

Horizontal Facility for Western Balkans and Turkey

Funded
by the European Union
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EUROPEAN UNION

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Implemented
by the Council of Europe

CALL FOR PROPOSALS

Supporting rehabilitation programmes for prisoners at the Institute for the Execution of Criminal Sanctions

HFMNEPrisons_grant reintegration 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 12 January 2019.
Reporting requirements shall be completed by 25 January 2016.

Estimated starting date 21 May 2018

Issuance date 19 April 2018

Deadline for applications 02 May 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 2018.
- Applications must be received **before 02 May 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 with substance abuse problems into society.

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

I. 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.

II. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 25.000 € (twenty five thousand Euros). The Council of Europe intends to award up to 2 grant(s) of a maximum amount of 12.500€ (twelve thousand and five hundred) 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.

III. REQUIREMENTS

1. General objective

The grant will finance activities designed to assist the Institute for the Execution of Criminal Sanctions (IECS) to reduce the risk of reoffending through the management and rehabilitation of offenders in custody, thus safeguarding public safety. It specifically aims to contribute to effective resettlement of offenders through early assessment for drug problems and provide appropriate treatment programmes in line with identified risks and agreed sentence plans.

Nine key Resettlement Pathways can be identified for the promotion of resettlement and rehabilitation of people in custody. These include Accommodation, Education, Training and Employment, Health – Mental and Physical, Drugs and Alcohol, Finance, Benefits and Debt, Children, Families and Communities, Attitudes, Thinking and Behaviours, Supporting offenders who have been abused, raped or who have experienced domestic violence, Supporting offenders who have been involved in prostitution and the Sex Industry.

This programme aims to address the Drugs & Alcohol Pathway.

Reducing re-offending cannot be the responsibility of one agency alone and must involve partnerships with, and support from, families and voluntary and community organisations to help build social capital and prevent social exclusion. Research has shown the number of social factors ('pathways') that contribute to offending and re-offending, as well as which partnerships can help address personal needs, thus supporting offender management and reducing re-offending.

Practice of many European countries has shown that one of the most significant partners of penitentiary systems when dealing with this particular group are civil society organisations. NGOs can bring significant added value to a criminal justice system as offenders in general and prisoners in particular, tend not to associate them with the statutory authority which holds them in detention. They are viewed more as helpers. More broadly they contribute a less security-focused and more community-based view that can help provide equilibrium for the prison authorities. They can provide an additional range of programmes and interventions which target drug addicted prisoners, ranging from harm reduction to rehabilitation and reintegration

There is a considerable safeguard for prison management in having a regular presence of responsible, trained and accountable NGO staff in their prisons, as they can alleviate tensions among prisoners and provide an independent perspective if allegations arise.

Such programmes should also be developed on an evidence-based approach and should complement the programmes delivered by IECS.

For that reason the grants will assist to establish close cooperation with selected NGOs to deliver programmes to drug-related offenders with the aim to:

- Reduce the risk of harm
- Reduce the likelihood of re-offending
- Prepare prisoners for their return to the community

2. Means of action

This particular activity includes providing support to prisoners with their treatment in accordance with individual treatment plan developed for each prisoner. The service shall incorporate a range of group programmes including structured OBPs or other form of group psychosocial and psychotherapeutic treatment targeting drug-addiction and drug-related problems.

Such treatment/therapies will be delivered to small groups of prisoners and will be tailored to help motivate them to participate in drug treatment, offer strategies for coping with drug cravings, teach ways to avoid drugs and prevent relapse. To this end, up to three groups of, in total, 25-30 prisoners with substance abuse history will be selected on voluntary basis following an interview carried out by the treatment staff.

Support provided within this activity will consist of **psychosocial** and **psychotherapeutic** group support. Participants of the activity will be also provided with the support after leaving the prison (should this happen within duration of the activity) in order to support fulfilment of their plan, especially in relation to accessing public services and developing a settled, drug-free lifestyle.

The NGOs will seek to recruit suitable professionals who will provide a support to the treatment staff in delivering group programmes involving psychosocial and psychotherapeutic treatment targeting drug-addiction and drug-related problems. They will also aim to help people deal with relapse if it occurs and help prisoners improve communication, relationships and family dynamics. Group therapy can provide social reinforcement and help enforce behavioural change that promotes abstinence and a drug-free lifestyle.

Selected NGO(s) will:

- Engage in developing and implementing eight-month treatment programmes for:
 - one group of up to 10 prisoners, receiving psychosocial support therapy;
 - two groups of up to 10 prisoners each, receiving psychotherapy.
- Provide specialised staff to assist prison treatment staff in delivering the treatment plan(s);
- Work closely and actively engage with the treatment staff for the development and implementation of the treatment programs.

IECS will facilitate the implementation of the programs:

- Engage in early assessment, and provide appropriate interventions, support and treatment programmes;
- Provide structured drug testing;
- Increase prisoners' opportunities for self-reflection on their use of drugs as part of their agreed Personal Development Plans;
- Treatment Manager will be responsible for day-to-day management of the Service;
- Engage together with selected NGOs in developing and implementing plan and programme for the selected groups;
- Identify one group of up to 10 prisoners to receive the psychosocial support therapy provided jointly with the NGO staff;
- Identify two groups of up to 10 prisoners each to receive the psychotherapy provided jointly with the NGO staff.

3. Implementation period

The implementation period of the projects should start on 21 May 2018 (see indicative timetable under VIII. below) and shall not extend beyond 12 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 with substance abuse problems who need specially developed programmes to help them deal with the issue and to enhance their ability to rehabilitate and reintegrate into society after leaving the prison. This will be done in accordance with the plan and programme jointly developed by the IECS staff and selected NGO/s.

Projects will also benefit Ministry of Justice (Directorate for the Execution of Criminal Sanctions/IECS).

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: i) a maximum of 12.500€ (twelve thousand and five hundred Euros) for programs related to **psychosocial support** and ii) a maximum of 12.500€ (twelve thousand and five hundred Euros) for programs related to **psychotherapeutic** support. 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 the civil society organisation with the longest experience of work in the area;
- Projects/actions targeting the highest number of prisoners with history of drug abuse;
- Projects/actions involving the most comprehensive psychosocial and psychotherapeutic treatment.

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.

IV. 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;
- CVs of staff members who will be involved in project implementation;
- Contact details of referees.

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 “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 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.

Applications must be received **before 02 May (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.

V. 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%).

VI. 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.**

VII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	19 April 2018
Deadline for submitting applications	02 May 2018
Information to applicants on the results of the award procedure	10 May 2018
Signature of the grant agreements	14 May 2018
Implementation period	21 May 2018 – 12 January 2019