



CALL FOR PROPOSALS

GRANT FOR ROMACTED "SUPPORT ORGANISATIONS" IN BOSNIA AND HERZEGOVINA SRSG Roma/SPU/2017/34

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| Project | Joint EU/CoE Programme ROMACTED |
| Awarding entity | COUNCIL OF EUROPE Directorate General of Democracy Support Team of the Special Representative of the Secretary General of the Council of Europe for Roma Issues |
| Funding | Joint EU/CoE Programme ROMACTED |
| Duration | Projects shall be implemented by 30 April 2020. Reporting requirements shall be completed by 31 May 2020. |
| Estimated starting date | 01 November 2017 |
| Issuance date | 04 September 2017 |
| Deadline for applications | 01 October 2017 |

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APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only – please note dates are only indicative)
- Appendix IV- Guidelines for using Grant Agreement budget templates

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 ;
 - CV of the proposed Focal Point, clearly indicating the formal links with the organisation;
 - Contact details of referees;
 - A work plan setting out proposed activities.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: romacted@coe.int. E-mails should contain the following reference in subject: < ROMACTED Grants - Call for proposal Bosnia and Herzegovina >.
- Applications must be received **before 1 October at 23:59 CET**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe /European Commission ROMACTED 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.

Project proposals must use the ROMACTED methodology. 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 PROJECT

The purpose of the ROMACTED Project is to build up political will and understanding of Roma inclusion at local and regional level by building the capacity of local authorities to develop and implement plans and projects for Roma inclusion and aim to promote the integration of Roma at local level. The projects pursue the following objectives: improving local democracy, accountability, inclusiveness and responsiveness towards Roma citizens and thereby improved delivery of services.

The aims of the programme are to:

- (1) 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;
- (2) empower the 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 their interests around community problem-solving);
- (3) improve and expand the institutions' commitment, capacities, knowledge and skills in working for Roma inclusion, putting into practice the concepts of good governance.

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 50 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. ROMACTED results from the experience of the ROMED and ROMACT programmes and will reflect the adaptation of these methodologies and activities to each selected location, in order to fit into their policy cycle, dynamics and reality.

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 officers in the Council of Europe offices in Tirana, Sarajevo, Pristina, Belgrade, Skopje and Ankara and a support team of consultants from Roma civil society in each of the beneficiaries (hereafter, “Support Team”).

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

Programme activities will take place in 6 (six) countries and Kosovo¹ Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia, “the former Yugoslav Republic of Macedonia” and Turkey.

In each beneficiary, a support organisation (hereafter “Support Organisation”) will be responsible for the implementation of the ROMACTED programme, assisting the relevant Support Team consisting of a Focal Point (FP) (proposed by the Support Organisation in this call for proposals) and Facilitators who, together with the support of other consultants, will work as a team towards achieving the objectives of the ROMACTED methodology. The Support Team will work in close cooperation with, and under the monitoring of, the Project Officer based in the CoE Office in each beneficiary.

The applicant shall put forward the name of one FP from among its experts/staff/people who possesses the necessary requirements for the coordination 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 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. Further detail on the types of activities eligible for financial support is set out below under “means of action”.

III. BUDGET AVAILABLE

The Council of Europe intends to award one grant of a maximum amount of <140,000.00> EUR (<one hundred and forty thousand Euros>). However, applicants may submit budgets for a lesser amount.

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.

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

IV. REQUIREMENTS

1. General objective

The grant will fund projects designed to assist the Support Team in Bosnia and Herzegovina with the implementation of the ROMACTED methodology by providing organisational and logistical support activities.

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 cooperation 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 implementation

Projects may include the following activities which the Support Organisation will, amongst other things, set up, organise and follow up, in cooperation 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:

Within the framework of the possible activities as described above, the ROMACTED FPs 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 Project Officer 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 FP should have at least 5 years' experience working on Roma inclusion.

3. Implementation period

The implementation period of the projects should start on <1 November 2017 > and end on 30 April 2020 (see indicative timetable under Section VIII. below) and shall not extend beyond <30 April 2020>. 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 May 2020 > **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

Projects should target local administration and Roma communities in up to 11 municipalities in Bosnia and Herzegovina, amongst the following: Bijeljina, Brčko, Donji Vakuf, Gradiška, Kakanj, Prnjavor, Tuzla, Visoko, Vukosavlje and Travnik.²

The CoE reserves the right to add additional municipalities or to take away municipalities from this list, 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 €140,000.00 (one hundred and forty 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. Contributions in kind may take the form of moveable or immovable, tangible or intangible assets.

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 IV, paragraph 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.

² These municipalities have been shortlisted to take part in the ROMACTED process in Bosnia and Herzegovina.

8. Funding conditions:

The funds for each grant should in principle be distributed as follows:

- 40 % will be paid when the Grant Agreement between the two parties is signed;
- 30% representing a second instalment after the submission and acceptance by the Council of Europe of the first annual interim financial report;
- 20% representing a third instalment after the submission and acceptance by the Council of Europe of the second annual interim financial report;
- 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 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 3 months) to be submitted by the Focal Point using the ROMACTED Programme's online reporting system.
- **Financial reporting** requires:
 - **interim financial reports** to be submitted every six months, namely two interim bi-annual financial reports (after 6 and 18 months, respectively) and two interim annual reports (after 1 year and 2 years, respectively);
 - **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. For the final financial report, this must be 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;
- CVs of staff members who will be involved in project implementation;
- CV of the proposed Focal Point, clearly indicating the formal links with the organisation;
- Contact details of referees;
- A work plan setting out proposed activities.

Applications that are incomplete will not be considered.

2. Questions

General information of interest concerning the ROMACT and ROMED2 methodologies and the implementations of programmes can be found on the websites of the Council of Europe: <http://coe-romact.org> and <http://coe-romed.org>.

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: <**ROMACTED Grants – QUESTIONS**>.

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: <romacted@coe.int>. Emails should contain the following reference in subject: <**ROMACTED Grants - Call for proposal Bosnia and Herzegovina**>.

Applications must be received **by 23:59 CET on 1 October 2017**. 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 13**).

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 Bosnia and Herzegovina;
- be entitled to carry out the activities described in its project proposal;

- have been active for at least five years in the field of Roma inclusion, Roma communities, policies, public administration, access to funding, and social inclusion;
- have sufficient financial or human capacity to contribute by way of its own resources (including financial, 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 FP who has at least 5 years of experience working on Roma inclusion;
- 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 stakeholders³ which may facilitate implementation and further programme development in the municipalities where ROMACTED will be implemented (<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 relevant experience of the applying organisation(s) and its staff, including in particular experience working with Roma communities and local authorities, and experience working with similar methodologies in other projects (<15>%);
- the relevant experience of the **proposed candidate for the role of Focal Point**, including in particular experience working with Roma communities and local authorities, and experience working with similar methodologies in other projects (<15>%).

While taking into account the above criteria, **the exact amount of financial support** for each third party 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 Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only – please note dates are only indicative), formalising their legal commitments. **Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

³Authorities 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 | 04 September 2017 |
| Deadline for submitting applications | 01 October 2017 |
| Information to applicants on the results of the award procedure | 20 October 2017 |
| Signature of the grant agreements | 01 November 2017 |
| Implementation period | 1 November 2017 – 30 April 2020 |

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