



PROGRAMUL DE COOPERARE ELVEȚIANO-ROMÂN
SWISS-ROMANIAN COOPERATION PROGRAMME

CALL FOR PROPOSALS
- *Second Edition* -
- 2017 -

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 limit 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

	Activity	Date/Deadline
a)	Publication of the call on www.anitp.mai.gov.ro/project-v-a/	30 January 2017
b)	Submission of written questions from the applicants' side at <i>asistenta.victime.anitp@mai.gov.ro</i>	6 February 2017
c)	Publications of answers from ANITP side to the questions raised by applicants <i>one week from the receipt of the request</i>	13 February 2017
d)	Deadline for submission of applications	23 February 2017
e)	Opening of applications <i>the opening hour will be communicated on ANITP website on the day before opening the applications</i>	24 February 2017

f)	Evaluation of submitted applications	29 March 2017
g)	Negotiations period (if necessary to clarify certain things) for : 1. administrative conformity and eligibility stage; 2. technical and financial evaluation stage	- administrative conformity and eligibility stage: 24 February - 08 March 2017 - technical and financial evaluation stage: 09 March - 29 March 2017
h)	Communication of Decision to all applicants, publication of award	04 April 2017
i)	Signature of Grant Agreement between ANITP and selected applicants	28 April 2017
j)	Start of project implementation	1 May 2017
k)	End of Project implementation	May 2018

5. Desired deadline for questions in written form

No information will be given by telephone. Any question can be made anonymously. Questions submitted late will not be answered. Answers will be published on the web page www.anitp.mai.gov.ro/project-v-a/ by 13 February 2017. Applicants are responsible themselves for taking answers into consideration in the preparation of the application.

6. Budget available

The total budget earmarked for the applicants, in this call for proposals is maximum 1.200.000 CHF¹ to finance at least 2 projects.

Under this call for proposals, applicants may request a minimum amount of 100.000 CHF and a maximum of 300.000 CHF.

Applications that will get the highest score², will receive the grant within the limits of the maximum budget allocated to the call of proposals.

In case of exceeding the maximum budget allocated for the first call for proposals, namely 1.200.000 CHF, the last selected applicant/ s for awarding will

¹ 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.

² The proposals eligible for financing MUST obtain minimum 50 points.

be required to adjust its/ their budget in order to fit in the total call for proposals budget for 2017.

ANITP 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.

7. 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 2016 till the beginning of the project (May 2017), if they have not benefited from similar assistance services under other projects;**
- **Victims identified during the projects' implementation period (starting from May 2017 until May 2018), if they have not benefited from similar assistance services provided under other projects.**

8. 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.**

9. Eligible applicants

1. **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 public local institutions, non-governmentals organizations, intergovernmental organizations.
 - b. The applicant must be authorised as a social services provider by the Ministry of Labour and Social Justice
 - c. The applicant must hold an operating license/ provisional operating license for social services for victims of trafficking³.
 - d. The Applicant and the Partners must be legal persons; applications from natural persons are not eligible.
2. The applicants must have relevant experience in providing direct assistance to victims of trafficking for at least 3 years (see point 7 of the Annex No. 1). They should also prove experience in project management.
3. The above mentioned conditions are cumulative.

10. Partnerships

Partnership is permitted under the following conditions:

- a. In order to be eligible, the applicant must involve partners' costs/ expenses from the Program. If the organization/ organizations are not included in this definition, they are not considered partners.
- b. If in the call for proposals procedure an application has several partners, the applicant will be the coordinator of the Partnership. If one partnership member withdraws, the applicant will take the entire responsibility for developing the activities of the member that withdrew. The application lists all members and their roles. All members of the Consortium together bear the responsibility for the application.

11. 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.

12. The organisations cannot apply if:

- a. They or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their

³ According to Law no. 197/ 2012 on ensuring the quality in the social services sector.

- professional conduct by a final decision of a competent authority of a Member State;
- b. 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;
 - c. They are bankrupt;
 - d. 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.
 - e. The above rules also apply to the partners.

13. General requirements

1. The application package must contain all documents in accordance with Annexes No. 1 to 7, as well as the following documents:
 - a. 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;
 - b. Certificate of registration in the Register of Associations and Foundations, in copy, certified as original by the legal representative's signature;
 - c. Constitutive act and status of the applicant, valid at the time of filing the application, in copy, certified as original by the legal representative's signature;
 - d. Certificate of accreditation as social services provider, issued by the Ministry of Labour and Social Justice, under Law no. 197/2012 concerning quality assurance in social services in accordance with the original certified copy;
 - e. Operating license/ provisional operating license for social services for victims of trafficking;
 - f. Balance sheet on 31.12.2015 submitted to the public finance units of the ministry (certified copy according to the original by the legal representative's signature) and a check balance at 31.12.2016 signed by the authorized persons (accountant and legal representative).
2. In addition, if the project proposal will be selected to be financed, the applicant will send the following documents until the date of signing the contract:
 - a. Tax certificate issued by the tax authority as of the date of submission;
 - b. Certificate of debts to local taxes, valid at the date of submission;
 - c. Registration certificate;
 - d. Fiscal certificate issued by the tax authorities, valid at the date of submission.
3. The aforementioned documents will be presented both by the applicant and his partners, depending on their status.
4. The complete application and all requested documents are to be submitted by **23rd of February 2017** at the latest.

5. The application package must be submitted in writing and scanned in .pdf format on electronic devices (DVD, CD etc.) and drafted in:
 - ❖ Romanian: all documents of the Application Package
 - ❖ English:
 - Grant Application Form - Annex no. 1
 - Budget Form - Annex no. 2

The Budget form - Annex no. 2 will be submitted in Excel format for both Romanian as well as English languages.

6. The project implementation period is of maximum 13 months. Projects scheduled to run for a longer period (after 31 May 2018) will be rejected.
7. Failure to comply with these requirements may lead to the rejection of the application⁴.

Exclusion criteria of the applicants

Applicants will be excluded from the grant award if:

- they do not supply the information required by the Implementing Agency (ANITP), within the established deadlines or the information and data provided are not in accordance with the reality;
- they find themselves in one of the situations referred to in section 12.

14. Application package - criteria

According to the Guidelines 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 (ANITP) may decide to exclude the applicant from participating in the submission of funding for a maximum period of 2 years.

⁴ If there are missing documents or files from the applicant's package, due to some material/administrative errors, a document is not complete (missing pages/ missing signature on the page/ missing signature of the applicant etc.) and that does not prevent the selection process to continue, the package shall be completed by the date imposed by the Implementing Agency (ANITP).

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 rest of the documents mentioned within point 13 Section 1 in 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 all the eligibility conditions.
4. The eligibility of the target group.
5. Complying with the established limits in the call for proposals for 2017 of the project's value, of its financial contribution and of its duration.

Award Criteria

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

<i>a.</i>	<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
<i>b.</i>	<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
<i>c.</i>	<i>Effectiveness and feasibility of the proposed project</i>	the implementation plan presented clearly and realistic, as well as setting indicators and project results	20 points
<i>d.</i>	<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 	10 points

		<p>able to continue activities in the field of direct assistance of victims of trafficking after the end of the project;</p> <ul style="list-style-type: none"> the expected results of the proposed project are sustainable towards beneficiaries and services and by improving the quality of services and specialized skills. 	
<i>e.</i>	<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

15. Procedure for the submission of applications

The application package 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 (ANITP), **until 23rd of February 2017, 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 (for the Budget form - Annex no. 2 will be also submitted in Excel format, both for Romanian and English languages).

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 2017, each application must have all the documents requested and completed as the *Grant Application Form - Annex no. 1* has a unique registration number.

16. Communication of the selection procedure results

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

17. Integrity clause

The applicant/ partners undertake all necessary measures to avoid corruption, especially not to offer or accept payments or other advantages.

18. Legal commitments

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