

Promoting Human Rights and Minority Protection in South East Europe

Funded  
by the European Union



COUNCIL OF EUROPE



Implemented  
by the Council of Europe

**Joint European Union and Council of Europe Project  
“Promoting Human Rights and Minority Protection in South East Europe”**



**Call for offers for the analysis of financial reports in 35 municipalities participating in the small grant scheme of the EU/CoE Regional Joint Project “Promoting Human Rights and Minority Protection in South East Europe”**

Belgrade, March 2016

## **Background**

The Joint European Union and Council of Europe (hereinafter: “CoE”) Project “Promoting Human Rights and Minority Protection in South East Europe” (hereinafter: “The Project”) has the **overall objective to improve access to rights for minorities at various levels of government in South East Europe based upon Council of Europe standards** in this field, in particular the Framework Convention for the Protection of National Minorities (hereinafter: “FCNM”) and the European Charter for Regional or Minority Languages (hereinafter: “ECRML”). Specifically, the Project supports seven beneficiaries<sup>1</sup> in addressing particular issues raised by the Committee of Ministers of the CoE, the Advisory Committee on the FCNM and the Committee of Experts of the ECRML, thereby supporting the beneficiaries to honour their obligations under these binding treaties while at the same time promoting minority rights.

**Three specific objectives** contribute in a complementary manner to achieve the overall objective of the Project:

- 1) To support **local governments** in enhance **policies and capacity for implementing recommendations on minority rights in practice** in selected local governments in the region;
- 2) To **identify and share good practices** among the participating local governments and **develop adaptable models** for use in other local governments in the region;
- 3) Based on evidence from the local level coupled with recommendations from CoE monitoring reports, to provide support on **legislative and policy changes at the central government level**.

In accordance with the Project’s Description of Action under Objective 1, the CoE contracted 36<sup>2</sup> small grant project agreements with municipalities in South East Europe that aimed to improve the life of national minorities at local level. The small grant scheme was operational from February 2015 to February 2016.

**The secretariat of the Project invites you to submit your offer for the following tasks:**

### **Terms of Reference (ToR)**

1. To analyze the final financial reports submitted by 35 municipal task forces. This includes comparing the final financial reports with the originally approved budgets (integral parts of the small grant agreement signed) and checking invoices for each transaction;
2. To identify any ineligible or unjustified expenditure and seek explanation from the relevant municipal task force and, in association with it, amend the final reports as appropriate;
3. In collaboration with the municipal task forces, to build their capacity to bid for and report on grants and project aid from international donors;

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<sup>1</sup> Albania, Bosnia and Herzegovina, Croatia, Montenegro, Serbia, “the former Yugoslav Republic of Macedonia” and Kosovo\* (hereinafter: “the beneficiaries”)

<sup>2</sup> Following the early termination of a small grant agreement, the number of small grant projects completed is 35.

4. To provide a final report in English language detailing results of the analysis of the 35 individual reports (one for each municipality) including:
  - a. Validation of each of the financial reports;
  - b. Total amount of eligible expenditure in each small grant;
  - c. Expenditures identified as not being eligible in each small grant and explanation received by the municipal task force;
  - d. Difficulties encountered;
  - e. Explanations received

The final report should be submitted to the Project secretariat **not later than 30 April 2016**.

Overall budget of the Project's small grant scheme (35 small grants) is 700 000 EURO.

The Project secretariat will make available to the successful bidder the following materials:

1. A set of 35 final financial report with copies of all invoices for the expenditures incurred;
2. Contact details of the relevant authorities in the field;
3. Interim and final reports provided by the short term consultants contracted during the implementation of the small grants;
4. Contract details which set out the eligibility criteria for expenditures;

#### **How to submit the offer?**

Offers may be submitted by both incorporated professional partnerships and consultancies as well as by appropriately qualified and experienced individuals, acting either alone or in consortium.

Offers should include:

1. General overall price for the exercise (including any regional and local travel and any other expenses related to the task);
2. List of all experts (with short CVs) to be engaged in this exercise and full details of the lead expert, consultant, partner or other who will be responsible to the CoE for the deliverables, stressing in particular his or her financial qualifications.

Please submit your offer with the following details via e-mail **only to:** [jpmin@coe.int](mailto:jpmin@coe.int) **by 20 March 2016**.