



CALL FOR PROPOSALS

Grants for awareness raising on the Council of Europe Gender Equality Strategy by civil society organisations
in Ukraine
№ 9160-2024-07

Project	Promoting Gender Equality in Ukraine (Pro-GE)
Awarding entity	COUNCIL OF EUROPE Council of Europe Office in Ukraine DGII, Human Dignity and Gender Equality Department
Funding	Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” 2023-2026
Duration	Projects shall be implemented by 15 November 2024. Reporting requirements shall be completed by 20 January 2025.
Estimated starting date	15 July 2024
Issuance date	17 May 2024
Deadline for applications	07 June 2024

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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**)
- Attach the other supporting documents:
 - Certificate(s) of registration as a non-profit organisation
 - Statute of the organisation, or the equivalent;
 - Income and expenditure statement for the year of 2023;
 - Plan of work for the proposed project (list of activities);
 - CV(s) of the staff members who will be involved in project implementation;
 - Evidence of the organisation`s records and experience in the field of gender equality.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: ProGE.Ukraine@coe.int. Emails should contain the following reference in subject: Grants-Promoting Gender Equality in Ukraine
- Applications must be received at the latest at 23:59 Kyiv local time (GMT+2) on 07 June 2024

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Promoting Gender Equality in Ukraine (Pro-GE)” implemented through 31 August 2025, funded through the Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” 2023-2026. It aims to provide grants to women’s rights civil society organisations to develop and implement awareness raising initiatives to promote [the Council of Europe Gender Equality Strategy 2024-2029](#), in full or in part, at national and local levels among civil servants, media and/or the general public.

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

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

Gender equality is central to the protection of human rights, the functioning of democracy, respect for the rule of law, and social well-being. The Council of Europe’s work in the fields of human rights and gender equality has resulted in comprehensive legal standards and policy guidance aimed at achieving the advancement and empowerment of women and the effective realisation of gender equality in Council of Europe member states and beyond.

The Promoting Gender Equality in Ukraine (Pro-GE) project contributes to the partnership between the Council of Europe and Ukraine to promote gender equality and equal rights for women and men, girls and boys, including during conflict and/or the post-war period. It provides technical assistance to deepen gender equality in policy development, decision-making, and service provision at national and regional levels, ensuring the gender is mainstreamed in Ukraine’s work to address the long-term impact of conflict and violence. It also supports Ukrainian authorities on the implementation of the Council of Europe Gender Equality Strategy 2024-2029 and the State Strategy of Ukraine on ensuring equal rights and opportunities for women and men for 2022-2030, which also calls for deepening measures to ensure gender equality in Ukraine.

Through the Pro-GE project, the Council of Europe works to strengthen the capacities of Ukrainian officials and support civil society to promote gender equality, enhance understanding regarding European and international standards on gender equality, and support women’s rights civil society organisations to promote gender equality and raise awareness of gender equality standards.

In particular, it aims to:

- raise awareness of European and international standards of gender equality among civil servants, mass media and the general public;
- improve approaches to fully implement legislative and other political steps to promote gender equality in Ukraine;
- strengthen institutional capacity to ensure gender equality in accordance with the strategy.

The Pro-GE Ukraine project sets the ground for future awareness raising activities in Ukraine’s regions and territorial communities. Considering the particular needs during armed conflict, the project expands support for selected Ukrainian women’s rights NGOs to run awareness raising activities on gender equality and Council of Europe standards throughout Ukraine at a time when the country will be rebuilding structures and is poised to make needed reforms.

Project partners include the Government Commissioner for Gender Policy, Ministry of Foreign Affairs of Ukraine, Ministry of Social Policy of Ukraine, the Office of the Deputy Prime Minister for European and Euro-Atlantic integration of Ukraine, National Agency of Ukraine on Civil Service, Ministry of Education and Science of Ukraine, the Ukrainian National Bar Association and women’s rights civil society organisations.

Detailed information about the Project activities is available at [Promoting Gender Equality in Ukraine \(Pro-GE\) - Council of Europe Office in Ukraine \(coe.int\)](#)

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 45 000 EUR (Forty-five thousand Euros). The Council of Europe intends to award 3 (three) grants of a maximum amount of 15 000 EUR (Fifteen thousand Euros) 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.

IV. REQUIREMENTS

1. General objective

The grants will fund projects designed to support awareness raising initiatives relating to different areas if gender knowledge; the Council of Europe Gender Equality Strategy 2024-2029 in its entirety; or focused on specific elements of the strategy including gender mainstreaming; intersectional discrimination; work/life balance; gender pay gap; gender inclusive budgeting etc. among civil servants, media and general public at the regional and local level.

Gender equality is central to the protection of human rights, the functioning of democracy, respect for the rule of law, and social well-being. Gender equality is an important policy goal of the Council of Europe. Priority areas are defined by the [Council of Europe Gender Equality Strategy 2024-2029](#). The Strategy is structured around six objectives:

- Preventing and combating gender stereotypes and sexism
- Preventing and combating violence against women and girls and domestic violence
- Ensuring women's equal access to justice
- Achieving a balanced participation of women and men in political, public, social, and economic life
- Ensuring women's empowerment and gender equality in relation to global and geopolitical challenges
- Achieving gender mainstreaming and including an intersectional approach in all policies and measures

2. Means of action

Projects may include one or more of the following actions, but are not limited to:

- Awareness-raising and communication campaigns (social media campaign; success stories);
- Advocacy campaigns: develop campaigns advocating for policy changes;
- Workshop and Training Sessions;
- Panel Discussions and Talks;
- Local community cultural events: film screening, art exhibits, or open forums/festival to engage local/regional community;
- Resource distribution: informational material, pamphlets, brochures etc.

The grant requires implementation at the local and/or regional levels.

3. Implementation period

The implementation period of the projects should start on 15 July 2024 (see indicative timetable under VIII. below) and shall not extend beyond.

Narrative and financial reports shall be submitted by **20 January 2025 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 in particular the following key stakeholders:

General public, media, local/regional authorities, representatives of self-governance bodies in the territorial communities, gender advisers, gender related coordinators.

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 a maximum of 15,000 EUR (fifteen 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, with an amount equal to at least 10% of the amount of the grant. 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 promoting the Council of Europe Gender Equality Strategy;
- Projects/actions proposed by women`s rights NGOs in partnership with local authorities or gender-related coordinators/Gender Advisers or other women`s rights NGOs;
- Projects/actions contributing to the diversity of NGO Grants 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.

8. Funding conditions:

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

- 80 % will be paid to the Grantee or the Lead Grantee in case of a consortium when the Grant Agreement between the Parties is signed;
- 20% will be made upon submission of an interim narrative and financial report

- the balance will be paid to the Grantee or the Lead Grantee in case of a consortium 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 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; photos from the events; publications; objectives; methodology; results; obstacles; success stories; recommendations; appendices.
- **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 Grantees, 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 Grantees, 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 Grantees use 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 or the Lead Grantee in case of a consortium 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**);
- the other supporting documents:
 - Certificate(s) of registration as a non-profit organisation
 - Statute of the organisation, or the equivalent;
 - Income and expenditure statement for the year of 2023;
 - Plan of work for the proposed project (list of activities);
 - CV(s) of the project manager(s)/staff;

Applications that are incomplete will not be considered.

All documents shall be submitted in English (with exception of organisation's registration certificate and statute, income and expenditure statement for the year of 2023), failure to do so will result in the exclusion of the Grantee.

2. Questions

General information can be found on the website of the Council of Europe: [Promoting Gender Equality in Ukraine \(Pro-GE\) - Council of Europe Office in Ukraine \(coe.int\)](https://www.coe.int/en/web/promoting-gender-equality-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 exclusively sent to the following address: ProGE.Ukraine@coe.int, with the following reference in subject: Questions-Grants-Promoting Gender Equality in Ukraine

3. Deadline for submission

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: ProGE.Ukraine@coe.int. Emails should contain the following reference in subject: Grants-Promoting Gender Equality in Ukraine

Applications must be received **at the latest at 23:59 Kyiv local time (GMT+2) on 7 June 2024**. 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 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 or, in the case of legal persons, their owner(s) or executive officer(s):

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- 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 an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- f. have been involved in mismanagement of the Council of Europe funds or public funds.

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), c) and f), 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 Ukraine;
- be entitled to carry out in Ukraine activities described in its project proposal;
- have been active for at least 3 (three) years in the field of gender equality and gender mainstreaming;
- 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.

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 action meets the requirements of the call (30%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and staff (20%).

VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), formalising their legal commitments. **Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

VIII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	17 May 2024
Deadline for submitting applications	07 June 2024
Information to applicants on the results of the award procedure	11 July 2024
Signature of the grant agreements	12 July 2024
Implementation period	15 July – 15 November 2024
Reporting deadline	20 January 2025

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