**CALL FOR PROPOSAL: DEVELOPING SYSTEM OF RESEACH AND ANALISYS OF THE RELEVANT INFORMATION ABOUT REGIONAL PROSECUTORS’ OFFICES THROUGH LOCAL CIVIL SOCIETY**

**GUIDELINES FOR APPLICANTS**

1. **General Information**

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| --- | --- |
| Purpose | Developing and coordination of the system of research, analysis and exchange of information about regional prosecutor’s offices |
| Beneficiary | Civil Society |
| Country | Ukraine |
| Duration | Preparation and implementation period – up to 3 months  |
| Maximum grant amount  | 20 000 EUR  |

The services required by the Contracting Authority is Developing and coordination of the system of research, analysis and exchange of information about regional prosecutor’s offices (GTOR C1-01-2020).

**Procedure’s schedule**

|  |  |  |
| --- | --- | --- |
|  | **DATE\*** | **TIME\*\*** |
| **Site visit (if any)** | Not applicable | Not applicable |
| **Information meeting (if any)** | Not applicable | Not applicable |
| **Deadline for submitting tenders** | 27 February 2020 | 18:00 (Paris Time) |
| **Interviews** | Not applicable | - |
| **Completion date for evaluating technical offers** | 3 March 2020 | - |
| **Notification of award** | 4 March 2020 | - |
| **Contract signature**  | 6 March 2020 | - |
| **Start date**  | 6 March 2020 | - |

**\*Provisional date
\*\* All times are in the time zone of the country of the Contracting Authority**

1. **Presentation**

The ongoing reform of the Prosecution system (Public Prosecution Office/PPO) is one of the most intensive and wide-ranging transformations launched following the political changes occurred in Ukraine since the 2019 electoral cycle. In view of the scope and dynamics of the related developments the Project has been tasked with provision of targeted support to the specific segments of PPO reform, including the attestation of the regional and district level prosecutors. The amended Law on PPO envisages the attestation as one of the major first priority measures for securing professional competence, integrity and professional ethics of serving prosecutors, as well as making possible an influx of new professionals with the relevant qualifications and experience at all levels of the system.

According to its Work Plan Activity 1.1.2.5 ‘Development of sector policy implementation alternative (CSO-based) capacities and scheme’, the EU project Pravo-Justice (the Project) is called to support CSOs for carrying out and presenting alternative monitoring instruments/mechanisms.

To this end, the Project is to contribute to an increase of intensity and better engagement of civil society and other non-state actors – through grant agreement(s) – in applying data research framework for collection from open legitimate sources, analysis and exchange of information as to Regional (oblast) prosecutors in close cooperation with regional CSOs. NGOs, media, individual activists.

Funding for this grant will equal 20,000 EUR maximum and will represent up to 95% of the Action’s eligible costs over a period of up to 3 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**

The attestation of prosecutors has been introduced by Final Transitional Provisions of the PPO Law. In order to be eligible to continue their work in the system the serving prosecutors are to undergo the attestation procedure and succeed. According to Articles 9, 11 of the FTP the attestation is carried out by Human Resources Commissions (HRC) of the General Prosecutor’s Office /Office of the Prosecutor General (as of 02.01.2020) based on relevant regulations. Prosecutor General by his Orders NN221 and 223 dated 3 and 17 October 2019 has adopted ‘Procedure for Attestation of Prosecutors’ and Rules of Procedure of the Human Resources Commissions’ respectively. The attestation is comprised of (computer-based) professional/legislative and adaptive ability tests (in two distinct stages) and an interview, involving a completion of written practical exercise. The attestation is carried out in three limbs, in particular for the GPO, regional, and district (formerly local) levels. In December 2019 attestation of the GPO prosecutors has been completed. As a result, out of 1083 candidates 610 (i.e. 56%) have passed the full cycle of attestation. The remaining phases of the attestation are expected to be carried out in February – September 2020 and concern approximately 3800 and 6400 candidates that have applied for it.

For the attestation purposes the Human Resources Commissions are entitled and supposed to research information from all sources regarding candidates for the prosecutors positions by civil society (NGOs, media, individual activists) from different regions. The attestation of candidates for the Regional Prosecutors’ Offices, in particular the stage of interviews is scheduled for early March-May 2019. During this period, according to the regulations, HRC will be processing information about candidates’ compliance with the requirements of professional competence, professional ethics and integrity, including those provided by individuals or other interested parties. For these purposes the OPG has introduced an e-mail account that can be used for submission to HRCs relevant information.

**Expected Results**

The activity to be supported by the grant award in question should result in:

1. Networking, provision of methodological support, online tools for streamlining and coordinating the collection and systematisation of the research by the civil society representatives, other interested parties.
2. Securing submission of information, if found appropriate, concerning individual (potential) candidates to HRCs/OPG through the official channel envisaged for these purposes and respecting confidentiality, personal data protection and defamation-related requirements and considerations.
3. Internal report on the results of networking and analysis of data collected and submitted to HRCs/OPG.
4. **Location, Duration, And Modalities of Execution**
	1. **Location:** Ukraine.
	2. **Implementation period:** February to April 2020 (the exact dates are subject of discussion with the relevant educational institutions).
	3. **Duration of the activity:** up to 3 months from the date of start
	4. **Start date of the contract**: 6 March 2020
	5. **End date of the contract:**  30 May 2020
	6. **Financing:** Funding for this grant will equal 20,000 EUR maximum.
	7. **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.

Telephone: 0033 1 70 82 73 79

Email: gabrielle.davezac@expertisefrance.fr

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

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 investigation, data research, regional CSOs coordination or related fields;
2. Be directly responsible for the preparation and the management of the project;
3. Ability to involve regional CSOs in the Project preparation and implementation.
4. **Application Process**
5. *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;
	+ Description of possible modalities of cooperation with local civil society 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 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 and to info@pravojustice.eu (in cc) before 18.00 Paris time, 27 February 2020 with the reference GTOR-C1-01-2020\_ CSOs-Regional prosecutor’s offices”.

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.

The grantee bears full responsibility in terms of compliance with the legislation in force, including in terms of using open legitimate sources for collection of information and its submission, if found appropriate to do so, as well as personal data protection and other legal requirements. It should refrain from knowingly suggesting or otherwise presenting the grant-related activities as immediate official attestation procedures or EU/Project’s interventions.