



 **Equal in rights worldwide**  
EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS

# European Instrument for Democracy and Human Rights

## Country-based support scheme

### Information session

### Call reference 151464





## Information session agenda

08h30 Welcome remarks

08h45 – 10h30 Presentation of the EIDHR and the Call for Proposals

Tea Break

10h45 – 12h30 Presentation (continuation)

12h30 – 13:00 Questions & Answers





# The EIDHR globally

## European Instrument for Democracy and Human Rights

Global priority areas for support:

- Pursue common agendas for human rights and democratic reform;
- Build consensus on disputed or controversial areas of policy;
- Enhance political representation and participation;
- Enhance the inclusiveness and pluralism of civil society;
- Increase safety structures for human rights defenders;
- Counter worrying trends of shrinking space for civil society;
- Enhance the fight against torture, ill-treatment, enforced disappearances and extrajudicial executions;
- Enhance the rule of law and good governance; and
- Economic and social rights





# Presentation/explanation of the EIDHR Call for Proposals (CfPs) Guidelines





## Disclaimer for this presentation

Please note that this presentation is an **extract** of information from the Guidelines for the Call for Proposals. The presentation does not reflect all the information contained therein.

The Guidelines for the Call for Proposal is the **only** legally valid document. It is the responsibility of the applicant to read the full Guidelines and its annexes.



## Procedure – Phase 1

1. Publication of the Call for Proposals
2. The applicant submits, via PROSPECT, the concept note (Annex A.1 of the Grant Application Form)
3. Selection process (EU Delegation):
  - **Administrative check:** the concept note is submitted in time, duly completed, dated and signed.
  - **Eligibility check:** the proposed action complies with the eligibility criteria
  - **Evaluation of the concept note:** using the evaluation grid in the Guidelines for the Call for Proposals (pages 22-23)



## Procedure – Phase 2

1. EU Delegation invites the pre-selected Concept Notes to submit a full proposal by a deadline (Annex A.2 of the Grant Application Form)
2. The applicant submits, via PROSPECT, the full proposal (Annex A.2 of the Grant Application Form)
3. Selection process (EU Delegation):
  - **Administrative check:** the full proposal is submitted in time, duly completed, dated and signed.
  - **Eligibility check:** the proposed action complies with the eligibility criteria
  - **Evaluation of the full proposal:** using the evaluation grid in the Guidelines for the Call for Proposals (pages 25-26)
4. Contract preparation and signature



# Calendar (1)

## Key Dates and times with **no flexibility**

- Deadline for requesting clarifications from the EU: **17 June 2016**  
via email to: [Delegation-Botswana-cfp@eeas.europa.eu](mailto:Delegation-Botswana-cfp@eeas.europa.eu)
- Deadline for EU to respond requests for clarification: **27 June 2016**

Clarifications will be published on:

<http://eeas.europa.eu/delegations/botswana>

and

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

- Deadline **electronic submission** of Concept Notes: **8 July 2016 at 10.00 hrs**







This time applications will be online!



Online submission for applicants







## Calendar (2)

### Provisional dates

- Information to applicants on evaluation of concept notes and invitation to submit full proposal to pre-selected ones: **22 July 2016**
- Deadline for submission of full proposal: **15 September 2016**
- Information to applicants on evaluation full proposals: **14 October 2016**
- Notification of award: **31 October 2016**
- Contract signature: **31 January 2017**

For details, see **Section 2.5.2** in the Guidelines for applicants





## Key EIDHR CfP information

- Overall indicative amount under this Call for Proposals: **€ 340.000**
- Any grant must request:  
**minimum € 50,000 and maximum € 113,000**  
**and**  
**minimum 51% of total eligible costs of the action and maximum 95%**
- Duration of the action:  
**minimum 18 months and maximum 24 months**
- Actions must take place in **Botswana**.



## Who can apply?

An applicant must fulfill all of the following criteria:

- ✓ be a legal person or an entity without legal personality; and
- ✓ be non-profit making; and
- ✓ be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary; and
- ✓ be able to demonstrate that they have regularly carried out activities in the field of human rights and democracy at least during the last two years at the time of submission of an application; and

Eligible applicants having a nationality other than that of Botswana must act together with at least one national organisation acting as a co-applicant or as an affiliate.

For details, see **Section 2.1.1.** in guidelines

## Who can apply?

Applicants must belong to one of the following categories :

- ✓ be **civil society organisations**, including non-governmental non-profit organisations and independent political foundations, community-based organisations and private-sector non-profit agencies, institutions and organisations and networks thereof; or
- ✓ be international **inter-governmental organisations**, as defined by Article 43 of the Rules of application of the EU Financial Regulation, applying together with any other eligible applicant.







## Applying together?

**Organizations are encouraged to apply together.**

- A **co-applicant** participates in the design and implementation. The same eligibility criteria as for the applicant apply (see previous slide).
- A **co-applicant** is part of the grant contract together with the applicant. The applicant is the counterpart of the EU delegation on behalf of all the beneficiaries.
- An **affiliated entity** participates in the design and implementation, and has to fulfill the same eligibility criteria as other applicants.
- An **affiliated entity** is not part of the grant contract. An affiliated entity therefore has no direct link to the EU delegation.
- An **associate** can be involved in implementation, but cannot receive funding from the grant other than per diems or travel costs.
- Please note that all the above categories must be part of the application. Co-applicants, affiliated entities and associates cannot be added at a later s

For details see **sections 2.1.1, 2.1.2 and 2.1.3** in the Guidelines.



European Union



# PROJECT

**Lead Applicant**  
(becomes Coordinator)

May receive "per diem" and/or travel costs

Associates

**Co-applicant**  
(becomes Beneficiary)

Exists a legal or capital link between them

**Affiliate**  
(becomes Beneficiary)

Exists a legal or capital link between them

**Affiliate**  
(becomes Beneficiary)



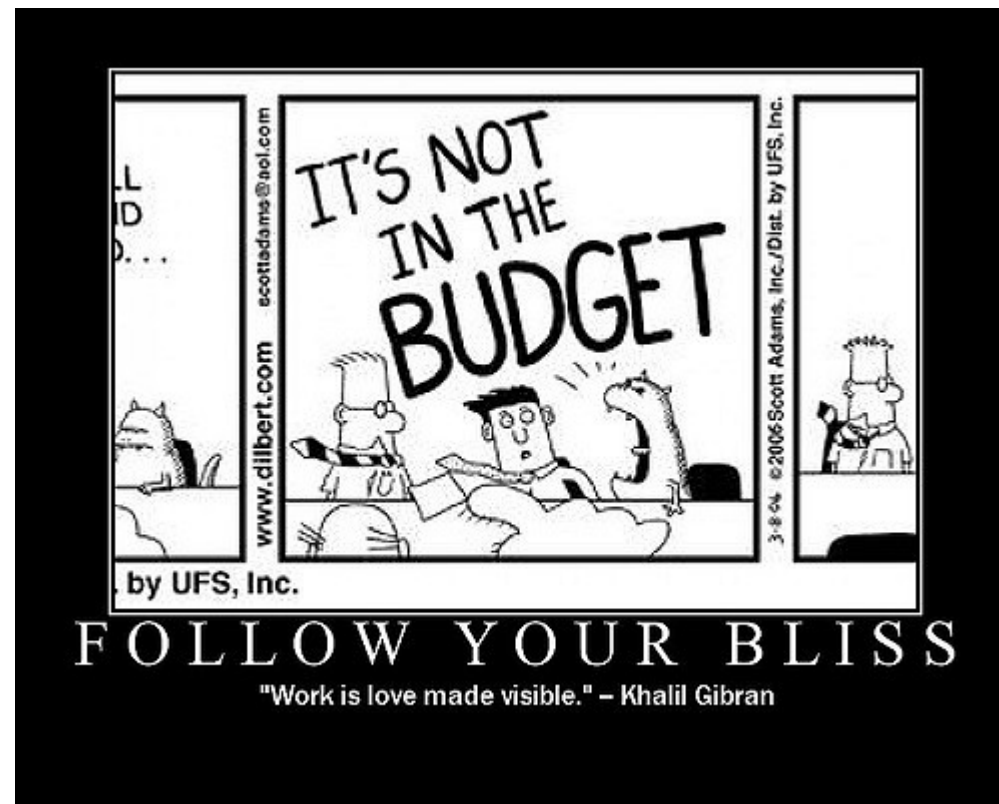


## How many applications and how many applicants per grant?

- An **applicant** may only submit **2 (two)** applications under this call for proposals. However, an applicant can only get **1 (one)** grant under this call. An applicant can be a co-applicant or an affiliated entity in another application at the same time.
- A **co-applicant** may only submit **2 (two)** proposals under this call for proposals. A co-applicant may be an affiliated entity in another application at the same time.
- **Affiliated entities** may not take part in more than **2 (two)** applications.



## Budget: When, how, what, what not





## Budget: When and how

### IMPORTANT:

PHASE 1: CONCEPT NOTE: The concept note has to include **ONLY** an estimate of the requested EU contribution and the percentage of that amount in respect of the total cost of the action.

**No detailed budget is needed at this stage.**

PHASE 2: FULL PROPOSAL: The applicants invited to submit full proposal will have to prepare a detailed budget using the template published in the call for proposal (Annex B). The EU contribution may not vary from the Concept Note by more than 20%

For details see **sections 2.2.1 and 2.2.5** of the Guidelines for applicants



## Budget: What costs can be covered?

- **Direct Costs:** They can be identified directly to the implementation of the action. In other words, the organisation would not have them if it would not implement the action (e.g. cost of staff working on the project, organisation of the activities implementing the project, evaluation, audit...)
- **Indirect Costs:** They are not specific to the implementation of the action but with the running of the organisation (e.g. typically utilities, rent, office supplies...)
- **Contingency Reserve:** Reserve set aside to provide some flexibility if there are unforeseen circumstances. It can be used only with the prior approval of the European Union.

## Budget: Direct Costs

They may be based on any or a combination of the following forms:

**Actual costs** incurred by the beneficiary

and/or

**Simplified cost options** (based on estimates):

Unit costs (e.g. unit cost per month for supporting staff)

Lump sums (e.g. global cost for the production of a video)

Flat rate for certain costs (e.g. maintenance costs for the office charged as % of staff costs working in the office)

If “simplified cost options” are applied, the applicant has to describe in detail the information and methods used to establish the amounts, to which costs they refer, formulas used for the calculations, etc.



## Budget: Indirect Costs and Contingency

- **Indirect costs:** maximum 7% of the direct costs. They can be claimed provided that they do not include costs already declared under another cost item.
- **Contingency reserve:** maximum 5% of the eligible costs. This amount can be used only with the prior written authorization from the Contracting Authority.
- **In kind contributions:** it is not an eligible cost.

For details see **section 2.1.5** in the Guidelines for applicants.





## Co-financing (1)

- The European Union **can fund** between 51% and 95% of the action **for a period** between 18 to 24 months
- The remaining part of the action, from 49% to 5% has to be covered by **other funding sources**
- **Contributions in kind** are **not** considered as **other funding sources**

## Co-financing (2)

**How to calculate the EU contribution:**

**Example 1:**

<b>Maximum contribution from the EU</b>	<b>113,000 EUR</b>
<b>Own co-financing (min 5%)</b>	<b>5,948 EUR</b>
<b>Total amount for application</b>	<b>118,948 EUR</b>

**Example 2:**

<b>Minimum contribution from the EU</b>	<b>50,000 EUR</b>
<b>Own co-financing (min 5%)</b>	<b>2,632 EUR</b>
<b>Total amount for application</b>	<b>52,632 EUR</b>

## Budget: Some tips on how to prepare it

- Be **realistic** with the figures budgeted.
- **Learn** from other projects/actions already implemented.
- Make sure the **budget tells the same story as the narrative** of the action.
- **Identify the absolute "must-have costs"** to get the action up and running.
- **Direct Costs vs. Indirect Costs:**
  - Direct costs: directly linked to the action. The organisation would not have them if it would not implement the action
  - Indirect costs: they are not specific to the implementation of the action but with the running of the organisation (e.g. utilities, rent, office supplies...)



## Objectives of the EIDHR CfP

The **global objective** of this call for proposals is:

- To increase and deepen civil society organisations' engagement in human rights and democracy in Botswana and to channel that into concrete actions in selected priority areas.



# 1<sup>st</sup> Specific Objective



## 2<sup>nd</sup> Specific Objective





## From the United Nations Declaration on the rights of Indigenous Peoples:

Article 18: Indigenous peoples have the right to **participate** in decision-making in matters which would affect their rights, through representatives they have chosen by themselves in accordance with their own procedures, as well as to maintain and develop their own decision-making institutions

Article 21:1: Indigenous peoples have the right, **without discrimination**, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocational training, and retraining, housing, sanitation, health and social security.

Etc.





## **International conventions and other documents that relate to the rights of indigenous peoples include (non-exhaustive list):**

International Covenant on Economic, Social and Cultural Rights

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CESCR.aspx>

International Covenant on Civil and Political Rights

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CCPR.aspx>

United Nations Declaration on the Rights of Indigenous Peoples

<http://www.ohchr.org/EN/Issues/IPeoples/Pages/Declaration.aspx>

Report of the Special Rapporteur on Indigenous People - Botswana

<https://documents-dds-ny.un.org/doc/UNDOC/GEN/G10/139/68/PDF/G1013968.pdf?OpenElement>





## 3rd Specific Objective





## The **Rights** aspects of Sexual and Reproductive Health

### What are these rights?

Women's sexual and reproductive health is related to multiple human rights, including:

- ✓ the right to life;
- ✓ the right to be free from torture;
- ✓ the right to health;
- ✓ the right to privacy;
- ✓ the right to education; and
- ✓ the prohibition of discrimination.



## How are these rights violated?

- Denial of access to services (eg contraceptives) or services of poor quality (eg maternal mortality);
- Subjecting women's access to services to third party authorization (eg abortion process);
- Performance of procedures without the woman's consent (eg forced sterilization);
- Early marriage;
- Female genital mutilation;
- Societal norms focussing on women's ability to reproduce;
- Teenage pregnancy;
- Sexual violence; and
- Lack of access to relevant information.



## What do international instruments say about these rights?

Convention in the Elimination of Discrimination against Women (**CEDAW**):

Article 16: Guarantees women equal rights in deciding "freely and responsibly on the number and spacing of their children and to have access to information, education and means to enable them to exercise these rights".

Article 10: Specifies women's right to education including "access to specific educational information to help ensure the health and well-being of families, including information and advice on family planning".

Link to CEDAW:

<http://www.un.org/womenwatch/daw/cedaw/>





## Other relevant links to documents regarding SRHR:

<http://www.unfpa.org/publications/international-conference-population-and-development-programme-action>

[http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO\\_Contra\\_FamPlan\\_WEB.pdf](http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO_Contra_FamPlan_WEB.pdf)

[http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO\\_Abortion\\_WEB.pdf](http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO_Abortion_WEB.pdf)

[http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO\\_MMM\\_WEB.pdf](http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO_MMM_WEB.pdf)

[http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO\\_Harm\\_Pract\\_WEB.pdf](http://www.ohchr.org/Documents/Issues/Women/WRGS/SexualHealth/NFO_Harm_Pract_WEB.pdf)





## Value added elements:

**Value added elements will be given weight in the evaluation undertaken by the evaluation committee (concept note evaluation grid, evaluation criteria 1.4).**



## Value added elements:

### Actions targeting deprived and remote areas outside Gaborone

Often the discussion of human rights issues can be rather isolated to privileged groups the main urban centres, but it is equally important in other settings.





## Value added elements:

**Actions that form relevant partnerships in order to achieve greater impact and outreach**

For example, partnering with a committee of parliament is important if legislation is an objective for the action. If outreach on civic education is the objective, partnerships with community based organisations will be critical.





## Value added elements:

### **Actions that use innovative methods to promote human rights**

The radio, social media and the internet used in innovative ways towards the objectives of the call in order to reach other and/or larger groups and geographic areas.





## What are we **not** looking for?

**Under this instrument the EU will not fund proposals that intend to provide services to the target groups.**

It will eg **not** fund health services for the target groups in the call or services for orphans and vulnerable children.

It may fund activities that advocate for the rights of the target populations to access these services and interventions that will facilitate such access.



## Ineligible actions

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- One-off conferences or workshops. Conferences may be funded only if they form part of a wider range of activities to be implemented in the project timeframe;
- Actions supporting political parties;
- Actions including (religious) proselytising;
- Core funding for the applicant or its partners.



## Initial considerations (1)

Before you fill in the proposal template, **ask yourself**:

- Is your organisation eligible for this CfP (see 2.1 Eligibility Criteria)?
- Do the CfP priorities correspond with the vision, mission and values of your organisation?

Think in terms of impact:

- What will be the added value of the proposed project for the protection and promotion of human rights and democracy, in view of what is already done?





## Initial considerations (2)

Consider the limitations of the CfP:

- Will your action be feasible in the EIDHR **time frame** (from 18 to 24 months)?
- Will it be feasible given the estimated **grant amounts** (50,000 to 113,000 Euros)?
- Does your organisation have the **necessary capacity**: human resources, project management and expertise/experience?
- Does your organisation have the **required track-record** of having been operational for at least 24 months?
- Can your organisation demonstrate the **sustainability of the project results** after the end of the grant?





# PROSPECT Process

Applications to be electronically submitted in **PROSPECT**

<https://webgate.ec.europa.eu/europeaid/prospect>

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)  
External

EUROPA > Authentication Service > Login

European Commission

Login Not registered yet

Is the selected domain correct?  
External [Change it](#)

Username or e-mail address \*

Password \*

More options...

Remember my username

Warn me each time an application asks for my identity

View my ECAS account details after logging me in

Login! [Lost your password?](#)

\* Required fields

Or log in with your

Token

Last update: 24/10/2014 (3.10.1-gsa) | 2 ms | [Top](#)





<https://webgate.ec.europa.eu/europeaid/prospect>

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)  
External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? External [Change it](#)

### Sign Up

[Help for external users](#)

Choose a username

First name \*

Last name \*

E-mail \*

Confirm e-mail \*

E-mail language \* English (en)

Enter the code \*

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) \*

**Sign up**

\* Required fields





Once signed up, this is the first page you see...

European Commission

## DEVELOPMENT AND COOPERATION - EUROPEAID

### PROSPECT

European Commission > EuropeAid > Work with us > Online services > PROSPECT

**My PROSPECT**

- Calls to apply
- My applications
- My notifications (0)
- My settings
- Online help**
- Manuals
- User**
- Prospect APPLICANT
- Logged: 03/12/2014 15:59
- Log me out

**My PROSPECT**

**List of calls**

	Deadline	Time left	Call	Call title	Program	Geo zone
<a href="#">Apply</a>	12/01/2015	39 days	150711	<a href="#">Strengthening climate governance support</a>	Environment	Vietnam

Page 1 of 1

**My applications**

Deadline	Call	Organisation	Title of the action	N°	Action location(s) (c Status)	Letter
						CN FA ELG
No records available						

Do not show applications for finished calls

**List of notifications**

Subject	From	Received on:
No records available		

All dates and times are in Brussels time. The current Brussels time is 03/12/2014 16:07.

Last update: 2014-12-01 11:18 (2.0.10-none-342-392) | Environment:ACC | [Top](#)


Commission





and <https://webgate.ec.europa.eu/europeaid/prospect/external>

EuropeAid Information Systems Knowledge Base / Home / EuropeAid IS Knowledge base

 **PROSPECT (EN)**

 Watch  Share ...

 Created by Iason FOSCOLOS, last modified by Ana MASALAGIU on Mar 23, 2016



 Français

 Español

 português

## Looking for

[Manual](#)

[E-learning](#)

[Frequently Asked Questions](#)

[Presentation on PROSPECT](#)

## About PROSPECT

PROSPECT is an electronic system developed for the management of calls for proposals in the field of external action.



## Searching for the call 151464

European Commission

DEVELOPMENT AND COOPERATION - EUROPEAID  
PROSPECT

European Commission > EuropeAid > Work with us > Online services > PROSPECT

My PROSPECT

- Calls to apply
- My applications
- My notifications (0)
- My settings

Online help

- Manuals

User

Prospect APPLICANT  
Logged: 03/12/2014 15:59  
[Log me out](#)

Calls to apply

List of calls

	Deadline	Time left	Call	Call title	Program	Geo zone
<a href="#">Apply</a>	12/01/2015	40 days	150711	<a href="#">Strengthening climate governance support</a>	Environment	Vietnam

Page 1 of 1 View items 1 to 1 of 1

Search for a call

Call reference

Call title

Deadline after

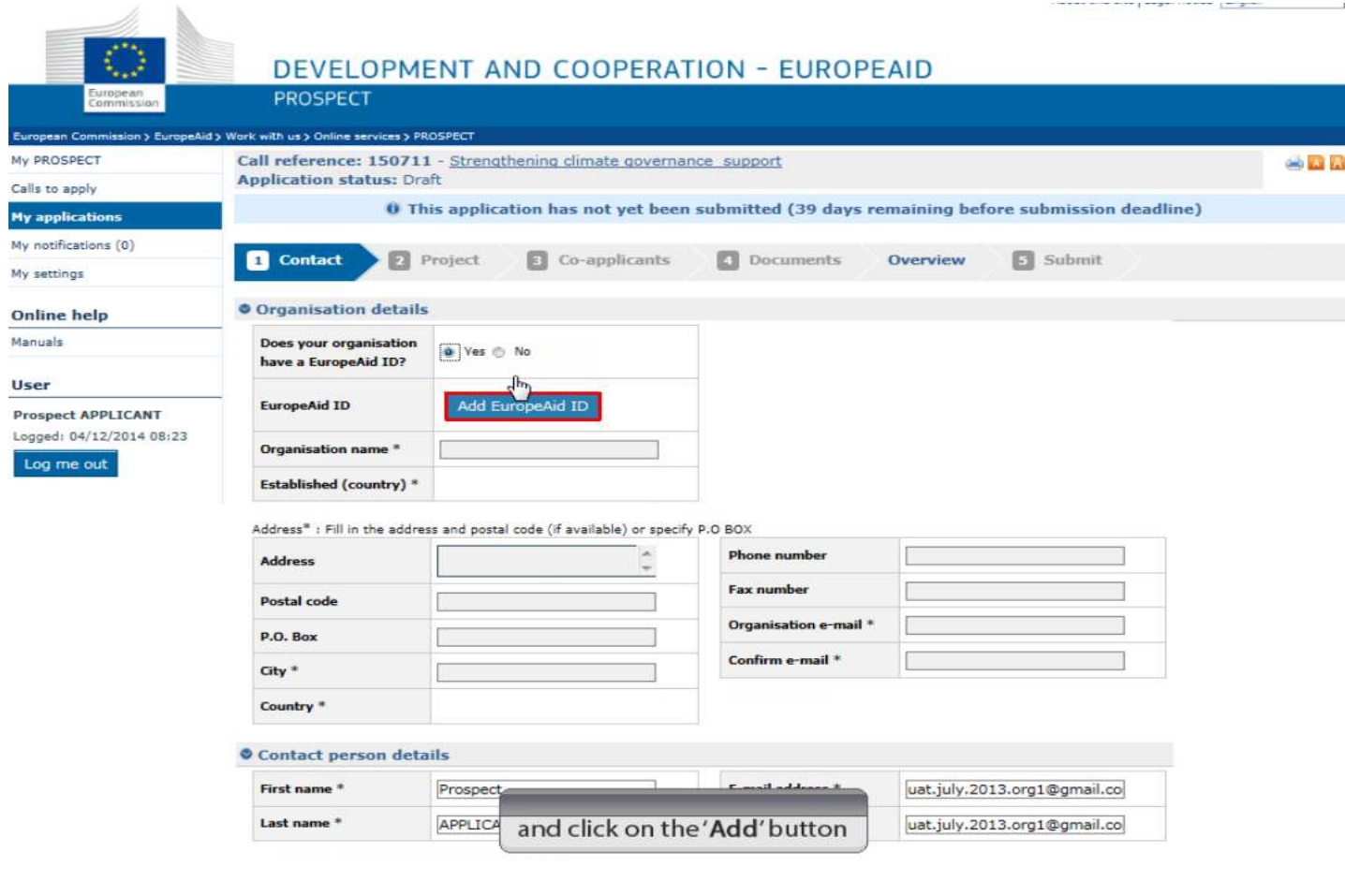
Program

Geographical zone

[Clear selection](#) [Search](#)

European Commission

# Creating, filling and submitting an application



**DEVELOPMENT AND COOPERATION - EUROPEAID**  
**PROSPECT**

European Commission > EuropeAid > Work with us > Online services > PROSPECT

My PROSPECT  
Calls to apply  
**My applications**  
My notifications (0)  
My settings

**Online help**  
Manuals

**User**  
Prospect APPLICANT  
Logged: 04/12/2014 08:23  
[Log me out](#)

Call reference: 150711 - [Strengthening climate governance support](#)  
Application status: Draft

**This application has not yet been submitted (39 days remaining before submission deadline)**

**1 Contact** | 2 Project | 3 Co-applicants | 4 Documents | Overview | 5 Submit

**Organisation details**

Does your organisation have a EuropeAid ID?  Yes  No

EuropeAid ID: [Add EuropeAid ID](#)

Organisation name \*  
Established (country) \*

Address\* : Fill in the address and postal code (if available) or specify P.O BOX

Address	<input type="text"/>	Phone number	<input type="text"/>
Postal code	<input type="text"/>	Fax number	<input type="text"/>
P.O. Box	<input type="text"/>	Organisation e-mail *	<input type="text"/>
City *	<input type="text"/>	Confirm e-mail *	<input type="text"/>
Country *	<input type="text"/>		

**Contact person details**

First name *	Prospect	E-mail address *	uat.july.2013.org1@gmail.co
Last name *	APPLICA	E-mail address *	uat.july.2013.org1@gmail.co

and click on the 'Add' button

## PHASE 1: Concept note using PROSPECT:

1. Fill in the information in the tabs: contact, project, co-applicants (if applicable)
2. Upload the following documents using the "Documents" tab:
  - Annex A.1. Concept Note **duly completed**
  - Declaration by the lead applicant **duly completed, dated and signed** (section 2 of the concept note)
  - Annex F: PADOR off-line form in case the applicant cannot register online to the PADOR database
3. Submit the application electronically



## PROSPECT – Technical problems???

Send an email to the IT HELPDESK:

[EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu)



## PHASE 2: Full proposal using PROSPECT:

1. Fill in/update the information in the tabs: contact, project, co-applicants (if applicable)
  
2. Upload the following documents using the "Documents" tab:
  - Annex A.2. Full Application Form **duly completed**
  - Declaration by the lead applicant (and mandates from co-applicants/affiliates if applicable) **duly completed, dated and signed** (section 5 of the full application form)
  - Annex B: Budget (excel format)
  - Annex C: Logical framework
  
3. Submit the application electronically

## Reminders

- Provide all relevant information in the Annexes - no supplementary annexes will be accepted.
- The application must be completed in **English**.
- Application in hard copy will only be accepted if it is **technically impossible** to submit online (please see 2.2.2).
- Hand-written applications will never be accepted.



## More information sessions and training opportunities:

- **Information sessions :**

**Gaborone, 3 June 2016**

**Gantsi, 6 June 2016**

**Maun, 7 June 2016**

**Francistown, 9 June 2016**

**Palapye, 10 June 2016**







## More information sessions and training opportunities (continued)

- If necessary, **additional information sessions** may be arranged. These will be advertised on the EU Delegation's website (<http://eeas.europa.eu/delegations/botswana>)





**Thank you for your attention. We look forward to your proposals!**

