

## ANNEX - 1



# Organization for Security and Co-operation in Europe / Office for Democratic Institutions and Human Rights

## PROJECT PROPOSAL FORM

### 1. Project Coordinators' details

1.1 Names of Project Coordinators (first name, family name):

1.2 Organizations project coordinators represent (if any):

1.3 Contact data of project coordinators:

Email:

Phone:

Address:

Web page (if not available, references/web links to the activities of the organization):

### 2. Proposed project

2.1 Name of the project:

2.2 Problem statement (*what is the human rights and conflict related issue that you want to address*): (max. 200 words)

2.3 Goal of the project (*what change do you want to achieve?*): (max. 100 words)

2.4 Key beneficiaries of the project (*who will benefit from your project?*): (max. 100 words)

2.5 Project partners (*which other local, regional or international partners will be involved in your project?*):

2.6 Expected outcomes of your project activities (*e.g., policy brief to advocate with decision-makers, communication campaign, etc.*): (max. 150 words)

2.7 List the measures you will take to make your project gender-sensitive (*e.g., gathering and using sex-disaggregated data*): (max. 100 words)

2.8 Safety and security issues that may arise in the course of the project implementation: (max. 100 words)

2.9 Monitoring and evaluation of the project performance: (max. 150 words)

2.10 Geographical area of implementation:

2.11 Timeframe (*your project, including the submission of the final report, should be completed by 30 November 2021 latest*):

Please fill out the following table and define **concrete steps and activities** which you will conduct during the project implementation period (April – November 2021) to achieve your project objective.

GOAL			
Write your goal statement here ( <i>What change do you want to achieve?</i> )			
OBJECTIVES			
Write your objective here. Keep the objective SMART.			
STEP/ACTIVITY	METHODS/TOOLS	POTENTIAL CHALLENGES	TIMELINE AND DAYS ESTIMATE
<b>ADDITIONAL NOTES:</b>			

### 3. Eligibility Criteria

Only the Project Proposals compliant with the following eligibility criteria will be considered in the selection process:

- 3.1 Project proposals must be designed jointly by individuals representing civil society organizations/groups/coalitions from both, **Ukraine and any other country in the following list**: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Belarus, Bulgaria, Croatia, Georgia, Kosovo<sup>1</sup>, Latvia, Lithuania, Moldova, Montenegro, North Macedonia, Poland, Romania, Serbia, and Slovenia
- 3.2 Projects with a specific focus on focus on **increasing dialogue on human rights issues in the conflict resolution context, of relevance to Ukraine** are particularly welcomed. Projects may be also focused on other topics, including equality and non-discrimination; human rights monitoring; human rights advocacy, or for example, raising awareness about a specific human rights issue. Particular attention will be given to projects that include **dialogue and exchange of good practice components**, which can help conflict transformation in Ukraine and other contexts.
- 3.3 The maximum duration of projects to be supported is eight months (April – November 2021). ODIHR’s contribution to each project will cover the fees of the consultants (project coordinators jointly implementing the project) and possibly also limited

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<sup>1</sup> All references to Kosovo, whether to the territory, institutions or population, in this text should be understood in full compliance with United Nations Security Council Resolution 1244.

additional costs that may occur during activity implementation such as translation/interpretation related costs, printing, support to organization of small events.<sup>2</sup>

- 3.4 The proposed project proposal must comprise programmatic activities with appropriate days' estimate allocated to each activity/step. ODIHR may cover the fee for each project coordinator (one from each organization) in the maximum amount of 30 working days. ODIHR cannot fund indirect costs related to supporting the day-to-day operations of the applicant, including but not limited to rent, utilities, telecommunication or purchase of equipment.
- 3.5 Deadline for applications is **28 February 2021, 24:00 hrs., CET**. Applications received after the deadline will not be considered.
- 3.6 Applications must be completed in Ukrainian, English or Russian language by filling in the Project Proposal Form and, together with applicants' CVs, sent in electronic format to: [Ukraine-CSproject@odihr.pl](mailto:Ukraine-CSproject@odihr.pl). Applications received in a different format than the Project Proposal Form will not be considered.
- 3.7 Selected applicants will be invited to an online pre-implementation meeting to be organized in March/April 2021 (dates will be confirmed closer to the date).

Any questions regarding the preparation of project proposals or eligibility criteria can be addressed to [Ukraine-CSproject@odihr.pl](mailto:Ukraine-CSproject@odihr.pl).

#### **4. Selection process**

Based on the project proposals, ODIHR will select the projects that best meet a set of programmatic criteria, including:

- Relevance of proposed activities to the objective and guidelines for the call,
- Feasibility of the proposed action,
- Ability to implement human rights-based approaches and mainstreaming gender aspects in project design and implementation,
- Selection of beneficiaries,
- Efficiency of activity planning and days estimate, and
- Expected added value of proposed activities (especially with relevance to the situation in Ukraine).

ODIHR may contact the applying individuals directly in case of need for further information.

Successful applicants will be informed about the results of the selection process by the end of March and one project coordinator from each organization jointly implementing the project

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<sup>2</sup> Any additional costs have to be discussed with ODIHR in advance and will depend on the situation with the COVID-19 protective measures in Ukraine and other countries.

will be hired by ODIHR for the maximum of **30 working days** in the period of **April - November 2021**.

*ODIHR reserves the right to award fewer or no projects if the applications do not meet programmatic requirements. The awards are subject to availability of funds.*