



PROGRAMUL DE COOPERARE ELVEȚIANO-ROMÂN
SWISS-ROMANIAN COOPERATION PROGRAMME

CALL FOR PROPOSALS

- 2016 -

1. Introduction

Most of the reports of the European and International organizations and institutions addressing the phenomenon of Trafficking in Persons, indicates Romania as origin country, being frequently classified among the first countries from Europe, source of victims of the trafficking in persons.

The national statistics indicate hundreds of victims identified on an annual basis, women and men, children and adults, originating from the rural environment but also from the urban environment, from all the counties of the country, sexually and labour exploited, forced to commit crimes or to practice begging, in Romania and in many other countries.

From the total number of victims identified every year, a small number have received assistance and protection for recovery and social reintegration and among them, an even smaller number benefit of specialized services, provided in dedicated centres for victims of Trafficking in Persons.

The data available within ANITP emphasize two categories of factors that influence the victims' referral and their inclusion in assistance programmes: personal factors and structural factors.

Many victims choose not to access the available services, a choice that is frequently motivated by the intention to leave again in searching of a working place abroad and associated to potential risks of revictimization. The low number of specialized services for the victims of the Trafficking in Persons and the presence of some disparities and gaps as concerns their organization and functioning delays and limits the provision of an appropriate assistance for all identified victims and their social reintegration. The assistance services are provided both by the public institutions and by non-governmental organizations; however they are not always specialized for assisting the victims of the Trafficking in Persons.

In order to improve the quality of the assistance provided to victims of Trafficking in Persons, through the national strategy in the field, many medium and long term objectives were established through which the clear regulation of the way of organizing and functioning of the public system of assistance provided to victims was established as well as the granting of support (financial) to the non-governmental organizations through the development of some national interest programmes.

The Swiss-Romanian Cooperation Programme aims at providing support services to assist the victims of trafficking within the system of protection and assistance of victims of trafficking in persons, provided through non-governmental organizations.

2. Objective of the call and priorities

The overall objective of the call is increasing the access of the victims of trafficking to specialized social quality services granted by non-governmental organizations.

Priorities:

1. Assisted voluntary return of victims of trafficking.
2. Social services provided to victims of trafficking in persons adapted to specific needs.
3. Expansion of specialized social services for trafficking victims from rural areas/small cities.

3. Application package

The application package can be downloaded from www.anitp.mai.gov.ro/project-v-a/ and will consist of the following documents:

- Annex no. 1 - Grant Application Form
- Annex no. 2 - Budget Form
- Annex no. 3 - Financial identification form
- Annex no. 4 - Statement of eligibility of the applicant and of the partners
- Annex no. 5 - Partnership Agreement
- Annex no. 6 - Statement concerning VAT eligibility
- Annex no. 7 - Standard Letter

4. Timetable Call for Proposals Procedure

No.	Activity	Deadline
a)	Publication of the call on www.anitp.mai.gov.ro/project-v-a/	24 February 2016
b)	Submission on written questions ¹ at asistenta.victime.anitp@mai.gov.ro	23 March 2016
c)	Answer to the questions: one week from the receipt of the request	30 March 2016
d)	Deadline for submission of complete applications	25 April 2016

¹ No information is given by telephone. Questions submitted late will be not answered. Applicants are responsible themselves for taking answers into consideration in the preparation of the application.

e)	Evaluation of submitted applications	24 June 2016
f)	Communication of Decision to all bidders, publication of award	End June 2016
g)	Signature of Grant Agreement between ANITP and selected applicants	July 2016
h)	Start of project implementation	July 2016
i)	End of Project implementation	March 2018

5. Budget available

The total budget earmarked for the applicants, in this call for proposals is maximum 1.200.000 CHF² to finance at least 3 projects.

Under this call for proposals applicants may request a minimum amount of 150.000 CHF and a maximum of 400.000 CHF.

Applications that will get the highest score³, will receive the grant within the limits of the maximum budget allocated to the call of proposals in 2016. In the event of exceeding the maximum budget through submitted proposals the applicant/ s will be required to adjust its/ their budget in order to ensure compliance with the project budget.

The Implementing Agency reserves the right not to distribute all the funds available. The grant will provide 100% coverage of the total eligible project costs, of which 85% - Swiss Intermediate Body (SIB) Swiss share contribution and 15% - ANITP contribution from the state budget.

6. Target group (beneficiaries)

The project aims to support direct assistance in Romania for victims of trafficking in persons.

The target group is represented only by the victims of trafficking in persons, minors and adults, in any form of exploitation and country of destination, **identified and referred**, according to the procedures of *National Identification and Referral Mechanism*.

Beneficiaries of direct assistance provided within the projects are:

- **Victims identified from 1st January 2015 till the beginning of the project, if they have not benefited from similar assistance services under other projects;**

² The budget allocated to NGOs will be in LEI and the exchange rate used by NGOs being from the website: www.oanda.com from the first working day of the month when the Grant Application Form is submitted.

³ The proposals eligible for financing MUST obtain minimum 50 points.

- **Victims identified during the projects' implementation period, if they have not benefited from similar assistance services provided under other projects.**

7. Eligible activities

The goal of this call for proposal is to ensure the funding of the applicants, providing specialized services to victims of trafficking so that through the projects' proposal the victims' needs to be met throughout the entire territory of Romania.

All project activities must involve the effective provision of social services for the victims of human trafficking, as direct beneficiaries.

Projects are targeted for the following activities:

- Voluntary return of persons presumed victims of trafficking: support for getting travel documents, support to organize the travel from the destination country/ to the country of origin, support to organize the trip in Romania.
- Recovery and social reintegration of the identified victims of trafficking: residential assistance, medical assistance, support for social assistance benefits, psychological counseling and specialized therapies, education services, counseling and vocational training services, services of reintegration into working life, legal assistance; services can be provided in day centers, residential centers or in the community.
- Expansion of specialized social services for trafficking victims: activities to ensure the recovery and social reintegration of the victims from rural areas/small cities or counties/regions where services are not currently available; services can be provided in day centers or in the community.

8. Eligible applicants

Applicants must be nongovernmental organizations and meet the following criteria:

- a. The applicant must be an NGO established in Romania (social headquarters in Romania), and a not-profit-making entity. The partners can be governmental/ non-governmentals/ intergovernmental organizations, local public institutions.
- b. The applicant must be authorised as social services provider by the Ministry of Labour, Family, Social Protection and Elderly.
- c. The Applicant and the Partners must be legal persons; applications from natural persons are not eligible.

The applicants must also have relevant experience in providing direct assistance to victims of trafficking in the past 3 years (see point 7 of the Annex No 1). They should also prove experience in project management.

Partnerships

Partnership is permitted. If members of the Partnership participate in the call for proposal procedure, they must identify one member who performs as coordinator. The application lists all members and their roles. All members of the Partnership together bear the responsibility for the application.

Subcontractor

Subcontractors are permitted. If the applicant engages a subcontractor to provide certain services, the applicant bears full responsibility for the provided services. He lists all subcontractors with their assigned roles.

The organisations cannot apply if:

- They or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a final decision of a competent authority of a Member State;
- They or persons having powers of representation, decision making or control over them have been the subject of a final conviction for fraud, corruption, involvement in a criminal organisation, money laundering, or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- They are bankrupt;
- They are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions.

The above rules also apply to the partners.

9. General requirements

The Application Package comprises all the annexes from no. 1 to no. 7 and the following documents attached:

- ✗ Court order establishing final and irrevocable, stating the legal personality of the organization in readable copy, certified as original by the legal representative's signature
- ✗ Certificate of registration in the Register of Associations and Foundations (where applicable in accordance with law) copy certified according to the original
- ✗ Most recently authenticated status of the organization and proper final and irrevocable judgment, copy certified according to the original with the legal representative's signature

- ✗ The certificate of accreditation as a provider of social services, issued by the Ministry of Labour, Family, Social Protection and the Elderly, under Law 197/2012 concerning quality assurance in social services, copy certified according to the original - for the applicant and partners, social service providers
- ✗ Tax certificate issued by the tax authority as of the date of submission
- ✗ Certificate of debts to local taxes, valid at the date of submission

All documents mentioned above will be submitted both by the applicant and its partners, depending on their status.

The complete application and the other documents will be submitted by 25 April 2016 at the latest.

The application package content must be submitted in writing and scanned in .pdf format on electronic devices (DVD, CD etc.) and written in:

- ❖ Romanian: all documents of the Application Package
- ❖ English:
 - Grant Application Form - Annex no. 1
 - Budget Form - Annex no. 2

The project implementation period is of maximum 20 months. Projects scheduled to run for a longer period (after 31 March 2018) will be rejected.

Failure to comply with these requirements will lead to the rejection of the application.

Exclusion criteria of the applicants

Applicants will be excluded from the grant award if they are in any of the following situations:

- they do not supplied the information required by the Implementing Agency, within the established deadlines or the information and data provided are not in accordance with the reality;
- find themselves in one of the situations referred to in section 8.

10. Application package - criteria

According to the Guideline the applicant and its partners must demonstrate that they have the **capacity** to implement the project.

The capacity of each member of the partnership will be evaluated based on the information provided in the *Partnership Agreement - Annex no. 5*.

Applicants and partners must have the professional competencies as well as appropriate qualifications necessary to implement the proposed project. This capacity shall be assessed based on the experience of the applicant and partner or, as an alternative, on the relevant experience of their directly involved employees.

If the data declared in the application package is incorrect as a result of an intentional or unintentional human error and the application is rejected based on

data as reported by the applicant, an appeal against the rejection decision will not be accepted.

If the data declared in the application package do not match the information in the documents presented to signing, the funding decision may be revoked and the Implementation Agency may decide to exclude the applicant/ partners from participating in the submission of funding for a maximum period of 2 years.

Thus, there are 2 types of criteria:

- qualifying criteria
- evaluation criteria

Qualifying criteria (conformity):

1. The required documents:
 - The application package in compliance with the requested template and comprises all annexes
 - The other documents mentioned at point 9 within the Call for Proposals
2. Legal representative's signature and stamp on the *Grant Application Form - Annex no. 1* and the rest of the annexes.
3. The applicant and its partners (where necessary) are eligible and they meet the conditions set out in the Guidelines for Applicants.
4. The eligibility of the target group
5. Complying with the established limits in the applicant's guide of project's value, of its financial contribution and of its duration.

Evaluation and award criteria

Eligible applications will be assessed on the basis of the following evaluation and award criteria:

a.	<i>Technical and operational capacity of the applicant</i>	applications will be assessed with regards to the experience gained in (similar) project management, the experience on victims assistance, the staff ability to handle the budget and the activities of the project	15 points
b.	<i>Relevance</i>	applications will be assessed on the extent to which they match the objectives and priorities of the target's group needs; the project activities, specific objectives and impact should have the relevant target group, respond to the needs of beneficiaries and have an adequate geographic coverage.	20 points
c.	<i>Effectiveness and feasibility of the</i>	the implementation plan presented clearly and realistic, as well as setting indicators and project	20 points

	<i>proposed project</i>	results	
d.	<i>Sustainability of the proposed project</i>	activities continued after the end of the project: <ul style="list-style-type: none"> • the NGO is susceptible of being able to continue activities in the field of direct assistance of victims of trafficking after the end of the project; • the expected results of the proposed project are sustainable towards beneficiaries and services and by improving the quality of services and the specialists' skills 	10 points
e.	<i>Cost-effectiveness</i>	applications will be assessed whether the costs of the proposed action are adequate to the activities and proportionate to the expected results	15 points

11. Procedure for the submission of applications

The application package along with the required documents will be submitted in a sealed envelope indicating the sender and recipient, stamp applicant through courier/ post with acknowledgment of receipt or in person at the Implementing Agency, until 25 April 2016, 12:00, Romanian local time.

The application package content will be filed and with a list of contents, scanned and saved in .pdf format on optical CD/ DVD/ or other types of mobile data storage.

The envelopes containing the application packages will be accompanied by the standard address - Annex. No. 7.

The postal address is: Ion Câmpineanu Street, No. 20, 5th Floor, 1st District, Postal code: 010038, Bucharest, Romania.

If an applicant will submit more than one application in the same call for proposals for 2016, the application package must be completed so that each *Grant Application Form - Annex No. 1* has a unique registration number.

12. Communication of the selection procedure results

The final list of projects approved for funding will be published on the Implementing Agency website : <http://www.anitp.mai.gov.ro/project-v-a/>.

13. Legal commitments

The legal binding document is represented by the **Grant Agreement** concluded between the Implementing Agency and the selected participants to the call for proposals assessment procedure.