



## CALL FOR PROPOSALS

### Support to civil society organisations' initiatives to assist and protect victims of trafficking in human beings during the COVID-19 pandemic

Council of Europe, DGII, HDE Department, Anti-trafficking Division

<b>Project</b>	Support to civil society organisations initiatives to assist and protect victims of trafficking in human beings during the COVID-19 pandemic
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> DGII, HDE Department, Anti-trafficking Division
<b>Funding</b>	Ordinary budget Anti-Trafficking Division 2020-2021 Council of Europe
<b>Duration</b>	Projects shall be implemented by 01 May 2021 Reporting requirements shall be completed by 01 June 2021
<b>Estimated starting date</b>	01 October 2020
<b>Issuance date</b>	20 July 2020
<b>Deadline for applications</b>	11 September 2020

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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:
  - Description of the main activities of the civil society organisation related to combating trafficking in human beings;
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [trafficking@coe.int](mailto:trafficking@coe.int). Emails should contain the following reference in subject: Trafficking/grant/2020-21.
- Applications must be received **before 11 September 2020 at 18.00 CEST.**

## **I. INTRODUCTION**

This call for proposals is launched by the Council of Europe's Anti-Trafficking Division to fund initiatives by civil society organisations to prevent trafficking in human beings and assist and protect victims of trafficking in the specific context of the COVID-19 pandemic.

The pandemic has amplified the risks of trafficking in human beings and challenged the response by the national authorities and civil society organisations. It has heightened the vulnerability of victims of trafficking and of persons at risk of being trafficked, who generally find themselves in a position of great insecurity, and whose situation can only deteriorate as a result of the measures taken to control the pandemic and its socio-economic impacts. Despite cross-border transportation having been halted, traffickers remain active and take advantage of the isolation measures and the availability of internet and communication technology for recruiting victims, advertising services, broadcasting sexual exploitation via live streaming, and controlling the victims.

Project proposals shall aim to produce an added value to the Council of Europe's work in combating trafficking in human beings and protecting the rights of victims of human trafficking in the present circumstances.

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

The Council of Europe has been actively engaged in combating trafficking in human beings in its member states and beyond. Opened for signature in 2005, the Council of Europe Convention on Action against Trafficking in Human Beings ("the Convention") is currently in force in 47 countries. The Group of Experts on Action against Trafficking in Human Beings (GRETA) is responsible for monitoring the implementation of the Convention by the Parties. In a statement issued on 2 April 2020, GRETA emphasised the particular difficulties experienced by victims of human trafficking in the context of the COVID-19 pandemic.

Through the grants, the Council of Europe will support initiatives from front-line civil society organisations ensuring that the victims of human trafficking and persons at risk of being trafficked are included in the response measures to the COVID-19 pandemic and its aftermath. In particular, the grants aim to support direct assistance to victims, strengthen the economic and social inclusion of victims, and increase knowledge about trafficking in human beings, related risks and the rights of victims.

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 80 000 Euros (eighty thousand Euros). The Council of Europe intends to award grants of up to a maximum amount of 20 000 Euros (twenty thousand Euros) each.

Subject to the availability of funds and a possible 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.

## **IV. REQUIREMENTS**

### **1. General objective**

In the specific emergency context of the COVID-19 pandemic, the grants will fund projects designed to ensure that victims of human trafficking and those at risk of being trafficked are included in the response measures to the COVID-19 pandemic and its aftermath.

Projects designed could address the following issues:

- Research on the impact of COVID-19 on the fight against trafficking in human beings and the protection of victims and persons at risk of becoming victims;
- Promotion and protection of the rights of victims of trafficking, including issues related to impaired access to health, adequate accommodation and psycho-social services;

- Provision of information and support to facilitate reporting and self-identification, as well as access to justice and redress. This might include initiatives aiming at developing early warning mechanisms to protect vulnerable people from trafficking in human beings, including for the purpose of labour exploitation;
- Awareness-raising targeting both victims of trafficking or persons at risk of being trafficked, and the general public. This might include initiatives aiming at combating trafficking in human beings facilitated by the increased use of the Internet and other communication tools.

## **2. Means of action**

Projects should include specifically tailored activities aiming at supporting the implementation and/or follow-up of GRETA's findings and recommendations related to the country where the action is implemented.

## **3. Implementation period**

The implementation period of the projects should start on 1 October 2020 (see indicative timetable under VIII. below) and shall not extend beyond 1 May 2021.

Reporting requirements shall be completed on 1 June 2021 **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:

- Civil society organisations
- Victims of trafficking and persons at risk of being trafficked
- General population

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

## **5. Budgetary requirements**

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 20 000 Euros (twenty 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.

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

Initiatives/actions:

- Aiming at facilitating identification and assistance of victims of trafficking through the use of information and communication technologies;
- Focusing on economic and social inclusion and targeting groups vulnerable to trafficking in human beings, such as women, children, asylum seekers and migrants, including individuals who may find themselves without documents and/or resources to seek medical or social protection, or be unable to return to their home countries;
- Incorporating gender mainstreaming elements and paying particular attention to the interplay between gender and other discrimination grounds, such as immigration status, ethnicity, nationality and language;

- With a strong link with the Council of Europe’s work in the field of combating trafficking in human beings.

**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 when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

**9. Reporting requirements:**

- **narrative reporting** requires a full 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;
- **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** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
  - Description of the main activities of the civil society organisation related to combating trafficking in human beings

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

### 2. Questions

General information can be found on the website of the Council of Europe: <https://www.coe.int/en/web/anti-human-trafficking>

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 French, by **4 September 2020**, and shall be exclusively sent to the following address: [trafficking@coe.int](mailto:trafficking@coe.int) with the following reference in subject: Call for proposals – combating trafficking during COVID-19.

### 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: [trafficking@coe.int](mailto:trafficking@coe.int). Emails should contain the following reference in subject: Trafficking/grant/2020-2021

Applications must be received **before 11 September 2020 at 18:00 CETS**. 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 with experience in the area of combating trafficking in human beings.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#).

The applicants, and their projects, shall fulfil all of the following criteria:

## **1. Exclusion criteria:**

Applicants shall be excluded from the grant award procedure where they:

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- c. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established.

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix I, Item 12**).

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

- for the items set out in paragraphs a), b) and c), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
- for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment.

## **2. Eligibility criteria:**

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

- be legally constituted as a non-governmental organisation in a Council of Europe member state;
- be entitled to carry out activities described in its project proposal;
- have been active for at least five years in the field of combating trafficking in human beings;
- 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;
- 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 (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, including the estimated budget (25%);
- the relevance of the experience of the applying organisation(s) and staff (15%).

## 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 agreement, in particular its requirements in terms of payment and reporting.**

## VIII. INDICATIVE TIMETABLE

<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	20 July 2020
<b>Deadline for submitting applications</b>	11 September 2020
<b>Information to applicants on the results of the award procedure</b>	24 September 2020
<b>Signature of the grant agreements</b>	25 September 2020
<b>Implementation period</b>	1 October 2020 – 1 May 2021

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