



## CALL FOR PROPOSALS

Grants for an awareness raising campaign on the Istanbul Convention and violence against women  
8755/2021/G1

<b>Project</b>	“Combating violence against women in Ukraine”
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Gender Equality Division
<b>Funding</b>	8755/2021/G1 Council of Europe Action Plan for Ukraine 2018-2022
<b>Duration</b>	Projects shall be implemented by 15 November 2021 Reporting requirements shall be completed by 01 December 2021
<b>Estimated starting date</b>	15 July 2021
<b>Issuance date</b>	24 May 2021
<b>Deadline for applications</b>	13 June 2021

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## APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)
- Appendix IV - Guidelines for using Grant Agreement budget templates.

## HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach the estimated budget (using the template provided in **Appendix II**)
- Attach other supporting documents (both in English and Ukrainian):
  - Certificate(s) of registration as a non-profit organisation;
  - Statute and status (local, national, international) of the organisation, or the equivalent;
  - Bank statement confirming the existence of the bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation);
  - CVs of staff members who will be involved in project implementation;
  - Evidence of the organisation's record and experience in the field of combating violence against women
  - Report on the use of income (profits) of a non-profit organization, Balance sheet, and Income Statement for the most recent reporting period.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: [COVAW.Ukraine@coe.int](mailto:COVAW.Ukraine@coe.int). Emails should contain the following reference in subject: **Combating violence against women in Ukraine. Grants – Call for proposal Ukraine**
- Applications must be received **by 23:59 Kyiv local time on 13 June 2021.**

## I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Combating violence against women in Ukraine”. It aims to co-fund national projects aimed at raising awareness on the Istanbul Convention standards as regards combatting violence against women and domestic violence, and provide targeted activities, tools and instruments.

The current call for proposals aims to support the implementation of national initiatives, jointly by non-governmental organisations in Ukraine. Selected non-governmental organisations will benefit from an overall grant and be considered as Grantees; they will then implement projects in partnership with government authorities, and provide awareness rising tools and instruments. The Grantees will remain responsible for administration of the funds which have been granted.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain in compliance with the provisions of the articles of the [Council of Europe Convention on preventing and combatting violence against women and domestic violence](#).

## II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Council of Europe Project “Combating Violence Against Women in Ukraine (COVAW)” (the Project) began in January 2021 and will run through December 2022. Firmly rooted in the Istanbul Convention, the project provides technical cooperation support for reforms regarding violence against women and domestic violence in Ukraine. COVAW advances the fight against violence against women and domestic violence and ratification of the Istanbul Convention, supports national legislation and policy reforms related to counteracting domestic violence, and raises the awareness of authorities and the Ukrainian public to support women’s human rights.

COVAW project focuses on two key aspects to propel Ukraine forward in its efforts to combat violence against women and domestic violence and pave the way towards its ratification of the Istanbul Convention; awareness raising and legislative frameworks.

COVAW puts considerable focus on raising awareness regarding the Istanbul Convention in the Verkhovna Rada and at multiple levels of government. Awareness raising activities additionally focus on the general public in diverse regions of Ukraine, bringing to light both the problem of violence against women and domestic violence in Ukraine, the need to combat it, and the role and benefits of the Istanbul Convention and other international standards in this area. This includes raising awareness of society on combatting stereotypes and gender inequality as well as regarding risks of domestic violence.

In addition, through COVAW the Council of Europe continues to support the enhancement of legislative and institutional frameworks drawing Ukraine closer to full implementation of the Istanbul Convention. Considering steps taken by Ukraine to align its national legal and policy framework with the requirements of the convention, the COVAW project provides technical assistance to the government of Ukraine to identify areas for prioritisation to deepen needed measures.

The Project beneficiary institutions are the Ministry of Social Policy (Kiev and in select amalgamated communities) and Verkhovna Rada/Parliament of Ukraine. Other partners include the Government Commissioner for Gender Equality, Ukrainian Bar Association, selected Ukrainian civil society organisations including media outlets, and other key Ukrainian authorities responsible for the implementation of the Istanbul Convention.

The activities will promote and be further guided by recommendations and guidelines of the Council of Europe, including the CoE Guidance, [A Long-Term Approach To Awareness-Raising On Violence Against Women And Domestic Violence In Ukraine](#) (2017); [Encouraging participation of the private sector and the media in the prevention of violence against women and domestic violence: Article 17 of the Istanbul convention \(2016\)](#); and [Raising awareness on violence against women: Article 13 of the Istanbul Convention \(2014\)](#).

Detailed information about the Project activities is available at <https://www.coe.int/en/web/kyiv/combating-violence-against-women-in-ukraine-covaw->

## **BUDGET AVAILABLE**

The available budget under this call for proposals is 828 250,00 UAH (eight hundred twenty-eight thousand two hundred and fifty Ukrainian hryvnias). The Council of Europe intends to award 2 grants of a maximum amount of 414 125,00 UAH (four hundred fourteen thousand one hundred and twenty-five Ukrainian hryvnias) 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 grants will fund projects designed to raise awareness on the problem of violence against women and domestic violence in Ukraine through:

- increasing awareness of the authorities at different levels regarding the problem of violence against women and domestic violence in Ukraine and the need to combat it; sharing information about the Istanbul Convention and other international standards in this area;
- raising awareness of society on combatting stereotypes and gender inequality, risks of domestic violence and the international standards to combat it, including the Istanbul Convention.
- strengthening capacities and increasing knowledge of relevant professionals and stakeholders, including in the territorial communities.

It is expected that grants will increase visibility and promote the Council of Europe's efforts in Ukraine among various groups of professionals through different events, develop key messages and tools to be shared on media (including social media) and via other communication channels, professional platforms and networks, etc.

#### **2. Activities**

Projects may include, without limitation, the following activities:

- Organisation of awareness raising campaigns, promotions and information events (for example, workshops, forums, interactive sessions, presentations, public hearings, etc.);
- Development and distribution of awareness raising materials and media products (publications, videos, video presentations, infographics, etc);
- Production of media content;
- Visibility actions.

Projects are encouraged to have a gender dimension, for example through engagement with women from vulnerable groups, national minorities or through targeted actions.

#### **3. Implementation period**

The implementation period of the projects shall start on 15 July 2021 (see indicative timetable under Section VIII. below) and shall not extend beyond 15 November 2021.

Reporting requirements shall be completed on 1 December 2021 **at the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. With regard to projects that were launched before the date of submission of the applications, or before the date of signature of the Grant Agreement, only those costs incurred after the date of submission of the Grant Application shall be considered eligible (on the condition that the Agreement concerned so provides).

#### **4. Target stakeholders**

Projects should target in particular the following key stakeholders:

- Decision makers, including MPs where relevant;
- Civil servants from Ministry of Social Policy of Ukraine responsible for provision of services to victims of violence against women and domestic violence;
- Representatives of self-governance bodies in the territorial communities;
- Media;
- General public.

The above list is not exhaustive, and projects may propose to target other relevant stakeholders, while observing the general objective of the Project.

#### **5. Budgetary requirements**

Project proposals shall be followed by the estimated budget (See **Template Budget, in Appendix II**) amounting to a maximum of 414 125,00 UAH (four hundred fourteen thousand one hundred and twenty-five Ukrainian hryvnias). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the proposed activities.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties not less than 10%. 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 compliance with the general objective, preference will be given to:**

- Projects/actions targeting different groups of professionals;
- Projects/actions presenting efficient models of cooperation;
- Projects/actions with concrete, practical results and measurable sustainability of the results;
- Projects/actions incorporating gender mainstreaming;
- Projects/actions furthering the practical application of Council of Europe standards;
- Projects/actions targeting different geographical areas in Ukraine.

#### **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;
- Projects/actions supporting academic research and/or academic publications;
- Projects/actions concerning only or mainly trainings of professionals (teachers, lawyers, advocates, judges etc.).

#### **8. Funding conditions:**

The funds for each grant will be distributed as follows:

- 80% at the signature of the Grant Agreement;

- the final balance (20%) will be paid based on the 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 on the use made of the grant and a copy of the register of persons present during each of the activities, including names and signatures of participants;
- **financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (UAH hryvnia), 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**);
- the estimated budget (using the template provided in **Appendix II**);
- the other supporting documents (to be provided both in English and Ukrainian):
  - ✓ Certificate(s) of registration as a non-profit organisation;
  - ✓ Statute and status (local, national, international) of the organisation, or the equivalent;
  - ✓ Bank statement confirming the existence of the bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation) which must be assigned separately for funds received in the framework of this grant;
  - ✓ CVs of staff members who will be involved in project implementation
  - ✓ Evidence of the organization’s record and experience in the field of combatting violence against women;

- ✓ Report on the use of income (profits) of a non-profit organization, Balance sheet, and Income Statement for the most recent reporting period.

**Applications that are incomplete will not be considered.**

**2. Questions**

General information can be found on the webpage of the Council of Europe Project [“Combating violence against women in Ukraine”](#).

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 or Ukrainian, and shall be sent only to the following email address: [COVAW.Ukraine@coe.int](mailto:COVAW.Ukraine@coe.int) with the following reference in subject: **Combating violence against women in Ukraine. 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: [COVAW.Ukraine@coe.int](mailto:COVAW.Ukraine@coe.int). Emails shall contain the following reference in subject: **Combating violence against women in Ukraine. Grants – Call for proposals.**

Applications must be received **before by 23:59 Kyiv local time on 13 June 2021.**

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 staff members of the Council of Europe.

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:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- 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;
- 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;
- be entitled to carry out the activities described in its project proposal in Ukraine;
- have been active for at least three years in the field of protection women from violence and/or sexual exploitation and sexual abuse including in the digital environment and/or other related fields, including experience of implementation of projects funded by international donors;
- have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and contribute by means of their own resources (including human resources or in-kind contributions);
- have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;
- have a bank account in UAH (Ukrainian hryvnia) in the name of the applicant (organisation).

**Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.**

## **3. Award criteria**

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objective of the call (30%)
- the extent to which the proposal meets the requirements of the call (30%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the proposal and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and their staff (20%).

## **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

<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	24 May 2021
<b>Deadline for submitting applications</b>	13 June 2021
<b>Information to applicants on the results of the award procedure</b>	23 June 2021
<b>Signature of the grant agreements</b>	7 July 2021
<b>Implementation period</b>	15 July - 15 November 2021

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