



Civil Society for Enhanced Democracy and Human Rights in Ukraine



Empowered lives.
Resilient nations.

APPROVED

UNDP Resident Representative

Dafina Gercheva

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«18» September 2019

**CALL FOR PARTICIPATION IN THE COMPETITION “FIGHTING IMPUNITY FOR GRAVE
HUMAN RIGHTS VIOLATIONS AND OTHER INTERNATIONAL CRIMES COMMITTED IN THE
ARMED CONFLICT”**

1. BACKGROUND

1.1. About UNDP Civil Society for Enhanced Democracy and Human Rights in Ukraine Project

The new project "Civil Society for Enhanced Democracy and Human Rights in Ukraine" (2017-2022) funded by the Danish Ministry of Foreign Affairs and implemented by UNDP Ukraine builds upon the achievements of the previous Democratization and Human Rights Programme (2013-2016). It is a nation-scale 5-year initiative which runs from 1st April 2017 until 31st March 2022. The overall aim for CSDR is to enhance the institutional capacity of civil society actors in the region in the areas of democracy and human rights to strengthen their impact on the reform processes in the country through better coordination and networking and to contribute to more inclusive, democratic and rights-based governance.

For this purpose, the project will strengthen capacities of the civil society organizations to promote democracy and foster participatory and result-driven Government-CSO dialogue at all levels in Ukraine. It will also develop capacities of human rights actors enhanced to promote and defend human rights in Ukraine, and enhance civic youth engagement and youth participation in decision-making at all levels.

CSDR is to be implemented through three main components:

1. Strengthening CSOs as guardians of democracy and good governance;
2. Supporting human rights actors to promote and defend human rights in Ukraine;
3. Enhancing civic youth engagement and youth participation in decision-making at all levels.

The present Call for Proposals (CfP) is administrated by UNDP in partnership with International Renaissance Foundation and is aimed to address theme two, which broadly encompasses the issues of human rights defence and promotion in Ukraine.

2. OBJECTIVE OF THE COMPETITION:

Support to the activities of the civil society organizations in monitoring and documenting mass violations of human rights and other international crimes (as defined in Articles 7 and 8 of the Rome Statute of the International Criminal Court) in order to:

- Ensure the unbiased information of national and international institutions about the facts of mass violations of human rights and international humanitarian law committed in the context of the armed conflict, on Ukrainian territory and in areas uncontrolled by the Ukrainian Government;
- Assistance to the investigation of mass violations of human rights and international humanitarian law at the national and international levels;
- Protection and restoration of the violated rights, ensuring the inevitability of punishment for war crimes and crimes against humanity.

3. PRIORITIES AND TASKS OF THE COMPETITION:

- Development of the capacity of civil society organizations in documenting and analysing the information (evidence based) on mass violations of human rights and other international crimes;
- Development and implementation of advocacy efforts for the protection and restoration of violated rights, conducting educational and information campaigns on human rights and international humanitarian legislation targeting both the authorized actors responsible for the protection of human rights, and the citizens;
- Building effective cooperation with national and international investigative bodies of the crimes committed in the context of the armed conflict on Ukrainian territory and in areas uncontrolled by the Ukrainian Government;
- Promoting the harmonization of Ukrainian legislation with international human rights and international humanitarian legislation with;
- Analysis and evaluation of the state's activities in documenting and investigating human rights violations, war crimes, crimes against humanity; development and dissemination of recommendations to the state authorities on optimization of investigations.

- Increase the capacities of the State authorities to establish the effective system in situations related to the armed conflict.

3. PARTICIPANTS OF THE COMPETITION:

Non-profit organizations, in particular charitable organizations, public associations (including public organizations and unions) that are officially registered in Ukraine and have experience in human rights activities. The contest does not provide grants to profit organizations, political parties, state authorities, local governments, religious communities and private (physical) individuals and entrepreneurs.

3.1. Eligible organizations

The parameters that will determine whether an NGO is eligible to be considered for funding by UNDP will be based on the Capacity Assessment Checklist CACHE (Annex 5).

4. COMPETITION STAGES:

I – Preparation of project proposals concepts according to the following structure:
purpose, main goals and objectives

- preliminary list of measures to achieve the goals,
- expected results,
- partners,
- the implementation timeframe,
- estimated total budget without details.

Project concepts are to be submitted in an arbitrary form, no more than 2 A4 pages in total.

The deadline for submission of the project proposals concepts is **September 30, 2019**.

II – Submission of the project proposals

Based on the results of the review and preliminary evaluation of the concepts, the selected organizations will be invited to submit finalized project proposals. The winners are to be chosen on the basis of the evaluation results of the project proposals by the Evaluation Committee, which will be composed of the representatives of the United Nations Development Programme and the International Renaissance Foundation. The results of the concepts review will be announced by **October 11, 2019**.

UNDP and IRF will conclude grant agreements with those finalists that will be recommended for funding.

The deadline for submission of the project proposals is **October 25, 2019**.

5. BUDGET AND ALLOWED EXPENSES:

Eligible costs must:

- be necessary for carrying out project activities;
- comply with the principles of sound financial management, in particular value for and cost-effectiveness;
- be properly recorded, identifiable and verifiable, and backed by original supporting documents.

UNDP grant may only be used to cover the following costs:

- Staff salaries and expert fees;
- Purchase of consultative services provided that these are essential for project goals and objectives;
- Renting, catering and other services envisaged by the project activities;
- Printing and copying;
- Utility services;
- Consumables and supplies;
- Travel costs (provided that travel complies with internal UNDP regulations).

The following costs are ineligible:

- Costs of project proposal preparation;
- Debts reconciliation;
- International travel;
- Reimbursement of expenses related to exchange rate fluctuations;
- Currency exchange losses;

- Creation and registration of the organization;
- Direct fiscal support to state authorities;
- Political activity;
- Religious propaganda;
- Activities leading to direct or indirect discrimination of any social strata;
- Projects aimed at gaining profit from activities;
- Construction or repair work;
- Purchase of vehicles and / or luxury goods and related services;
- Purchase of goods for distribution in the form of humanitarian aid, gifts.

6. FINANCIAL CONDITIONS AND TERMS OF IMPLEMENTATION:

The total budget of the competition is **3 200 000 UAH**.

The maximum budget of the project proposal should not exceed **700 000 UAH**.

The maximum timeframe for the project implementation is **12 months**.

The contribution from the implementing organization or from other sources will be considered and will be regarded as an advantage for the applicant. This contribution could be made both financially and in non-financial form (for example, remuneration of the personnel of the organization, provision of its office or equipment for project tasks, etc.).

7. CONCEPTS SUBMISSION PROCEDURE:

Concepts of the project proposals are submitted in Ukrainian and sent by e-mail to the addresses: rol@irf.ua, grants.ua@undp.org specifying in the subject line, the title of the competition **"Overruling Impunity for Massive Human Rights Violations and Other International Crimes Committed in the Armed Conflict"**.

Contact persons:

Liana Moroz, Programme manager "Human Rights and Justice, International Renaissance Foundation
Oksana Kosenko, Civil Society Officer "Civil society for enhanced democracy and human rights in Ukraine",
UNDP

8. SELECTION PROCESS

8.1. Assessment procedures

After the deadline for stage II – **Submission of the project proposals** has passed, UNDP specialists will check the proposals against the criteria. At this stage, the Programme can request additional information from the applicants at its own discretion.

To ensure full transparency and equity of the process, UNDP forms a Selection Committee (SC) that will appraise the proposals that have made it through the first stage. SC is a temporary authorized body that is responsible for considering, selecting and recommending proposals for funding. The Selection Committee may decide to request additional independent expert opinion during the selection process.

8.2. Criteria for the assessment of proposals

The proposals shall be assessed by the SC in accordance to the following criteria:

- Quality and responsiveness of the project proposal to the broad themes highlighted in item 2 of this CFP;
- Demonstrated ability of the proposed team to cope with the scope of works described in the project proposal;
- Demonstrated sustainability considerations of the project;

- Quality of the proposed networks (including scope of partners proposed for implementation and already existing networks linked to the lead applicant).

9. REPORTING, MONITORING AND EVALUATION

9.1. Monitoring and evaluation, frameworks for OD plan implementation

The Grantee is responsible for monitoring project implementation and evaluating its results. UNDP will monitor the project through Grantee reports, site visits, meetings with project personnel and stakeholders, and participation in project events.

9.2. Reporting

The Grantee shall submit the following reports according to UNDP format:

- **Interim reports**, including description of activities, results, and agreed monitoring indicators, as well as financial reports – depending on the length of the project proposed (to be specified in the relevant agreement);
- **Brief reports on demand** occasionally requested by UNDP DHRP in cases when information on Programme implementation is required in between reporting periods;
- A **Completion report**, including a summary of activities and results as well as financial report for total duration of an agreement.

**UNDP “Civil society for enhanced democracy and human rights in Ukraine” programme
International Renaissance Foundation “Human Rights and Justice”**

are announcing joined call for proposals

**“Fighting Impunity for Grave Human Rights Violations and Other International Crimes Committed
in the Armed Conflict”**

APPLICATION FORM

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization’s legal name	
Organization’s legal status	
Year of registration	
State registration code (EDRPOU)	
Name of executive director	
Organization’s legal address (postal code, oblast, city, street, building/office)	
Actual address (if different from above - postal code, oblast, city, street, building/office)	
Telephone (+380xxxx)	
Fax (+380xxxx)	
E-mail address of the executive director	
Web page:	

BRIEF INFORMATION ABOUT THE PROJECT MANAGER

Name of the project manager	
Contact phone number of the project manager (+380xxxx)	
E-mail address of the project manager	

BRIEF INFORMATION ABOUT THE PROJECT

Project title	
Expected project budget	
Expected co-funding from UNDP	
Proposed project duration	
If the project application is submitted in partnership with other organisations, please list them	

PROJECT PROPOSAL

Project title	
Project Summary (up to 200 words) Please describe project's objectives, main activities, stakeholders and expected results	
General information about applicant organization (up to 200 words) 1. Main areas of expertise – describe your organization's main competencies and specialization in the areas covered by the CFP. Describe your organization's mission. 2. Describe main target audiences and partners of your organization. 3. Explain what kind of in-house or outside experts your organization involves in its usual work. 4. Provide a brief list of your organization's three current or latest projects in the areas covered by the CFP supported by international or local organizations and donors. 5. Describe your organization's main assets: number of full-time staff, office space, and equipment.	
Project goal (up to 50 words) Describe your project's goal.	
Project objectives (up to 150 words) Describe your project's objectives.	
Project target audience (up to 350 words)	

<p>Describe project's main target audience and other stakeholders, and how they will be engaged, based on the information provided in the CFP.</p>	
<p>Context / problem description (up to 200 words)</p> <p>Describe which problem you are aiming to solve by your project activity; why it is relevant for Ukraine; how the increased role of civil society will change the situation</p>	
<p>Description of Project Activities (up to 500 words)</p> <p>Please refer to the activities as described in the <u><i>CFP Section 1.3.</i></u></p>	
<p>Explain why your organization is uniquely suited to deliver on the objectives of this project</p>	
<p>Why is your project innovative? (up to 100 words)</p>	
<p>Please define to the achievement of which Sustainable Development Goals your project contributes (choose maximum three in the order of priority)</p>	
<p>How does your project integrate gender approach? (up to 100 words)</p>	
<p>How does your project incorporate the human rights based approach? (up to 100 words)</p>	
<p>The interests of which vulnerable groups are</p>	

<p>directly taken into consideration by your project? (up to 100 words)</p>			
<p>The project work plan (up to 1000 words)</p> <p>Provide project's Work Plan according to the following format – major stages of work, their contents, period of implementation, implementors and planned results)</p>	Please use annex 3		
<p>Monitoring and evaluation of the project (up to 500 words)</p> <p>Please define the planned results of your project according to the proposed format. Among them, please define 1) number of citizens whom you plan to engage into the project activities; 2) whether your project is aimed at improvement of the existing or development of new policies or strategies with citizen participation</p>	Please use annex 4		
<p>Future activities (up to 200 words)</p> <p>Describe how your organization will continue its efforts aimed at furthering the emergence of programmatic instruments to advance civil society development after the project phase-out? (Sustainability)</p>			
<p>Risk analysis Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and</p>	<p>Risk</p>	<p>Risk rating* (High/Medium/ Low)</p>	<p>Mitigation measures</p>

environmental or other risks.																																																							
<p>Budget (up to 100 words)</p> <p>Provide project budget in UAH according to the following format (see below). Please divide the project activity expenses and administrative expenses and be advised that as a rule the project budget shall have no more than 10% of the funds allocated to administrative expenditures. If it is not the case, please justify larger expenses through a 1/3 page description*</p>	<table border="1"> <thead> <tr> <th data-bbox="485 165 815 264">General Category of Expenditures</th> <th data-bbox="815 165 967 264">Tranche 1</th> <th data-bbox="967 165 1118 264">Tranche 2</th> <th data-bbox="1118 165 1270 264">Tranche 3</th> <th data-bbox="1270 165 1469 264">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="485 264 815 320">Personnel</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 320 815 376">Transportation</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 376 815 432">Premises</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 432 815 510">Training/Seminar/ Workshops, etc. /</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 510 815 589">Contracts (e.g., Audit) /</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 589 815 667">Equipment/Furniture (Specify)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 667 815 723">Other [Specify]</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 723 815 779">Miscellaneous</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="485 779 815 835">TOTAL</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL	Personnel					Transportation					Premises					Training/Seminar/ Workshops, etc. /					Contracts (e.g., Audit) /					Equipment/Furniture (Specify)					Other [Specify]					Miscellaneous					TOTAL								
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<p>Project personnel (list of the members of project team, brief description of their major functional duties – up to 500 words)</p>																																																							
<p>Checklist</p>	<p>The proposal package must consist of:</p> <ol style="list-style-type: none"> 1. The filled out Application form (filled out on a computer as Microsoft Word file); 2. Copy of the Statute of the applicant organization (PDF); 3. Copy of State registration certificate (PDF); 4. Banking details (PDF); 5. CVs of proposed specialists for project implementation (Microsoft Word of PDF). 																																																						

Budget categories and lines	Number of units	Unit cost (UAH)	At the UNDP grant cost (UAH)	Cost-sharing funds (UAH)	TOTAL AMOUNT (UAH)
1	3	4	5	6	7
<i>1. Personnel cost (including all taxes and charges)*</i>					
Total for article 1.					
<i>2. Direct expenses</i>					
Total for article 2.					
<i>3. Printing, copying *</i>					
Total for article 3.					
<i>4. Travel, business trips, transportation cost</i>					
Total for article 4.					
<i>5. Equipment</i>					
Total for article 5.					
<i>6. Administrative expenses</i>					

Total for article 6.					
<i>7. Other expenses</i>					
Total for article 7.					
<i>Total project budget</i>					

PLANNED ACTIVITIES	Timeline				Planned Budget for the Activity (in USD)
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary
2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, every 6 months, annually) Use as many time periods as necessary.
3. Indicate the budget amounts in the grant currency.

PERFORMANCE TARGETS

INDICATOR(S)	DATA SOURCE /	BASELINE	MILESTONES	
			Period 1	FINAL TARGETS
1.1				
1.2				

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<ol style="list-style-type: none"> 1. Who are the CSO/NGO's key donors? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded? 	
2. Audit	<ol style="list-style-type: none"> 1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name. 	
3. Leadership and Governance Capacities	<ol style="list-style-type: none"> 1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other 4. What is the CSO/NGO's mechanism for handling legal affairs? 5. Ability to work (prepare proposals) and report in English 	
4. Personnel Capacities	<ol style="list-style-type: none"> 1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. 	
5. Infrastructure and Equipment Capacities	<ol style="list-style-type: none"> 1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) 2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials? 	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	