



CALL FOR PROPOSALS

ACCESS TO HUMAN RIGHTS AND SERVICES FOR INTERNALLY DISPLACED PERSONS
AND RETURNEES AT LOCAL LEVEL
VC3484/BH9154/2025

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| Project | Facilitating access to human rights and essential services for internally displaced persons and returnees at the community level |
| Awarding entity | COUNCIL OF EUROPE Council of Europe Office in Ukraine |
| Funding | Council of Europe Action Plan for Ukraine “Resilience. Recovery. Reconstruction” (2023-2026) |
| Duration | Projects shall be implemented by 30 September 2025. Reporting requirements shall be completed by 31 October 2025. |
| Estimated starting date | 07 April 2025 |
| Issuance date | 12 February 2025 |
| Deadline for applications | 05 March 2025 |

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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 (in Ukrainian and/or English);
 - Statute of the organisation (in Ukrainian and/or in English);
 - Bank certificate confirming the existence of the bank account in EUR in the name of the organisation (in Ukrainian or in English);
 - CVs of key persons (up to five) involved in the implementation of a proposed project (in English).
 - Send these documents in electronic form (Word and/or PDF) to the following e-mail address:
Internally.Displaced.Persons@coe.int
- Emails should contain the following reference in subject: Grants IDPs 2025.
- Applications must be received **before 5 March 2025 at 23:59 CET**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Facilitating access to human rights and essential services for internally displaced persons and returnees at the community level”. It aims to co-fund projects that promote and facilitate access to human rights and services for internally displaced persons (IDPs) and returnees at local level in Ukraine.

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 purpose of the Project is to facilitate access to human rights and essential services for internally displaced persons and returnees to Ukraine by developing appropriate policies and practices, increasing the capacity of displaced institutions, and strengthening the capacity of civil society organizations to respond to displacement-related problems in host communities.

In particular, it aims to:

- Support the national and local authorities in the development and implementation of integration and reintegration policies and practices for IDPs and returnees to Ukraine.
- Strengthening the capacity of institutions to provide services after relocation.
- Strengthening the capacity of civil society organizations to improve the human rights system for IDPs and returnees to Ukraine.

Project partners include Ministry for National Unity of Ukraine, Ministry of Communities and Territories Development of Ukraine, Ministry of Social Policy, Ukrainian Parliament Commissioner for Human Rights, local self-government bodies, civil society organisations.

Detailed [information about the Project can be found on the link](#)

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 40,000€ (forty thousand Euros). The Council of Europe intends to award 4 grants of a maximum amount of 10,000 € (ten thousand Euros) or equivalent in 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.

IV. REQUIREMENTS

1. General objective

The grants will fund projects designed to:

I. Facilitate communication and information exchange between local self-government bodies and Ukrainian refugees residing abroad as well as returnees (that may include developing and implementing of returnee-focused practices, mid- and long-term solutions for facilitating access to human rights and services for returnees to Ukraine; developing of information materials, online and social media tools, advancement of web content of local self-government bodies towards facilitating access of refugees from Ukraine and returnees to information, counselling and/or other services; capacity building of local self-government bodies and networking with organisations and initiatives working with refugees from Ukraine abroad).

II. Enhance resilience and social cohesion at local level through the promotion and implementation of trauma-informed approach in the context of access to rights and services for IDPs, returnees, and host communities (that may include capacity building, educational, and informational activities on trauma-informed approach, first psychological aid, self-help and resilience techniques, coping strategies reaching out to professionals, civil society organisations (CSOs), internally displaced persons, returnees, residents of host communities; integrating of trauma-informed approach into provision of social, psychological, administrative, and legal services by relevant institutions and organisations).

III. Support adaptation and integration of IDPs along with their access to rights and services (that may include assistance to organisations and institutions working on the right to education for children and young people who arrive from the temporarily occupied territories; provision of information and counselling and social services to vulnerable individuals and groups among internally displaced persons; implementation of gender-sensitive services and/or practices towards vulnerable individuals and groups among IDPs).

The projects should be focused on the government-controlled areas and communities across Ukraine, including de-occupied territories.

The above is not an exhaustive listing but gives an indication of the nature of expected from the projects proposed.

2. Means of action

Projects may include

- organisation of events (workshops, forums, seminars, study visits etc.);
- provision of services and consultations;
- community-based actions and activities;
- trainings;
- implementation of awareness raising campaigns, development of information materials and media products, online content and tools;
- creation or enhancing of referral mechanisms, multi-stakeholder working groups and/or platforms etc;
- provision of equipment and other supplies.

3. Implementation period

The implementation period of the projects should start on 7 April 2025 (see indicative timetable under VIII. below) and shall not extend beyond 30 September 2025.

Reporting requirements shall be completed on 31 October 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 stakeholders:

- internally displaced persons, returnees, residents of host communities;
- relocated institutions and displaced professionals;
- local self-government bodies and host communities;
- IDP- and returnee-led initiatives or civil society organisations;
- institutions and/or CSOs providing services to IDPs and returnees.

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 10,000 € (ten thousand Euros) or equivalent in Hryvnias. 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:

- Projects/actions facilitating experience exchange and knowledge transfer between IDP-led initiatives and CSOs of the first (2014) and the second (after 2022) waves of displacement;
- Projects/actions engaging local self-government bodies;
- Projects/actions engaging CSOs working with refugees from Ukraine abroad;
- Projects/actions promoting Council of Europe standards in the field of internal displacement and human rights considerations of return policies;
- Projects/actions improving and advancing the quality of services provided to IDPs, returnees, and residence of host communities.

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.

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 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 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 (in Ukrainian and/or in English);
 - Statute of the organisation (in Ukrainian and/or in English);
 - Bank certificate confirming the existence of the bank account in EUR in the name of the organisation (in Ukrainian or in English);
 - CVs of key persons (up to five) involved in the implementation of a proposed project (in Ukrainian or in English).

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe: [Facilitating access to human rights and essential services for internally displaced persons and returnees at the community level - Council of Europe Office in Ukraine \(coe.int\)](#)

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: Internally.Displaced.Persons@coe.int with the following reference in subject: Questions, Grants IDPs 2025.

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: Internally.Displaced.Persons@coe.int. Emails should contain the following reference in subject: Grants IDPs 2025.

Applications must be received **before 05 March 2025 (at 23:59 CET)**. 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 2 years in the field of work with internally displaced persons;
- 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 (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 | 12 February 2025 |
| Deadline for submitting applications | 05 March 2025 |
| Information to applicants on the results of the award procedure | 19 March 2025 |
| Signature of the grant agreements | 03 April 2025 |
| Implementation period | From 07 April 2025 by 30 September 2025 |

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