

**HELP ON THE ROUTE** - Fostering protection of human rights of migrants passing through Macedonia and Serbia

# **GRANT AND TRAINING PROGRAMME – STRENGTHENING CAPACITIES OF CSOs PROVIDING ASSISTANCE IN MIGRANTS HUMAN RIGHTS PROTECTION**

## **Guidelines for applicants**

**Deadline for submission of Applications:  
21 April 2017, 16:00 hrs (CET)**

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Project coordinator:



Partners:



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## 1. BACKGROUND

Grant and Training Programme - Strengthening capacities of CSOs providing assistance in migrants human rights, is funded under the Action “**HELP ON THE ROUTE**- Fostering protection of human rights of migrants passing through Macedonia and Serbia” - reference number 2015/370-487, funded by the European Union as part of the European Instrument for democracy and human rights (2015). The Action lasts for two years (2016-2018) and total budget amounts to 693,058.35 EUR.

The Action aims to strengthen the capacities of CSOs that provide immediate aid and assistance to the migrants in countries in the Western Balkans (Serbia and Macedonia) through training, financial support and networking.

**The main objective** of the Action is: to contribute to the promotion and protection of human rights of migrants, including asylum seekers, passing through Macedonia and Serbia.

**The specific objectives** of the Action are:

- to empower local CSOs aiding the migrants through networking and capacity building
- to create a more enabling environment for the eradicating and preventing of violations of human rights of migrant's through advocacy of policies ensuring human rights protection for migrants and through awareness-raising.

A series of capacity building trainings for CSOs and sub-granting scheme which will fund the best CSO projects focused on protecting migrants' human rights in Serbia and Macedonia will be organized as part of the Action.

The Action is coordinated by the Ana and Vlade Divac Foundation from Serbia. Project partners are: Arbeiter-Samariter-Bund Deutschland – ASB, Macedonian Helsinki Committee – MHC (Macedonia), and Novi Sad Humanitarian Centre – NSHC (Serbia).

## 2. ABOUT GRANT AND TRAINING PROGRAMME

The capacities of the 20 local CSOs (15 from Serbia and 5 from Macedonia) will be developed to improve their results in protecting migrants' human rights – through a 5-day training and through financial support, following a public call and upon selection of the 20 organizations.

The Programme aims to improve the efficiency of work of the 20 local CSOs providing assistance to migrants, since, as working directly with them, they are in a perfect position to identify, possibly document and independently report on human rights violations, and/or to assist in protection of their human rights. The capacities of the organizations will be developed to enable them to competently handle the situations of violation of migrants' human rights, to spot, record and report on violations, to provide basic administrative, legal and logistic support to migrants whose human rights have been violated, and to use the *quick response mechanism* provided by the Help on the route network that will initially be set up by the project coordinator and partners. In order to facilitate the 20 CSOs operations, financial support will be provided during the course of this action, and in order to ensure their sustainability in follow up to this action.

## 2.1. Objectives of the Grant & Training Programme

**The Overall objective** of the Grant and Training Programme is to develop capacities of CSOs to enable and improve results in migrants' human rights protection.

**The Specific objectives** of the Programme is to strengthen capacities of CSOs which are providing assistance in migrants' human rights protection through financial support, training and networking support in their operations.

## 2.2. Priorities of the Grant and Training Programme

The priorities of the Grant and Training Programme are:

1. CSOs have strengthened their capacities to identify, document and report on human rights violations.
2. CSOs have strengthened their capacities to provide assistance in migrants' human rights protection.
3. CSOs have strengthened their capacities to monitor the implementation of international human right conventions.
4. CSOs are recognized by public authorities and the general public as relevant stakeholders.
5. CSOs strengthened their capacities to provide **administrative, legal and logistic support** to migrants whose human rights have been violated.
6. CSOs actively network with relevant stakeholders and apply quick response mechanism in assisting the protection of migrants' human rights.

## 2.3. Eligibility of the applicant

In order to be eligible to submit the application and participate in all four Components of the Programme<sup>1</sup>, the applicant must be:

1. Legal person and
2. Non-profit making and
3. Civil-society organization/humanitarian organization which provides assistance to migrants, refugees, and asylum seekers (proved by the Statute and of list and summary of previous projects and activities) and
4. Be registered in one of the Programme countries (Macedonia and Serbia) and
5. Be directly responsible for the preparation and management of the project with, not acting as an intermediary and
6. Registered and active for at least one year before the submission deadline.
7. Implement their activities on the territory of Serbia or Macedonia, locally or across the country

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<sup>1</sup> For more details on the components of the programme, see section 3 of these Guidelines for the Applicants.

Applicants can apply for a grant that will be implemented only in their home countries (eg. applicants from Serbia can apply for grants that will be implemented only in Serbia, applicants from Macedonia, can apply for grants that will be implemented only in Macedonia).

#### **2.4. Eligibility of activities**

- Identification, documentation (including development of database) and reporting on human rights violations.
- Provision of basic administrative, legal, humanitarian and logistic support to migrants whose human rights have been violated
- Provision of Legal aid
- Provision of Psycho-social support
- Provision of humanitarian aid

#### **2.5. Location of implementation of activities**

Project activities must be implemented on the territory of one of the Programme countries: Serbia and Macedonia, with special focus on municipalities/cities: Macedonia: Gevgelija, Tabanovce; Serbia: Preševo, Bujanovac, Vranje, Dimitrovgrad, Pirot, Zaječar, Beograd, Šid, Subotica, Kanjiza, Kikinda, Sombor ), as well as in the cities and municipalities where the facilities for migrants are located.

#### **2.6. Programme budget**

The applicant should make an estimation of the overall budget of proposed activities in the Application. Breakdown of the budget in details is not required in Step 1 – Submission of the Application. It will be needed only for these applicants that are selected for Step 2 – Submission of Work plan with detailed budget (Component 1).

The total budget of the Grants Program amounts to 300,000 EUR, for financing a total of 20 grants in the amount of 15,000 EUR each, of which 15 in Serbia and 5 in Macedonia. The period of implementation of the approved projects is 18 months.

The grant awarded per organization cannot exceed the amount of 15.000 EUR.

#### **2.7. Eligibility of costs**

The following types of activities are eligible for financial support:

- salaries for employees in the organization
- travel expenses (may include travel for the seminars, training and conferences, local travel...)

- communication costs ( phone/fax, internet, website maintenance and hosting , social media promotion, translation service...)

The following types of projects are not eligible for financial support:

- projects concerned only or mainly with individual sponsorship for participation in workshops, seminars, conferences and congresses;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- projects concerned only or mainly with “one-off” conferences, and similar events;
- projects concerned only or mainly with academic research and/or feasibility studies;
- activities linked to political parties or of political/partisan nature;
- activities that fall within the general activities of competent state institutions or state administration services, including local government;
- loans to third parties
- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work;
- programme receiving a Union (including through EDF) grant;
- projects essentially focused on construction activities, purchase of equipment, purchase and/or renovation of building or offices
- currency exchange losses;
- credit to third parties;
- projects aiming predominantly at charitable donations and profit making activities

## **2.8. Number of applications and grant per applicants**

The Applicant may not submit more than one application to this Programme.

The Applicant may not be awarded more than one grant under this Programme.

### 3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

- STEP 1: Submission of Application
- STEP 2: Submission of work plan with detailed budget (Component 1)
- STEP 3: Training (Component 2)
- STEP 4: Award of grants, Contract signature and start of projects (Component 3)
- STEP 5: Networking (Component 4)

#### 3.1. Application content

The Application must be written in English and using Annex I form attached to these Guidelines. Hand-written Applications will not be accepted.

In the Application, applicants shall only provide an estimate of the total project budget. Only when submitting a work plan for 18 months' period (Component 3) a detailed budget will be required to be submitted.

**Additionally, applicants should submit by email together with the Application the following scanned version of original documents:**

1. Certificate of registration
2. Annual financial reports for the last 3 years
3. Signed and stamped check list (part of Application)<sup>2</sup>
4. Short biographies of the people involved in the project

Successful Applicants will participate in the five-day training on monitoring, recording, provision of basic administrative, legal and logistic support to migrants and fundraising, that will be organized in May 2017.

Successful Applicants will be contacted individually by email to submit a work plan for 18 months of the project and to delegate a representative and agree on the dates for the training session. Two representatives representing the applicant or partner organization of the selected Application shall participate in the training sessions. **In order to be eligible for grant (Component 3), participation of applicants in the training sessions is obligatory.**

All costs of participation in the training session are covered by Component 2 of the Programme, including travel, accommodation, food and materials for the training for each training participant.

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<sup>2</sup> Applicants must verify that their Application form is complete using the Checklist for the Application form which is part of the Annex I. Incomplete Application form may be rejected.

### **3.2. Selection of applications**

Selection of applications will be made based on the following **criteria** – quality of application (clear goals, visible results, sound sustainability plan, past experience of staff, commitment to protection of human rights of migrants, quality of work plan with budget proposal for the upcoming 18 months).

#### **STEP 1 - Submission of application**

##### ***WHERE AND HOW TO SEND APPLICATION***

Applications should be submitted by email only to: [helpontheroute@divac.com](mailto:helpontheroute@divac.com)  
Every Application received by email shall be sent reply email acknowledging the reception of the Applications. The Applicants will receive the reply email acknowledging the reception of the Application.

##### ***DEADLINE FOR SUBMISSION OF APPLICATIONS***

**The deadline for the submission of Applications is 21 April 2017, 16:00 hrs (CET)**

Any Application submitted after the deadline will be rejected.

##### ***FURTHER INFORMATION ABOUT APPLICATIONS***

Questions may be sent by e-mail no later than **31 March 2017** to the e-mail address:  
[helpontheroute@divac.com](mailto:helpontheroute@divac.com)

The Programme Coordinator has no obligation to provide clarifications to questions received after this date. Replies will be given no later than **9 April 2017**.

To ensure equal treatment of applicants, the Programme Coordinator cannot give a prior opinion on the eligibility of applicants and project or specific activities.

#### **STEP 2: Submission of work plan with detailed budget (Component 1)**

Upon notification of the selected organizations, they will be asked to start with preparation of work plans for the upcoming period of duration of the envisaged financial assistance under this action (18 months), since the 18-month work plans will directly condition the approval of the financial support.

**STEP 3: TRAINING (Component 2)** training: The selected organizations will delegate their staff to the 5-day training. The training will have four day-long modules in order to develop skills and acquire knowledge in the following areas:

- (1) monitoring** of implementation of international human rights conventions,
- (2) recording** (including interviewing techniques and documenting of the rights' violations (including the ones suffered since the beginning of their way) and use of the cloud-based *database* to be produced within this action,
- (3) provision of basic administrative, legal and logistic support** to migrants whose human rights have been violated and the use of the Network-developed quick response *mechanism* and cooperation with local authorities;
- (4) fundraising** to ensure organizational sustainability in the follow up to this action

(5) **field visits** will be organized to premises where migrants are registered and accommodated, at the locations that will be determined shortly before the training (locations are not known beforehand, as the conditions posed by the officials, as well as the locations of the premises remain subject to dynamic change).

Each CSO will delegate two staff members for the training. The sessions will be held in English and the materials will be prepared in both Serbian and in Macedonian.

Upon completion of the 20 local CSOs training, the training participants will be competent to identify, to record and to report on the human rights' violations of the migrants. Their reports on the Human rights violation will serve for database of human rights violation of migrants under the Component 4 (**Networking**).

All costs of the training will be covered by the Programme, independently of Component 3.

#### **STEP 4: Award of grants, Contract signature and start of projects (Component 3)**

After approval of work plan with budget and training component, grants will be awarded in May 2017 (Component 3). Contract signature and start of project implementation is planned from June 2017. Project should end in November 2018. Grantees shall provide short reports on activities in the previous three months and after approval of reports they will receive three-monthly installments. Forms for narrative and financial reporting will be provided to awarded organizations at the time of the Contract signature. Provisional narrative and budget proposals forms are presented by Annex I and Annex II and can be downloaded from the Programme Coordinator's website.

20 grants will be awarded under Component 3 of this Programme, of which 15 in Serbia and 5 in Macedonia. Duration of awarded grant is 18 months. In the first instance, only the Application form must be submitted for evaluation.

#### **STEP 5: Networking (Component 4)**

Selected CSOs will become part of the Help on the route network that will initially be set up by the project coordinator and project partners. **In order to be eligible for (Grant Component 3), participation of applicants in the training sessions is obligatory.** The primary purpose of the *Help on the Route* network will be to provide practical help to local CSOs aiding the migrants in situations when they are encountered with human rights violations. The **quick response mechanism** (to be developed within the network) will be a multipliable model for efficient protection of the migrants' human rights. It will serve to assist the migrants who approached an organization within the network, and ensure that the assistance in protection of their human rights (alongside the humanitarian assistance) is provided in a timely and professional manner. *Quick response mechanism* will have two stages:

(1) immediate response will create safe environment for migrants and enable them to share their individual stories, in an interview where the staff will collect information on human rights' violations that the migrant claims to have been subject to; further on, the migrants will be informed on their legal options, provided with the **referral pathway**<sup>3</sup> and the practical guidance

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<sup>3</sup> Within the network *Help on the Route*, **referral pathway** will be developed. The referral pathway will indicate referral procedures, scope of the work of the organization, the names of the focal points within the organization, working hours of the organization and other relevant information which will be defined. Also, referral pathway could

in acting upon it; staff members will also provide information about places where to obtain humanitarian assistance and accommodation, and, if needed, migrants will be accompanied to access the services.

(2) follow up services will facilitate access to legal aid, psycho-social service and other means of support.

The network will serve to: disseminate information relevant to CSOs working on protection of migrants' human rights, including the distribution of human rights' violation alerts; enable quick and informal contact and exchange of experiences among the CSOs; facilitate access of local CSOs to decision-makers at the central level and in the relevant EU and international institutions and organizations; and it will serve as contact-base for future joint initiatives in the matter of the migrants' human rights promotion. As per implementation of the envisaged – the *quick response mechanism* (including the *referral pathway*) will be developed through co-operation of applicant and co-applicants, as a single, user-friendly document defining the set of rules and procedures for CSOs, by which to act when approached by migrants in need for human rights' protection. The 20 CSOs that will undergo projected training will receive in-depth instructions regarding the implementation mechanism.

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indicate relevant (international) organizations (UNHCR, UNICEF, OHCHR...) that are not within the network, but may provide assistance or protection of human rights.

#### 4. EVALUATION OF APPLICATIONS

It is important that the Application provides information about the relevance of the project, motivation of the organization to accept new knowledge and skills and to demonstrate organizational capacities to implement proposed activities. Applicants are advised to pay special attention to the relevance of the project objectives and priorities of these Guidelines, feasibility of activities, active involvement of public authorities and a realistic budget.

The Application form will be examined and evaluated by a Selection Committee composed of representatives of project coordinator and partners with assistance from the Programme Coordinator. If the examination of the Application reveals that the proposed project does not meet the eligibility criteria as stated in these Guidelines, the Application will be rejected on this basis. If the deadline has not been met, the application will automatically be rejected. If any of the requested information from the Application Checklist is missing or is incorrect, the application may be rejected and will not be evaluated further.

The evaluation criteria are divided into headings and subheadings. Criteria under heading 1 are eliminatory. If answer to any of the criteria is “No”, the application will be rejected on this basis. For heading 2, each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. Two criteria under heading 3 will be scored based on the quality of documents submitted. Better quality proposals will receive higher scores.

##### Evaluation grid

1. Administrative check	Yes	No
1.1 The submission deadline has been met		
1.2 The applicant satisfies the eligibility criteria in section 2.3.		
1.3 The supported documents were submitted in accordance with the guidelines		
If all previous answers were YES :		
Decision : Application is accepted		
<b>2. EVALUATION OF APPLICATION (first stage)</b>	<b>Sub-score</b>	<b>50</b>
2.1 Does the Applicant have sufficient experience and/or motivation	5x2	
2.2 Previous experience of the applicant in work with migrants	5x2	
2.3 Cooperation with relevant stakeholders	5	
2.4 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5x2	
2.5 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5x2	
2.6 Operational and financial capacity of the Applicant	5	
<b>3. EVALUATION OF WORK PLAN (second stage)</b>	<b>Sub-score</b>	<b>50</b>
3.1 Are the activities well-planned (timed implementation plan activities)	30	
3.2 Is the budget in accordance with the planned activities?	20	
<b>TOTAL</b>	<b>100</b>	

Once all applications have been assessed, a list will be drawn up with the proposed actions ranked according to their total score received under heading 2 – Evaluation of application (first stage). Only the applications with a score of at least 30 will be considered for pre-selection.

After the evaluation of the Application, the Programme Coordinator will send letters of notification only to pre-selected (successful) applicants. The selected applicants will subsequently be invited to participate in Component 1 the Programme. After the evaluation of submitted work plans with detailed budget, a list of applications will be drawn up according to their total score. Only first 20 applicants from this list will be selected to receive grants and proceed to Components 2 – 4 of the Programme. Results will be publicly available on the Programme Coordinator's website. Successful applicants will be informed of the conditions regarding the financial support. If any of the selected applicants should for any reason not enter the programme, the first following applicant from the list will be offered the replace him.

## 5. INDICATIVE TIMETABLE OF THE GRANT and TRAINING PROGRAMME

<b>Deadline for requesting any clarifications from the Programme Coordinator</b>	31 March 2017
<b>Last date on which clarifications are issued by the Programme Coordinator on the website <a href="http://www.divac.com">www.divac.com</a></b>	9 April 2017
<b>Deadline for submission of Applications</b>	21 April 2017
<b>Information to applicants on Application evaluation (Step 1)</b>	29 April 2017
<b>Invitations to submit Work plan with detail budget</b>	April 2017
<b>Training sessions</b>	May 2017
<b>Deadline for submission of Work plan</b>	14 May 2017
<b>Information to applicants on the evaluation of the Work plan and (Step 2)</b>	May 2017*
<b>Notification of award (after the eligibility check) (Step 3)</b>	May 2017
<b>Contract signature</b>	May 2017

**\*Provisional date.** All times are in the time zone of the country of the Programme Coordinator.

This indicative timetable may be updated by the Programme Coordinator during the procedure. Information about updated timetable will be available at Programme Coordinator website.

## 6. LIST OF ANNEXES

- Annex I: Application Form – to be submitted in **STEP 1**
- Annex II: Work plan Form (provisional form) – to be submitted in **STEP 2**
- Annex III: Full Application Budget Form (provisional form) – to be submitted in **STEP2**