



CALL FOR PROPOSALS

ETHICAL MEDIA REPORTING ON TRAFFICKING IN HUMAN BEINGS IN REPUBLIC OF SERBIA
BH4680/GA/2022/1

Project	EU/CoE Horizontal Facility II Action on Preventing and Combating Trafficking in Human Beings in Serbia (HF26)
Awarding entity	COUNCIL OF EUROPE Directorate of Human Dignity, Equality and Governance Directorate General of Democracy
Funding	16 000 euros
Duration	Projects shall be implemented by 19 October 2022. Reporting requirements shall be completed by 03 November 2022.
Estimated starting date	20 June 2022
Issuance date	09 May 2022
Deadline for applications	23 May 2022

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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:
 - Updated CV (s) of the journalist(s) and /or the media team member(s) who will be implementing the proposed activities.
 - Registration certificate (only for applications submitted by media).
 - Authorisation of the legal representative to act on behalf of the applicant (only for applications submitted by media).
 - Bank statement confirming the existence of the bank account in the name of the applicant or the media.
 - Written sample of creative work or a link to an excerpt from an audio or a video production or other.
 - Any additional information regarding implemented projects relevant to the call.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: HF.TH.Belgrade@coe.int . Emails should contain the following reference in subject: Grant award procedure BH 4680/GA/2022/1
- Applications must be received **before 23 May 2022 (at 12 hours)**.

I. INTRODUCTION

This call for proposals is launched within the programmatic framework “Horizontal Facility for the Western Balkans and Turkey II”. The HF26 Action “Preventing and Combating Trafficking in Human Beings in Serbia” will co-fund up to 8 (eight) projects of media/journalists aimed to improve the public understanding of the phenomenon of trafficking in human beings. The financial support will take the form of micro-grants aimed to promote, support and strengthen fact-based and protective of the victims’ identity and human rights journalistic research, reporting and dissemination of stories on trafficking in human beings in Republic of Serbia.

Media (television, radio, print media, online media/internet-based websites) play an important role in informing and raising awareness of the public. With respect to trafficking in human beings, media articles and mass media coverage of the issue focus primarily on policy aspects and certain other aspects of the phenomenon. Through this call, media and journalists are invited to make the voice of victims heard and to report on risks and cases of child trafficking and labour trafficking in Republic of Serbia in a fact-based, gender-sensitive and ethical manner.

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

The programmatic framework “Horizontal Facility for the Western Balkans and Turkey II”, co-funded by the European Union and the Council of Europe, and implemented by the Council of Europe, aims at assisting beneficiaries in South-East Europe to comply with Council of Europe standards and European Union acquis in the framework of the enlargement process. In particular, the Action HF26 “Preventing and Combating Trafficking in Human Beings in Serbia” seeks to assist the beneficiary institutions to follow up on the recommendations of GRETA provided in its second evaluation report (GRETA 2017/37).

In particular, HF26 action focuses on the following areas of intervention: (i) improved anti-trafficking responses and victim protection measures through capacity-building of key stakeholders, including legal professionals, media representatives/journalists and health care professionals; (ii) improved detection and identification of, and assistance to victims of human trafficking for the purpose of labour exploitation; (iii) improved detection and identification of, and assistance to, child victims of human trafficking and improved anti-trafficking responses through capacity-building of education professionals;

The project partners include the Ministry of Interior - National Anti-trafficking coordination office, the Ministry of Employment, Labour, Veteran and Social Affairs - Labour Inspectorate and Centre for Human Trafficking Victims’ Protection, the Ministry of Education, Science and Technological Development, the Ministry of Health, the Ombudsperson’s Office as well as civil society organisations.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 16,000 Euros (sixteen thousand Euros). Up to 8 (eight) project proposals on investigative journalism in the area of trafficking in human beings in Republic of Serbia, submitted by journalists of the television, radio, print media, online media, will receive a micro-grant not exceeding 2,000 Euros (two 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

Media representations of trafficking in human beings often depart from the actual experiences of trafficked persons but offer inappropriate framing and stereotypical portrayals of them and the phenomenon. Therefore, micro-grants will fund project proposals aimed to help public understand the complexity of trafficking in human beings, which requires thoughtful, informed and, above all, ethical journalism that protects the trafficked persons' safety and identity while giving voice to them. The micro-grants will fund projects designed in accordance with the existing legal framework and the human rights of the victims including their identity and privacy. The micro-grants will support media/journalists to make the voice of victims heard and to report on risks and cases of child trafficking and labour trafficking in Republic of Serbia in a fact-based, gender-sensitive and ethical manner.

2. Means of action

The reporting material may be produced in the form of:

- written article(s)- stories, blogs etc...
- video or audio reportage(s)- vlogs, interviews, photo reportages etc...
- content analysis on coverage on trafficking in human beings' issues and its influence and consequences.

The reporting material may address issues related to either internal or cross-border trafficking in human beings and may be based on:

- communication with victim(s)/survivors of trafficking in human beings and/or their legal representatives,
- communication with professionals (police, prosecutors, judges) on court proceedings and judgments,
- communication with authorities (ministries, inspectorates, bodies) and professionals who are providing assistance to victims (national referral mechanism, civil society organisations etc.),

The mentioned list is not exhaustive, and any other mean may be considered, if compatible with the values of the Council of Europe. Ethical reporting and protection of privacy of trafficking victims are required.

Each proposal shall provide a theme of the project, a methodology (steps that will be taken to create final product, including planned sources of information), a timeline and a dissemination plan (how the product will be disseminated to relevant target groups and how will reach the target groups and public).

The reporting materials shall be produced in English or Serbian language.

3. Implementation period

The implementation period of the projects should start on 20 June 2022 (see indicative timetable under VIII. below) and shall not extend beyond 19 October 2022.

Reporting requirements shall be completed on **3 November 2022 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,
- persons from disadvantaged communities or vulnerable groups such as children, Roma etc...
- presumed or identified victims of different forms of trafficking in human beings,
- professionals such as police officers, prosecutors, judges, lawyers, educational/health professionals,
- authorities such as representatives of ministries, inspectorates, other governmental bodies/agencies,
- civil society organisations, first responders to trafficking in human beings, other journalists and media.

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 2, 000 Euros (two thousand Euros). The estimated budget must be consistent, accurate, clear, complete, and cost-effective, in the light of the activities proposed.

The estimated budget proposal may involve fees (for journalist/researcher, cameraman, editor, technician or similar), per diems (for lunch/dinner, accommodation), travel expenses. Purchase of equipment is not eligible, only renting.

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 (may encompass, but are not limited to the costs for telephone communication, internet, travel, office supplies, equipment needed for the project) or income generated by the action or project.

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

- Projects/actions proposed by the journalists who completed the Council of Europe trainings on trafficking in human beings and media reporting
- Projects/actions targeting media and journalists in order to understand media influence and importance in proper ethical reporting on victims and survivors of human trafficking as well as in mobilizing public support and involvement to help prevent trafficking
- Projects/actions involving gender dimension of 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 to the Grantee or the Lead Grantee in case of a consortium when the Grant Agreement between the Parties is signed;

- 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 (how the product was developed and disseminated to the public, for online media - how many readers and what comments there were) 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 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 consultancy or other services, presenting “appropriate original supporting documents” requires presentation of evidence of the outputs produced, contracts with consultants or service providers containing a specific description of services 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, invoices for fuel, toll and taxi, 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:
 - Updated CV (s) of the journalist(s) and /or the media team member(s) who will be implementing the proposed activities.
 - Registration certificate (only for applications submitted by media).
 - Authorisation of the legal representative to act on behalf of the applicant (only for applications submitted by media).
 - Bank statement confirming the existence of the bank account in the name of the applicant or the media.
 - Written sample of creative work or a link to an excerpt from an audio or a video production or other.

- Any additional information regarding implemented projects relevant to the call.

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe: <https://pjp-eu.coe.int/en/web/horizontal-facility/news> and <https://www.coe.int/en/web/belgrade/coe-office-in-belgrade>

Other questions regarding this specific call for proposals must be sent at the latest 5 days before the deadline for the submission of proposals, in English or Serbian language and shall be exclusively sent to the following address: HF.THB.belgrade@coe.int with the following reference in subject: **Questions on grant award procedure BH 4680/GA/2022/1.**

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: HF.THB.belgrade@coe.int Emails should contain the following reference in subject: **Grant award BH 4680/GA/2022/1- Ethical media reporting on THB.**

Applications must be received **before 23 May 2022 (at noon)**. 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 staff members of the Council of Europe and experts.

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;
1. 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**).

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;
1. 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 television, radio, print or online media in Republic of Serbia (for applications submitted by media only);
- be entitled to carry out journalism/media activities described in its project proposal;
- have been active for at least two years in the field of promotion and protection of human rights journalism;
- 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 and the estimated budget (10%);
- the relevance of the experience of the applying natural person or organisation(s) (30%).

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	9 May 2022
Deadline for submitting applications	23 May 2022
Information to applicants on the results of the award procedure	10 June 2022
Signature of the grant agreements	15 June 2022
Implementation period	20 June 2022 - 19 October 2022

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