

Horizontal Facility for Western Balkans and Turkey

Funded
by the European Union
and the Council of Europe



COUNCIL OF EUROPE



Implemented
by the Council of Europe

CALL FOR PROPOSALS

Supporting rehabilitation programmes through occupational therapy in enclosed institutions of Montenegro

HFMNEPrisons_grant reintegration_occupational therapy 2018

Project Horizontal Facility - Joint EU/CoE Action “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 15 January 2019.
Reporting requirements shall be completed by 25 January 2019.

Estimated starting date 01 November 2018

Issuance date 14 September 2018

Deadline for applications 05 October 2018

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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 IV**
Guidelines for using 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 ;
 - CVs of staff members who will be involved in project implementation;
 - Contact details of referees.
- 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:
HFMNEPrisons_grant reintegration_occupational therapy 2018.
- Applications must be received **before 05 October 2018 (at 00:00 CAT).**

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) - Action “Enhancing human rights protection for detained and sentenced persons in Montenegro”.

It aims to fund local projects aimed at implementing projects to improve the rehabilitation and reintegration of prisoners through enhancing occupational therapy in enclosed institutions.

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

II. BACKGROUND INFORMATION ON THE JOINT EUROPEAN UNION - 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), the Council of Europe is implementing the Action “Enhancing human rights protection for detained and sentenced persons in Montenegro”, in close partnership with the Ministry of Justice, the Ministry of Internal Affairs and the Ministry of Health. 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 aims at accomplishing the following **specific objectives**:

1. Strengthen the safeguards against ill-treatment in line with the CoE standards
2. Strengthen the institutional framework and strategic planning for improved conditions of detention and penitentiary health care
3. Enhance reintegration of prisoners with the support of civil society organizations
4. To strengthen the protection of the rights of prisoners by improving internal prison rules and addressing corrupt practices

The Action is focusing on: enhancing the capacities of prison guards, police officers and medical staff in preventing ill-treatment and combating impunity; providing necessary tools to beneficiaries in their efforts to reduce overcrowding and improve detention conditions; strengthening inter institutional co-operation in order to provide better access and better health care services to prisoners; protection of the rights of patients under compulsory psychiatric treatment; development of rehabilitation and reintegration programme; preventing and fighting the corruption in prisons; co-operation with civil society organisations.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 20.000 € (twenty thousand Euros).

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 in general is the rehabilitation programme for their residents. 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 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 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 civil society organisations can be the best partner in providing support to institutions. NGOs bring significant added value as they are in general perceived as helpers. More broadly, they contribute to a less security-focused and more community-based view that can help provide equilibrium for the authorities. They can provide an additional range of programmes and interventions focused on rehabilitation and reintegration.

Such programmes should be developed on the evidence-based approach and should complement the programmes delivered by IECS, especially in their efforts placed on strengthening rehabilitation programmes in preparation for the future Open Unit. They should:

- Cultivate new and upgrade existing professional skills of inmates;
- Develop basic working routines which should allow the inmates to test newly acquired skills, based upon the existing IECS resources (e.g. farming, agriculture, etc.).

The similar standards apply to the psychiatric institutions as defined by the **CPT standard on Psychiatric establishments - Involuntary placement in psychiatric establishments**: "Psychiatric treatment should be based on

an individualised approach, which implies the drawing up of a treatment plan for each patient. It should involve a wide range of rehabilitative and therapeutic activities, including access to **occupational therapy, group therapy, individual psychotherapy, art, drama, music and sports**. Patients should have regular access to suitably-equipped recreation rooms and have the possibility to take outdoor exercise on a daily basis; it is also desirable for them to be offered education and suitable work” (CPT/Inf(98)12-part).

Programmes delivered by the NGO should also be complementary to the rehabilitation programme of the Special psychiatric hospital in Dobrota and the individual plans developed for each patient.

2. Means of action

Activities envisaged by this call foresee the engagement of civil society organisation/s in order to provide support to national institutions in the process of: 1. developing production business/action plan for the production and occupational therapy opportunities within the penitentiary establishments-Institute for the Execution of Criminal Sanctions (IECS); 2. awareness raising among prisoners regarding the rights and advantages of work engagement while serving prison sentences, as well as in the development of skills in the prisoners which will be beneficial in view of their reintegration into society once the termination of the sentence and 3. support to the occupational therapy in Special psychiatric hospital in Dobrota (through improvements of arts and crafts laboratory).

Selected NGO/NGOs shall be expected to provide following:

Expected deliverables/services	Amount per deliverable in euro
1. Organise awareness raising activities in prison in order to promote the occupational therapy in prison; 2. Develop and produce promotional materials for prisoners on the subject.	
3. Develop business plan for production in IECS (production, branding, distribution, sales etc.)	
4. Purchase the furnace for the clay;	
5. Provide training to the staff on how to use the furnace and how to further pass the skills to the patients when engaged in the art cabinet as the part of occupational therapy	

3. Implementation period

The implementation period of the projects should start on 1 November 2018 (see indicative timetable under VIII. below) and shall not extend beyond 15 January 2019.

Reporting requirements shall be completed on 25 January 2019 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

Target group are prisoners and psychiatric patients with the aim to enhance their ability to rehabilitate and reintegrate into society after leaving the institution. This will be done in accordance with the plan and programme jointly developed by the IECS and the Special Psychiatric Hospital 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/s shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 20.000€ (twenty thousand Euros). 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 the civil society organisation with the most comprehensive approach;
- Projects/actions proposed by the civil society organisation 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** and **Appendix IV Guidelines for using Grant Agreement budget templates**);
- 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 referees.

Applications that are incomplete will not be considered.

Applicants can apply independently or in consortium with other organisation/s.

Applicants can apply for all or for separate deliverables (in accordance with their competences).

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 “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: HFMNEPrisons grant reintegration occupational therapy 2018.

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: HFMNEPrisons grant reintegration occupational therapy 2018.

Applications must be received **before 05 October (at 00:00 CET)**. Applications received after the above mentioned date will not be considered.

4. Change, alteration and modification of the application file

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

VI. EVALUATION AND SELECTION PROCEDURE

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

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.

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.

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 all the activities described in its project proposal;
- have been active for at least 5 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 regard to the objective of the call (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (40%);
- the relevant experience of the applying organisation(s) and its staff, including in particular experience working with prisoners and experience working with particular group or prisoners-subject of this activity (40%).

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	14 September 2018
Deadline for submitting applications	05 October 2018
Information to applicants on the results of the award procedure	15 October 2018
Signature of the grant agreements	25 October 2018
Implementation period	01 November 2018 – 15 January 2019