**CALL FOR PROPOSAL: ORGANISATION OF A SEASONAL (SPRING OR SUMMER) REGIONAL LEGAL SCHOOL IN KHARKIV**

**GUIDELINES FOR APPLICANTS**

1. **General Information**

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| Purpose | **Organisation of a seasonal (spring or summer) regional legal school in Kharkiv** |
| Beneficiary | CSOs in cooperation with academia (law schools, students) |
| Country | Ukraine |
| Duration | Preparation and implementation period – up to 8 months |
| Maximum grant amount | 15 000 EUR |

1. **Presentation**

According to its Work Plan Sub-Component 1.4 “Legal Education, CSOs and Regional Outreach”, the EU project Pravo-Justice (the Project) is called to support Ukrainian Legal Education Reform. To this end, the Project’s Work Plan (WP) provides for “organisation of seasonal (spring, summer, winter) regional legal schools” (WP Sub-Activity 1.4.1.7, total budget amount is 50 000 EUR).

To this end, the Project, jointly with regional CSOs and academia, is to organise – through grant agreements – a few seasonal (spring, summer, winter) legal schools for students from different regions of Ukraine. The First Summer School for Western Region was held in Chernivtsi in July 2019. Two more schools will be held in Odesa (for Southern Region) and in Kharkiv (for Eastern Region) in spring/summer of 2020.

This call for proposals relates to the organization of a seasonal legal school in Kharkiv, to be implemented in spring or summer 2020 (the exact dates are to be identified after the signature of the grant contract). Funding for this grant will equal 15,000 EUR maximum and will represent up to 95% of the Action’s eligible costs over a period of up to 8 months. Grantee is supposed to fund at least 5% of the cost of the Action, including in form of in-kind support.

1. **Justification and Objectives**

Improvement of legal education in Ukraine is an indispensable element of the justice sector reform. Up to 300 different educational institutions award law degrees, and very few offer a high standard of legal education. Moreover, according to many experts, the legal education system in Ukraine does not adequately provide students with the comprehensive and detailed information on the EU law and institutional set-up, as well as on the process of Ukraine’s euro integration and the relevant EU projects that are currently being implemented in Ukraine.

The Project thus will, jointly with regional civil society organisations, educational institutions (law school in particular), Ministry of Justice and other justice sector institutions, organise seasonal (spring, summer, winter) law schools with the participation of international and national experts of the Project and representatives of justice sector institutions. At least two schools will take place in Odesa (Southern Region) and in Kharkiv (Eastern Region) within the current phase of the Project, other similar activities will be the subject of further financing. Each school is to be organised in the form of a 4-5 day event for at least 45 students and post-graduate students of law schools from the respective regions.

**Expected Results**

The activity to be supported by the grant award in question is to be organised in close cooperation with the Project and should result in:

1. Better understanding by school participants of EU standards and institutional set-up, as well as of the progress of Ukraine in reforming its justice sector in line with the best European and comparative practices;
2. Raised awareness among academia about the opportunity to contribute to the reform of the justice sector through EU technical assistance to Ukraine in general and the Project in particular.
3. **Location, Duration, And Modalities of Execution**
   1. **Location:** Kharkiv,Ukraine.
   2. **Implementation period:** January to August 2020 (the exact dates are subject of discussion with the relevant educational institutions).
   3. **Duration of the activity:** 4-5 days in Spring or Summer 2020 (exact dates are subject of discussion between the grantee and the relevant educational institutions)
   4. **Start date of the contract**: 17 January 2020
   5. **End date of the contract:** 31 August 2020
   6. **Co-financing:** Funding for this grant will equal 15,000 EUR maximum and will represent up to 95% of the Action’s eligible costs. The beneficiary is expected secure the co-financing for the remaining amount of the Action’s eligible costs.

The co-financing may take the form of the beneficiary's own resources (self-financing), income generated by the action and financial or in-kind contributions from third parties. Co-financing in kind means the provision of goods or services to the grant beneficiary free of charge by a third party. Therefore, contributions in kind do not involve any expenditure for the grant beneficiary.

* 1. **Coordination:**

Ms. Gabrielle d’Avezac, Project Manager, will be the contact person for the Beneficiary in all contractual, financial and administrative matters for the purpose of this grant.

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Close coordination with the Pravo-Justice permanent team in Kyiv must be ensured from the start of the contract and throughout its implementation. For all matters relating to the implementation of the contract, the contact person is: Denys Pashchenko [denys.pashchenko@pravojustice.eu](mailto:denys.pashchenko@pravojustice.eu)

1. **Eligibility Criteria**

Applicants must meet the following criteria:

1. Be a non-governmental/civil society organisation registered and operational in Ukraine in the course of at least the last two years, working in the areas of rule of law, justice sector reform, legal education or related fields;
2. Be located or have a branch in the target region;
3. Be directly responsible for the preparation and the management of the project;
4. Ability to involve regional Academia in the legal school preparation and implementation. Applicants should provide signed Letter(s) of Cooperation with respective local Law School(s).
5. **Application Process**
6. *Application Package*

Each application shall contain:

* 1. Filled in, signed and scanned Application Form (Annex 1 to the present Terms of Reference)
  2. A Concept Note (5 pages max.) outlining:
  + Description of the context and objectives of the present Action;
  + Description of the proposed activity in line with the objectives of the present Action, including a provisional programme of the Seasonal Legal School, agreed with one of the regional Law Schools;
  + Description of possible modalities of cooperation with local educational institution(s) for the purposes of the present Action;
  + Description of key experts and other staff to be involved in the Action;
  + Implementation plan with the description of preparatory activities and deadlines.
  1. A detailed budget in EUR. The applicants are requested to use the budget form annexed to the present Guidelines (Annex 2). Activities listed in the budget must correspond to those detailed in the Concept Note. If any, contributions in kind from third parties must be presented separately from the contributions to the eligible costs in the estimated budget (as accepted costs). Their approximate value must be indicated in the estimated budget and must not be subject to subsequent changes.
  2. Documents (in Ukrainian) certifying the registration of the applicant as a non-governmental/civil society organisation and proving that the applicant is entitled to carry out activities described in its project proposal;
  3. Description of the applying organization, its mandate and experience of cooperation with higher legal educational institutions, state authorities or international organisations.
  4. The filled Capacity Form (Annex 3), and copies of the documents required in the Form.

Applications which do not meet the abovementioned eligibility criteria’s and/or with incomplete application package will be deemed ineligible.

1. *Application Deadlines*

Questionsrelated to this call for proposals should be addressed in English by email to [denys.pashchenko@pravojustice.eu](mailto:denys.pashchenko@pravojustice.eu) at the latest 7 days before the proposals submission deadline. Most relevant questions and their related answers will be circulated to all applicants at the latest 5 days before the proposals submission deadline.

Applications(in English) must be sent via email to [procurement@pravojustice.eu](mailto:procurement@pravojustice.eu) and to [info@pravojustice.eu](mailto:info@pravojustice.eu) (in cc) before 23.00 Paris time, 6 January2020 with the reference GR TOR-C1-02-2019\_ Legal School\_Kharkiv”.

1. **Evaluation Criteria**

Applications will be assessed against the following criteria:

* Quality, relevance and added value of the Action with regard to the objective of the call (40%)
* Quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
* Relevance of the experience of the applying organisation(s) including experience in organising events (trainings, round tables, conferences etc.) and in cooperation with higher legal educational institutions, state authorities or international organisations, and of staff (30%).

1. **Modalities of Execution**

If awarded the grant, the applicant will be offered a contract based on the grant contract template (Annex 5 of these guidelines). By signing the application form, the applicants accepts, if they are awarded the grant, the contractual terms and conditions of the grant contract template and its annexes.