



CALL FOR PROPOSALS

GRANT FOR ROMACTEDII SUPPORT ORGANISATION IN NORTH MACEDONIA ROMACTEDII/2020/GRANTS/05

Project	Joint EU/CoE Programme ROMACTEDII
Awarding entity	COUNCIL OF EUROPE Directorate General of Democracy, Anti-Discrimination Directorate, Roma and Travellers Team, and the Office of the Directorate General for Programmes (ODGP)
Funding	Joint EU/CoE Programme ROMACTEDII Please note that the actual grant will be awarded only after signature of the ROMACTEDII contract
Duration	Projects shall be implemented by 30 November 2024. Reporting requirements shall be completed by 31 December 2025.
Estimated starting date	01 March 2021
Issuance date	30 November 2020
Deadline for applications	12 January 2021

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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** in English (See **Appendix I**)
- Attach a provisional budget in Excel (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
 - Document certifying the registration of the NGO/civil society organisation/entity with a courtesy translation in English ;
 - Bank /financial statements authorised by a financial officer of the NGO/civil society organisation /entity ;
 - CV of the proposed Focal Point and the proposed Financial Support Assistant, both in English, and clearly indicating the formal links with the organisation;
 - Contact details of referees;
 - A work plan setting out proposed activities in English.
- Send these documents in electronic form (Word and/or PDF and a courtesy Excel spreadsheet)

I. INTRODUCTION

This call for proposals is launched within the framework of the Council of Europe/European Commission ROMACTEDII Programme: “Promoting good governance and Roma empowerment at local level”. It aims to co-fund projects in seven (7) beneficiaries in the Western Balkans + Turkey aimed at assisting Support Teams in those beneficiaries with the implementation of the ROMACTED methodology (see Section II below), with the ultimate aim of building up political will and understanding of Roma inclusion at local level. More information on the ROMACTED Programme is available at <http://coe-romacted.org>.

Project proposals must use the ROMACTED methodology which is outlined in the ROMACTED Handbook available [here](#).

For additional reading, please note that the ROMACTED methodology is a combination of the ROMED2 and ROMACT methodologies which are available online as follows: ROMED2 Guidelines for National and Local Facilitators ([here](#)) and ROMACT handbook ([here](#)).

Project proposals shall aim to produce an added value to the Council of Europe’s efforts in this domain, as set out further in Section IV below.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROGRAMME

The European Union/Council of Europe ROMACTEDII Programme will be a **natural follow-up to the implementation of Phase I of the ROMACTED Programme in the Western Balkans and Turkey (2017-2020)**, which will serve to consolidate and expand efforts to improve the integration of Roma populations in local communities through enhanced participation in local policymaking and implementation of local actions. ROMACTED II will continue to assist the local authorities to integrate Roma specific dimensions/measures into the mainstream local policies, action plans related to these policies, budgets and public service delivery, thereby enhancing democratic participation and empowerment of local Roma communities.

The project pursues the following objectives: improving local democracy, accountability, inclusiveness and responsiveness towards Roma citizens and thereby improved delivery of services.

The Programme is designed to build up political will and sustained policy engagement of local authorities, to enhance democratic local governance and to build up capacity and stimulate the empowerment of local Roma communities to contribute to the design, implementation and monitoring of plans and projects concerning them through the following outcomes:

- (1) empowering Roma community - on the individual level (assisting people to practice their basic rights and to expand their capacity and skills), as well as on the community level (assisting people to get organised to voice out their interests around community problem solving, and;
- (2) improving and expanding the institutions’ commitment, capacities, knowledge and skills in working for Roma inclusion, putting in practice the concepts of good governance;
- (3) contributing to preparation of the local development actions that aim to improve the quality of life for Roma and to reduce the gap between Roma and non-Roma.

Specific actions include assisting the local authorities to integrate Roma specific dimensions/measures into the mainstream local policies, budgets and public service delivery on their agenda, while enhancing the participation of the Roma citizens in the design, implementation and monitoring of those policies and projects.

The target groups of the project are local public administrations (the elected representatives and relevant officials) and the Roma communities from the selected municipalities. They are also the first short-term beneficiary groups of the project. Overall, the project will target 70 municipalities in the region. The mid- to long-term beneficiaries are the Roma population and the population of the municipality in general.

The programme's activities (training, coaching, implementation of participatory working cycles, advocacy actions, etc. during key moments of the municipal cycles: planning, budgeting, local decisions, projects, etc.) are meant to support strategic interventions which influence the attitudes, behaviour and actions of the local actors.

One of the leading guidelines in the methodology of the programme is that participation in local governance can only be effective if it is context-appropriate. Thus, a preliminary mapping, assessment, baseline survey and research are done in each selected municipality so as to facilitate the adaptation of the programme and its support and monitoring of the process.

Additionally to the team working in Strasbourg, the programme will have project staff in the Council of Europe offices in Tirana, Sarajevo, Pristina, Belgrade, Skopje, Podgorica, and Ankara and a support team of thematic consultants and facilitators in each of the beneficiaries (hereafter, "Support Team").

Project partners include the European Union, other international organisations, governmental and non-governmental institutions and organisations dealing with Roma issues.

Programme activities will take place in 7 (seven) Beneficiaries: Albania, Bosnia and Herzegovina, Kosovo*¹, Montenegro, North Macedonia, Serbia, and Turkey.

The Council of Europe will be assisted in the implementation of the ROMACTEDII Programme in the Beneficiary by a Support Team. This Support Team will comprise a Support Organisation (selected through this call for proposals), a Focal Point [FP] (proposed by the Support Organisation in this call for proposals), and a Financial Support Assistant [FSA] (also proposed by the Support Organisation in this call for proposals). In addition, Thematic Consultants and Facilitators (selected through a separate Call for Tenders) will also be part of the Support Team. In order to achieve the objectives of the programme, the ROMACTED methodology, which is outlined in the ROMACTED Handbook available [here](#), will be followed. The Support Team will work in close co-operation with, and under the monitoring of, the project staff based in the CoE field office in each beneficiary.

The applicant shall put forward the name of one FP from among its staff who possesses the necessary requirements for the co-ordination and implementation of the stated objectives (see further Section IV, Requirements, below). For that purpose, the applicant shall propose a candidate in their application form, and submit a CV of the candidate. The necessary costs of the FP allocated on a 100% basis to the ROMACTEDII Programme will be included in the budget proposal of the applicant.

In addition, the applicant shall put forward the name of one FSA from among its staff who possesses the necessary requirements for the co-ordination and implementation of the stated objectives (see further Section IV, Requirements, below). For that purpose, the applicant shall propose a candidate in their application form, and submit a CV of the candidate. The necessary costs of the FSA allocated on a 25% basis to the ROMACTEDII Programme will be included in the budget proposal of the applicant.

The Support Organisation selected through this call shall primarily provide organisational and logistical support and assistance in order to enable the smooth running of all activities, in a way which adds value to the programme. Potential applicants should be prominent Roma or other civil society organisations and qualified entities with a very good track record in working on Roma inclusion, community empowerment processes, with vulnerable groups, with governments at local and central level, and having adequately experienced and knowledgeable staff/experts within its structures, recognised by the central and in particular local governments as a partner.

Further detail on the types of activities eligible for financial support is set out below under "means of action".

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo Declaration of Independence

III. BUDGET AVAILABLE

The Council of Europe intends to award one grant of a maximum amount of 150,000 EUR (one hundred and fifty thousand Euros). However, applicants may submit budgets for a lesser amount.

Subject to availability of funds and extension of the Project's initial duration, the Council of Europe reserves the right not to award all available funds, and/or to redistribute the available funds in a different manner depending on the project proposals received and on the outcome of the call for proposals.

The tenderers' attention is drawn to the fact that the agreement between the Council of Europe and the European Union, setting forth the start of the ROMACTEDII programme, has not been signed yet. Signature of the contract is expected to take place shortly and the estimated starting date of the programme is 1 January 2021. Tenderers are informed that the Grant Agreement under the present Call for Proposals will only be signed with the successful tenderers if and once said agreement between the Council of Europe and the European Union is signed. The Council of Europe shall not be held liable for any damage sustained by the tenderers in connection with the above.

IV. REQUIREMENTS

1. General objective

The grant will fund projects designed to assist the Support Team in the respective beneficiary with the implementation of the ROMACTED methodology by providing organisational and logistical support activities at local level. Beneficiary-level activities and events such as regular advisory group meetings and launching events within the framework of the Programme will be funded by other budgetary resources and are not subject to this call.

The objectives and results to be obtained with the financial support are as follows:

Objective(s) (outcomes):

- Strengthen the capacity of local authorities to perform their roles and responsibilities in an effective and efficient manner when it comes to designing and implementing plans, policies and projects, in particular active inclusion measures that improve Roma integration;
- Support the establishment and enforcement of mechanisms and processes promoting and ensuring good governance standards and ownership by local authorities and administrations of effective integrated development efforts covering education, employment, healthcare, housing, urban development and culture;
- Equip local authorities with tools, knowledge and skills enabling them to overcome the challenges and barriers they often face when it comes to taking into account the needs of the Roma, so that they become more citizen-oriented, responsive and accountable;
- Improve the efficiency, effectiveness and sustainability of local policies, measures and delivery of services;
- Support co-operation between municipalities willing to design and implement jointly concrete integration measures and projects.

Results (outputs):

- Getting local authorities committed to including their Roma population;
- Getting the Roma community mobilised;
- Defining the needs and priorities to improve living conditions of Roma community;
- Translating the priorities into action plans;

- Funding, implementing and monitoring.

2. Means of action

Projects may include the following activities which the Support Organisation will, amongst other things, set up, organise and follow up, in co-operation with the relevant Support Team, based on its proposed plan of activities, in accordance with the ROMACTED methodology:

- Establishment of Community Action Groups and other necessary working groups, in accordance with the methodology;
- Organisation of workshops, meetings, conferences, training sessions, seminars, coaching sessions and similar events at central and local level primarily;
- Organisation of visits to Roma communities and municipalities;
- Organisation of bilateral meetings with Roma communities, Local authorities and other relevant stakeholders.
- Organisation and conducting of surveys, mapping, research (for example community needs assessment and identification, capacity needs assessment for local authorities, baseline surveys, needs for expert support, assessment of funding opportunities);
- Necessary communication in order to achieve the results and steps, including and not limited to: the appointment of a coordinator, signing of letters of commitment by local authorities, establishment of working groups;
- Drafting and developing joint plans of action, concrete actions, priorities lists, project proposals;
- Visibility actions.

Any other action pursuing the above objectives and results or related to the CAG's list of priorities.

Role of the Focal Point [FP] (allocated on a 100% basis to ROMACTED II):

Within the framework of the possible activities as described above, the ROMACTED Focal Point will have the responsibility to coordinate, monitor and assist the quality of work at the level of the beneficiary and in the different municipalities, working in close coordination with the CoE ROMACTED staff member in the beneficiary and the ROMACTED Team in Strasbourg.

In particular the role of the FP will be to:

- Perform specific tasks of coordination and monitoring of the implementation of the programme with the aim of improving the responsiveness and accountability of local authorities, particularly elected officials and senior civil servants, towards marginalised Roma communities and extract learning from the process;
- Establish working relations and regular contacts with local authorities, community action groups and other local stakeholders within the Programme's municipalities;
- Establish working relations and regular contacts with the management authorities at the level of the beneficiary of relevant EU funds and other relevant donors who can support the priorities established in the local action plans;
- Prepare for and represent the Support Team in specific meetings at local, national, international level including the Steering Committee of the Programme at regional (international) level and the Programme's advisory group at the level of the beneficiary;
- Provide quality control and guidance to the facilitators to ensure the adequacy of approaching the different local situations and adapting the methods accordingly. This will help to identify deviations from the approach and quickly fix situations which are in conflict with the ROMACTED philosophy;

- Submit the narrative reports, including the Trimestral Narrative Report at the level of the beneficiary and the Trimestral Municipal Reports through the online reporting system and in coherence with the guidelines provided by the CoE Secretariat;
- Provide the content revision and on-line validation of reports submitted by facilitators through the online reporting system and in coherence with the guidelines provided by the Secretariat (this revision results from the regular monitoring of facilitators' activities including: Facilitators' reporting obligations – within one week of the local intervention and participation in activities; collection of information for the purpose of the Trimestral report and Trimestral Municipal Reports);
- Provide translation of facilitators' reports when required.

Applicants for the role of FP should have at least 5 years' experience working on Roma inclusion.

Role of the Financial Support Assistant [FSA] (allocated on a 25% basis to ROMACTEDII):

Within the framework of the possible activities as described above, the ROMACTED Financial Support Assistant will have the responsibility to process, monitor and keep records of expenditure of the grant awarded to the Support Organisation for the implementation of the ROMACTEDII Programme, working in close co-ordination with the Focal Point, CoE ROMACTED staff member in the beneficiary and the ROMACTED Team in Strasbourg, as follows:

- Prepare, process and record all financial transactions in a timely manner;
- Monitor regularly the level of expenditure per budget chapter through the financial reporting tool and compare with the estimated budget; meet regularly with project staff to review and check all financial paperwork;
- Provide assistance to the Focal Point with the registration of the grant of the support organisation with the national authorities for VAT exemption;
- Draw up procedures and guidelines and for the prompt reimbursement of expenses for travel and subsistence for all those travelling for the purpose of the Programme who will be reimbursed through the grant of the Support Organisation; provide coaching for same to ensure that claim forms are completed correctly;
- Provide financial and administrative assistance in the preparation of meetings at local, national, and international level including the Steering Committee of the Programme at regional (international) level and the Programme's advisory group at the level of the beneficiary;
- Participate in financial and administrative coaching/training with Financial Support Assistants from other beneficiaries, ROMACTED project staff in Strasbourg and the respective Council of Europe field office;
- Submit the financial interim and final reports of expenditure to date within the deadlines specified in the grant agreement.

Applicants for the role of FSA should ideally have at least 3 years' experience in such a role.

3. Implementation period

The implementation period of the Project should start on 1 March 2021 (see indicative timetable under VIII. below) and end on 30 November 2024. If the Programme is extended by the donor, this implementation period may be extended, subject to written agreement between the Council and the Grantee.

Reporting requirements shall be completed on 31 December 2024 **at the latest**.

4. Target stakeholders

Projects should target local administration and Roma communities in up to 15 municipalities in North Macedonia, including the following 12 ROMACTEDI municipalities: Berovo, Bitola, Debar, Gostivar, Kičevo, Kočani, Prilep, Strumica, Štip, Tetovo, Veles and Vinica which are shortlisted to continue with the implementation of ROMACTEDII. The additional municipalities are currently being assessed.

The CoE reserves the right to add additional municipalities or to take away municipalities from this list in consultation with the EU, and will inform the successful applicant about any such change prior to the signature of the grant agreement and, if needed, request an adjustment of the budget.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 150,000 EUR (one hundred and fifty thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

The exact amount of financial support awarded to the grantee will be based on the following:

- Number of municipalities selected in a given Beneficiary where ROMACTED will be implemented;
- Other relevant elements such as the size of the Roma communities in the selected municipalities; the presence of Roma Returnees; the level of impact of the COVID-19 pandemic;
- The baseline in relation to crucial aspects such as the level of participation and civic engagement of the community, the challenges in the fields of employment, education, housing, health, etc.;
- Historical data from the implementation of ROMACTED and other similar programmes implemented by CoE.

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.

The proposed co-financing should be set out in the **Application Form (Appendix I)** and in the table at the top of the **Draft Budget (Appendix II)**.

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

- Projects/actions that include a maximum number of the municipalities listed under Section 4 above.

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 the grant should in principle be distributed as follows:

- 30 % will be paid when the Grant Agreement between the two parties is signed;
- 20% representing a second instalment after the submission and acceptance by the Council of Europe of the first annual interim financial report after 12 months of implementation;
- 20% representing a third instalment after the submission and acceptance by the Council of Europe of the second annual interim financial report after 24 months of implementation;

- 20% representing a fourth instalment after the submission and acceptance by the Council of Europe of the third annual interim financial report after 36 months of implementation;
- the balance of 10% will be paid based on actual expenditure incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

9. Reporting requirements:

- **Narrative reporting** requires:
 - **a full narrative report** to be submitted at the end of the implementation period 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;
 - **a trimestral narrative report** (every three months) to be submitted by the Focal Point using the ROMACTED Programme's online reporting system.
- **Financial reporting** requires:
 - **a first annual interim financial report** in Excel format and including full financial paperwork after 12 months of implementation;
 - **a second annual interim financial report** in Excel format and including full financial paperwork after 24 months of implementation;
 - **a third annual interim financial report** in Excel format and including full financial paperwork after 36 months of implementation;
 - **a final financial report** to be submitted at the end of the implementation period of the ROMACTED Programme.

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** in English (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**). Please also provide a copy of the provisional budget in Excel;
- a document certifying the registration of the NGO/civil society organisation/entity with a courtesy translation in English;
- bank /financial statements authorised by a financial officer of the NGO/civil society organisation/entity;
- CV of the proposed Focal Point and the proposed Financial Support Assistant, both in English, and clearly indicating the links with the organisation;
- Contact details of two referees;
- A work plan setting out proposed activities in English.

If any of the documents listed above are missing, the Council of Europe reserves the right to reject the application.

2. Questions

General information concerning the ROMACTED Programme and the work of the Council of Europe on Roma issues can be found on the following websites: <http://www.coe-romacted.org> and <http://www.coe.int/roma>.

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: romacted@coe.int, with the following reference in subject: **ROMACTEDII Grants – Questions**.

3. Deadline for submission

The application form, **completed and signed**, together with the supporting documents (including the provisional budget in Excel), must be submitted in electronic form (Word, Excel and/or PDF) to the following e-mail address: romacted@coe.int. Emails should contain the following reference in subject: **ROMACTEDII Grants – Call for Proposals North Macedonia**.

Applications must be received **before 12 January 2021 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.

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;
- e. are or if their owner(s) or executive officer(s), in the case of legal persons, 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 14**).

The Council of Europe reserves the right to ask applicants at a later stage to supply the following supporting documents:

- for the items set out in paragraphs a), b) and c), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
- for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment;
- for the items set out in paragraph e);
 1. for natural persons, a scanned copy of a valid photographic proof of identity (e.g. passport)
 2. for legal persons, an extract from the companies register or other official document proving ownership and control of the applicant.

2. Eligibility criteria:

In order to be eligible for a grant, an applicant must:

- be legally constituted as a NGO/civil society organisation/entity in North Macedonia;
- be entitled to carry out in North Macedonia activities described in its project proposal;

- have been active for at least three years in the field of Roma inclusion, Roma communities, policies, public administration, access to funding, and social inclusion;
- 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;
- propose a Focal Point who has at least 5 years of experience working on Roma inclusion;
- propose a Financial Support Assistant who has at least 3 years of experience in a similar role;
- 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, having regard in particular to the applicant's already established contacts and relations with local authorities, Roma communities and other stakeholders² which may facilitate implementation and further programme development in the maximum number of municipalities where ROMACTEDII will be implemented as outlined previously in Part IV. Requirements, Section 4. Target Stakeholders (25%);
- the extent to which the action meets the requirements of the call, in particular with regards to the use of the ROMACTED methodology (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (25%);
- the relevance of the experience of the applying organisation(s) and its staff, including the proposed Focal Point and proposed Financial Support Assistant, including in particular experience working with Roma communities and local authorities, and experience working with similar methodologies in other projects (30%).

While taking into account the above criteria, **the exact amount of financial support** for the Grantee will be determined on the basis in particular of:

- The quality, accuracy, completeness and cost-effectiveness of the project proposal including the budget received from the applicant through the call for proposals;
- Historical data from the implementation of similar programmes and other similar programmes implemented by CoE, if any.

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 Grantee 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.**

²Authorities at central and local level, local Roma communities and key central entities related to Roma issues, for example, Contact Points for National Roma Inclusion Strategies, Managing Authorities of European Social Funds and other EU funds.

VIII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	30 November 2020
Deadline for submitting applications	12 January 2021
Information to applicants on the results of the award procedure	12 February 2021
Signature of the grant agreements	19 February 2021
Implementation period	01 March 2021 – 30 November 2024

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