



The Delegation of the European Union
to the Republic of Serbia

**Thematic Programme on Human
Rights and Democracy
Serbia Country Allocation 2021
Info session for Call for Proposal**

EuropeAid/173601/DD/ACT/RS



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Please note that this presentation is prepared solely to be used as supporting material to be used during the Information sessions.

The Guidelines for Applicants published for the Call for Proposal remain the sole written reference to the applicable conditions and rules.

SUSPENSIVE CLAUSE

Please note that the awarding of grant contracts under this call for proposals is subject to the condition of the prior conclusion of a financing framework partnership agreement (FFPA), which does not modify the elements of the call for proposals (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or applicants being entitled to claim any compensation.



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HR&D – 2021

- The global objective of this call for proposals is the promotion and protection of:
 - (i) human rights and fundamental freedoms;
 - (ii) (ii) democracy; and
 - (iii) (iii) the rule of law.



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HR&D - 2021

- The specific objective of this call for proposals is
 - protecting and empowering individuals to contribute to the full enjoyment by everyone of all human rights, be they civil, political, economic, social or cultural rights.
- The priorities of this call for proposals are:
 - To provide short-, medium- and long-term holistic support to human rights defenders;
 - To reverse the shrinking space for civil society.



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Budget

- The overall indicative amount made available under this call for proposals is **EUR 850.000**. The contracting authority reserves the right not to award all available funds.
- Size of grants
 - minimum amount: EUR 100,000
 - maximum amount: EUR 250,000
- Minimum and maximum percentages of total eligible costs of the action:
 - Minimum percentage: 50% of the total eligible costs of the action.
 - Maximum percentage: 95% of the total eligible costs of the action.



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Eligibility criteria- the actors

- Eligibility of lead applicant :
 - be a legal person **and**
 - be non-profit-making **and**
 - be a specific type of organisation such as: civil society organisations , including non-governmental organisations **and**
 - be established in a Member State of the European Union or in any eligible country, as stipulated in the basic act NDICI-GE
 - be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
 - in case the lead applicant is not established in Serbia, it must act with at least one co-applicant that is established in Serbia

Co-applicants and affiliated entities must satisfy the eligibility criteria as applicable to the lead applicant himself



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Eligibility criteria- eligible actions

Duration

- The initial planned duration of an action may not be lower than **18 months** nor exceed **36 months**

Location

- Actions must take place in the Republic of Serbia

Types of actions

- Strengthening the role and capacity of civil society in advocacy and promoting human rights and good governance in Serbia, especially in awareness-raising of the importance of human rights in responses to the COVID-19 crisis and similar emergency situations;
- Support for protection of social, economic and cultural rights, especially for groups affected by economic and social consequences of the COVID-19 pandemic, including persons with disabilities, children, women, homeless and the rights of persons belonging to minorities (including Roma inclusion).



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Financial support to third parties (FSTP)

- Applicants may propose financial support to third parties
- Under this call, financial support to third parties is not considered essential to achieve the objective of the action.
- The maximum amount of financial support per third party is EUR $\leq 5,000$.
- The following specific conditions or restrictions apply for the third parties:
 - They must have an annual turnover of less than EUR 50,000
 - The actions/activities eligible for financial support will have a maximum duration of 12 months
 - For the purposes of this CFP, third parties are: registered and non-registered civil society organisations (including non-governmental organisations) established in Serbia
 - All the types of actions and activities which may be financed under this call are also eligible for financial support to third parties.
- It is not allowed to request co-financing from third parties.

For further details on FSTP, please refer to the Guidelines for Applicants.



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Number of applications and grants per applicants / affiliated entities

- The lead applicant may not submit more than one application under this call for proposals.
- The lead applicant may not be awarded more than one grant under this call for proposals.
- The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.
- A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than one grant under this call for proposals.



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Important points to note (part 1)

Submission online via PROSPECT is obligatory for this call, as well as registration in PADOR.

To apply for this Call for Proposals, please use the following link and click on "Apply" button:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=173601>

Guidelines – **Read them and ensure you understand all the sections.** If you have doubts, send your questions. We shall publish replies to all questions received.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals: **E-mail address: DELEGATION-SERBIA-FCS@eeas.europa.eu**

Actions – show which actions can be financed under this Call.

Activities - show how the action can be achieved.

Eligibility requirements – eligibility of applicants, actions, costs, etc..

Visibility -

Think about visibility.

Be creative.

Write about it in your proposal



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Important points to note (part 2)

Submission of documents

- The lead applicant is strongly advised not to wait until the last day to submit the applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission.
- Technical issues with submission: should be addressed to the IT helpdesk at EuropeAid-IT-support@ec.europa.eu via the online support form in PROSPECT.
- The documents listed under section 2.2.5 of the GFA shall be uploaded **in PADOR** by the full application deadline (statutes, LEF, FIF, etc.)
- A copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded in PADOR by the full application deadline.
- The requested supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Originals should be kept on file for controls

Important points to note (part 3)

Submission of documents (cont.)

- **Declaration on honour:** the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) Please note that the declaration on honour should be submitted **via PROSPECT**.
- **NEW: Self-evaluation questionnaire on SEA-H:** the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 2.5.6 of the PRAG). Please note that the self-evaluation questionnaire on SEA-H should be submitted **via PADOR**.

The screenshot displays a web interface with a horizontal navigation bar at the top containing the following tabs: Profile, Financial data, User list, Signature, Contracts, and Internal check. Below this bar, there is a section titled 'Additional documentation'. Within this section, a specific document is listed: 'Self-evaluation questionnaire on policy against sexual exploitation, abuse and harassment (SEA-H) . (Applicable as of PRAG 2021)'. To the right of this text, there is a button labeled 'No document' and a small blue upward-pointing arrow icon.

Documents to be completed

Annex A: Grant application form (Word format)

A.1 – Concept note

A.2 – Full application form

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Legal entity sheet

Annex E: Financial identification form

Annex H: Declaration on Honour

Annex L: Self-evaluation questionnaire on SEA-H

Annex F: PADOR registration form (*only if impossible to register in PADOR*)

DOCUMENTS FOR INFORMATION

Annex G: Standard grant contract

- Annex II: general conditions
- Annex IV: contract award rules
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

Annex I: Daily allowance rates (per diem), available at the following address: https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Annex K: Guidelines for assessing simplified cost options. These documents should also be published by the contracting authority.



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Full applications- Tips on Annex B: Budget

- Please take into consideration the following when preparing your budgets for the action:
 - all 3 relevant sheets of "Annex B- Budget" are consistent with each other and PROSPECT – Total eligible costs of the action should be exactly the same in sheet 1. Budget and sheet 3. Expected sources of funding and as requested in PROSPECT;
 - The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item;
 - If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value);
 - Specify the typology of costs- if you do not use the specific SIMPLIFIED COST OPTION procedure, DO NOT use the terms LUMP SUM, FLAT RATE or APPORTIONMENT when defining the unit, but think of the way to define the unit properly (for e.g. per month/ per travel, per event, per service etc.)
 - Contingency - a justification for the possible need for the contingency must be included in the justification in Annex III Budget (2nd sheet)



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Full applications- Tips on Annex B: Budget(continued)

- Please take into consideration the following when preparing your budgets for the action:
 - Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).
 - Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs. Please avoid estimates based on "*previous experience by the applicant*" or the like
 - Do not include costs for Expenditure Verification as it will be provided by the Contracting Authority, as well as costs for Evaluation, which are not eligible
 - In sheet 3 of Annex B – Budget - Expected sources of funding - Other contributions, the source of other contributions must be properly named and respective amounts identified for each contributor, i.e. lead applicant, co-applicant, affiliated entity, other donor (to be named)



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TIMETABLE

	DATE	TIME
1. Information meeting (online)	29 March 2022	11:00
2. Deadline for requesting any clarifications from the contracting authority	08 April 2022	16:00
3. Last date on which clarifications are issued by the contracting authority	18 April 2022	-
4. Deadline for submission of concept notes	29 April 2022	15:00
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	June 2022	-
6. Invitations to submit full applications	June 2022	-

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure



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THANK YOU!

ANY QUESTIONS?