not create any confusion regarding the identification of the action as a project of the Grantees and the ownership of the equipment and items by the Grantees.

All publications by the Grantees pertaining to the action that have received funding from a joint programme between the European Union and the Council of Europe, in whatever form and whatever medium, including the Internet, shall carry the following or a similar disclaimer: *“This document was produced with the financial support of the European Union and the Council of Europe. The views expressed herein can in no way be taken to reflect the official opinion of either party.”*

V. HOW TO APPLY?

1. Documents to be submitted:

Each application shall contain:

- 1- the completed and signed **Application Form** (See **Appendix I**);
- 2- a provisional budget (using the template reproduced in **Appendix II**);
- 3- the other **supporting documents**:

- i- Statute of the organisation(s), or equivalent;
- ii- Authorisation of the legal representative to act on behalf of the applicant;
- iii- The list and background information of officials of the grantee who will be responsible for the implementation and reporting of the grant activities;
- iv- 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 not be considered.

All the supporting documents above listed between i-iv should be provided for 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 emails should contain the following reference in subject: **HF47/GRANT/WOMEN'S ACCESS TO JUSTICE**

Applications must be received **before 25 February 2021 (at midnight, GMT+3:00)**.

2. Questions

General information can be found on the websites of :

- CoE Programme Office in Ankara: <https://www.coe.int/web/ankara/home>
- CoE Gender Equality Division: <https://www.coe.int/en/web/genderequality/co-operation-projects>
- EU/CoE Horizontal Facility: <https://pjp-eu.coe.int/en/web/horizontal-facility>

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 until the end of 18 February 2022 and shall be exclusively sent to the following address: **ankara.office@coe.int** with the following reference in subject: **HF47/GRANT/WOMEN'S ACCESS TO JUSTICE**.

3. Deadline for submission

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted 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: **HF47/GRANT/WOMEN'S ACCESS TO JUSTICE**.

Applications must be received **before 25 February 2022 (at midnight, GMT+3:00)**. 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 three members of the Council of Europe Secretariat.

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 and sign **Appendix IV**).

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 Turkey;
- be entitled to carry out in Turkey activities described in its project proposal;
- have been active for at least 4 years in the field of promoting women's access to justice, women's human rights, gender equality or preventing and combating violence against women;
- 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 (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
- the relevance of the experience of the applying organisation(s) and staff (20%).

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	27 January 2022
Deadline for submitting applications	25 February 2022
Information to applicants on the results of the award procedure	4 March 2022
Signature of the grant agreements	10 March 2022
Implementation period	10 March 2022 – 31 October 2022

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