



The Delegation of the European Union
to the Republic of Serbia

**Human Rights, Democracy
and
Civil Society programme for Serbia
2024-2025**

Info session for Call for Proposal

EuropeAid/184378/DD/ACT/RS



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to the Republic of Serbia

Please note that this presentation is prepared solely to be used as supporting material to be used during the Information sessions.

The Guidelines for Applicants published for the Call for Proposal remain the sole written reference to the applicable conditions and rules.

SUSPENSIVE CLAUSE

Please note that the awarding of grant contracts **under Lot 1** of this call for proposals is subject to the condition of the final approval of the relevant country budgetary commitment of the relevant financing decision, which does not modify the elements of the call for proposals (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure for Lot 1, without the candidates or applicants being entitled to claim any compensation.

CSF & HRD 2024-2025

3 Lots:

- Lot 1 - Human Rights and Democracy - EUR 1,650,000
- Lot 2 - Civil Society Facility - EUR 2,400,000
- Lot 3 - Civil Society Facility - EUR 3,500,000



The Delegation of the European Union to the Republic of Serbia

OBJECTIVES OF THE CALL FOR PROPOSALS

- The global objective of this call for proposals is to promote and protect:
 - (i) human rights and fundamental freedoms;
 - (ii) the rule of law and justice; and
 - (iii) good governance and democracies and the EU integration and approximation process in Serbia, through an enhanced contribution by civil society.
- The specific objectives of this call for proposals are:
 - To protect and empower individuals to contribute to the full enjoyment by everyone of all human rights, be they civil, political, economic, social or cultural rights.
 - Moreover, the Call aims to improve the conducive environment for civil society, to increase capacities and effectiveness of the Serbian Civil Society Organisations (CSOs) to monitor and participate in reform processes and the overall capacities of grassroots movements through flexible financial support to third parties mechanisms in all fields relevant to Serbia's accession to the EU.



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PRIORITIES OF THE CALL FOR PROPOSALS

The priorities of this call for proposals are:

Lot 1:

- To contribute to expanding the space for civil society by providing a short-, medium- and long-term holistic support to human rights defenders and promote human rights and fundamental freedoms.

Lot 2:

- To increase capacity of CSOs in advocacy and tackling right to a fair trial, transitional justice, reconciliation, anti-corruption, access to justice, protection of personal data, legal aid and freedom of assembly.

Lot 3:

- To increase capacity of CSOs in participating in the policy reforms and the Serbian accession into the EU by dealing with good governance and democracy at central and local level, digital surveillance, artificial intelligence, transparency, accountability, participation in decision making, youth development, enabling environment for CSO, social entrepreneurship, elections monitoring, civic participation, active citizenship and culture.

ADDITIONAL VALUE-ADDED ELEMENTS

- The additional elements that will be taken into account **in the evaluation under point 1.4 of the evaluation grid** of the Concept note are the following:
 - **The inclusion of the regional dimension**, along with operational and financial aspects, will add significant value to the proposal. The actions proposed should **prioritise deployment of regional resources** (financial and human). Majority of activities proposed under an action should be developed, resourced and implemented outside of Belgrade. Applicants are encouraged to demonstrate and summarise it under point 1.3.4 “Particular added-value elements” of the Annex A.1 – Grant application form - Concept note.



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BUDGET

- The overall indicative amount made available under this call for proposals is **EUR 7,550,000.**
- **Indicative allocation of funds by lot:**
 - Lot 1 - Human Rights and Democracy - EUR 1,650,000
 - Lot 2 - Civil Society Facility - EUR 2,400,000
 - Lot 3 - Civil Society Facility - EUR 3,500,000
- **Size of grants**
 - Lot 1:
 - Minimum amount: EUR 300,000
 - Maximum amount: EUR 500,000
 - Lot 2 and Lot 3:
 - Minimum amount: EUR 500,000
 - Maximum amount: EUR 800,000
 - ALL Lots:
 - Minimum and maximum percentages of total eligible costs of the action:
 - Minimum percentage: 51% of the total eligible costs of the action.
 - Maximum percentage: 90% of the total eligible costs of the action.



The Delegation of the European Union to the Republic of Serbia

ELIGIBILITY CRITERIA- THE ACTORS

■ Eligibility of lead applicant :

- be a legal person **and**
- be non-profit-making **and**
- be a specific type of organisation such as: non-governmental organisation , including civil society organisations **and**
- **For Lot 1**: be effectively established in a Member State of the European Union or in any eligible country, as stipulated in the basic act NDICI-GE , (Article 28 of the Regulation (EU) 2021/947 of the European Parliament and of the Council);
For Lot 2 and 3 : be effectively established in the Republic of Serbia **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**
- not being in any of the situations listed in Section 2.4. of the practical guide.

Co-applicants and affiliated entities must satisfy the eligibility criteria as applicable to the lead applicant himself



The Delegation of the European Union
to the Republic of Serbia

ELIGIBILITY CRITERIA- THE ACTORS

- **Co-applicants and affiliated entities must satisfy the eligibility criteria as applicable to the lead applicant himself**
- **The lead applicant must act with co-applicant(s) as specified hereafter:**
 - **For Lot 1:** the lead applicant must have at least 2 co-applicants. In case the lead applicant is not effectively established in the Republic of Serbia, it must act with at least two co-applicants that are effectively established in the Republic of Serbia.
 - **For Lot 2 and 3:** the lead applicant must have at least 3 co-applicants.
 - **For all Lots:** majority of applicants (including lead applicant and co-applicants) in one grant application must be effectively established outside of Belgrade.

ELIGIBILITY CRITERIA - THE ACTORS

- **The following entities are not applicants nor affiliated entities, but other actors:**
- **Associates**
 - Other organisations or individuals ; may not receive funding from the grant, with the exception of per diem or travel costs; do not have to meet the eligibility criteria; must be mentioned in Annex A.2 Section 4 — 'Associates participating in the action'.
- **Contractors**
 - Organisations whom the contracts have been awarded (subcontracting or implementation contracts). Beneficiaries, affiliated entity(ies), recipients of financial support or associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.
- **Recipients of financial support**
 - the beneficiaries and their affiliated are permitted to provide financial support to other third parties. These third parties are neither beneficiaries, affiliated entity(ies) nor associates nor contractors.

Each actor should only participate in a single role in an action. This is to avoid any potential conflicts of interest and ensure clear allocation of rights and obligations as well as certainty on cost eligibility.



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to the Republic of Serbia

ELIGIBILITY CRITERIA- ELIGIBLE ACTIONS

■ Duration

Lot 1

- The initial planned duration of an action may not be lower than 24 months nor exceed 48 months.

Lot 2 and Lot 3

- The initial planned duration of an action may not be lower than 36 months nor exceed 48 months

■ Location

- Actions must take place in the Republic of Serbia

TYPES OF ACTIONS

- **Types of actions which may be financed under this call**

Lot 1: Fundamental Rights

- Strengthening the role and capacity of civil society in advocacy and promoting fundamental rights and human rights in the Republic of Serbia;
- Support for protection of social, economic and cultural rights, including human rights defenders, persons with disabilities, children, women, LGBTI, elderly persons, homeless and the rights of persons belonging to minorities (also Roma inclusion);
- Supporting gender equality Actions regarding anti-trafficking in human beings

TYPES OF ACTIONS

Lot 2: Rule of Law and Justice

- Conduct Legal Awareness Campaigns
- Enhance the ethical use of AI and digital surveillance systems, with respect for privacy rights, fairness, and accountability
- Support Victims of Human Rights Abuses
- Promote Strategic Litigation and Legal Reform
- Strengthen Legal Aid and Dispute Resolution Mechanisms

TYPES OF ACTIONS

Lot 3: Good Governance and Democracy

- Build Capacity for Citizen Engagement
- Support Youth and CSO Empowerment
- Promote Electoral Integrity and Participation
- Encourage Transparency and Accountability in Governance
- Combat Disinformation and Promote Digital Rights:



The Delegation of the European Union to the Republic of Serbia

Financial support to third parties (FSTP)

- ALL Lots: Applicants **shall** propose financial support to third parties in order to help achieving the objectives of the action.
- the lead applicant should define mandatorily in Section 2.1.1 of Annex a.2 (Grant application form – Full application):
 - (i) the overall objectives, the specific objective(s) and the outputs (i.e. the results) to be achieved with the financial support;
 - (ii) the different types of activities eligible for financial support, on the basis of a fixed list;
 - (iii) the types of persons or categories of persons which may receive financial support;
 - (iv) the criteria for selecting these entities and giving the financial support;
 - (v) the criteria for determining the exact amount of financial support for each third entity; and
 - (vi) the maximum amount which may be given.

Financial support to third parties (FSTP)

- In order to be eligible for a financial support to third parties, the recipients of financial support to third parties must:
 - be a legal person, **and**
 - be non-profit-making, **and**
 - be a specific type of organisation such as: non-governmental organisations (NGOs). They may include: civil society organisations (CSOs), professional associations, chambers of commerce, employers' associations and trade unions, cultural centres, independent foundations, and independent research based institutions, public universities, non-profit media organizations, legally registered civil society networks **and**
 - be effectively established in the Republic of Serbia.

In addition:

- the minimum duration of the actions eligible for financial support is 3 months;
- no co-financing can be requested from third parties and 100% of financing must be provided;
- the grant proposal for all lots shall include a financial support to third parties which must consume minimum 20% of the direct eligible cost of the action (please refer to budget heading 7.2 "Subtotal direct eligible costs of the action: all headings (1-6)" within the Annex B-Budget);
- informal groups can benefit from FSTP in the submitted proposal, however only via an intermediary CSO;
- All the types of actions and activities which may be financed under this call are also eligible for financial support to third parties.

For all details on FSTP, please refer to the Guidelines for Applicants.



The Delegation of the European Union
to the Republic of Serbia

Number of applications and grants per applicants / affiliated entities

- The lead applicant may not submit more than 1 application under this call for proposals.
- The lead applicant may not be awarded more than 1 grant under this call for proposals.
- The lead applicant may not be a co-applicant or an affiliated entity in another application of the same lot at the same time.
- A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 2 applications under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than 2 grants under this call for proposals.



The Delegation of the European Union
to the Republic of Serbia

Important points to note (part 1)

Submission online via PROSPECT is obligatory for this call, as well as registration in PADOR.

To apply for this Call for Proposals, please use the following link and click on "Start Submission" button:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/prospect-details/184378PROSPECTSEN>

Guidelines – **Read them and ensure you understand all the sections.** If you have doubts, send your questions. We shall publish replies to all questions received.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals: **E-mail address: DELEGATION-SERBIA-FCS@eeas.europa.eu**

Actions – show which actions can be financed under this Call.

Activities - show how the action can be achieved.

Eligibility requirements – eligibility of applicants, actions, costs, etc..

Visibility -

Think about visibility.

Be creative.

Write about it in your proposal



The Delegation of the European Union to the Republic of Serbia

Important points to note (part 2)

Registration and Submission

- Lead applicants, co-applicants and affiliated entities, other than natural persons, **must register in PADOR** - it is strongly recommended to register in PADOR **well in advance**
- **NEW:** it is mandatory for the lead and co-applicants to register **in the Participant Register (more details on p. 19 of the Guidelines for applicants)**:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

- The lead applicant is strongly advised not to wait until the last minute before the deadline to submit your application in PROSPECT, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission
- **All technical questions** related the use of these systems should be addressed to the IT helpdesk at ec-external-relations-application-support@ec.europa.eu via the online support form in PROSPECT.



The Delegation of the European Union to the Republic of Serbia

Important points to note (part 2)

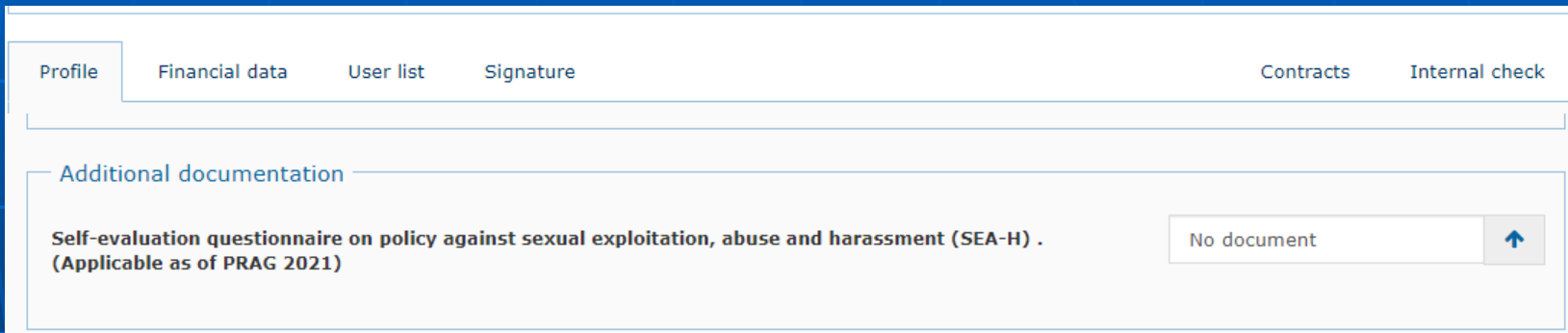
Submission of documents

- Following documents shall be submitted by **the full application deadline together with the full application form:**
 1. **The statutes or articles of association** of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity.
 2. **The declaration on honour** (Annex H to these guidelines) signed by the lead applicant as well as all co-applicants and affiliated
 3. for evaluation of **the financial capacity:**
 - a) **For action grants exceeding EUR 750 000** lead applicant must provide **an audit report produced by an approved external auditor**
 - b) A copy of the **lead applicant's latest accounts** (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

These documents must be supplied **in the form of originals** (blue ink signature or by applying a qualified electronic signature (QES)), photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Important points to note (part 3)

- **NEW: The successful applicants**, a will be requested to provide the self evaluation questionnaire on SEA-H. The lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedures against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 6.2.10 of the practical guide). Please note that the self-evaluation questionnaire on SEA-H should be submitted **via PADOR**.



The screenshot displays a web interface with a top navigation bar containing tabs: Profile, Financial data, User list, Signature, Contracts, and Internal check. The 'Additional documentation' section is expanded, showing a list of documents. One document is listed: 'Self-evaluation questionnaire on policy against sexual exploitation, abuse and harassment (SEA-H) . (Applicable as of PRAG 2021)'. To the right of this document is a button labeled 'No document' and an upload icon (a blue arrow pointing up).

Profile	Financial data	User list	Signature	Contracts	Internal check
Additional documentation					
Self-evaluation questionnaire on policy against sexual exploitation, abuse and harassment (SEA-H) . (Applicable as of PRAG 2021)				No document	↑

Documents to be completed

Annex A	Grant application form (Word format)
A.1	Concept note – SUBMIT IN PROSPECT
A.2	Full application form - SUBMIT IN PROSPECT
Annex B	Budget (Excel format) - SUBMIT IN PROSPECT
Annex C	Logical framework (Excel format) - SUBMIT IN PROSPECT
Annex D	Identification form - SUBMIT IN PADOR, PROFILE-LEGAL DATA
Annex F	PADOR registration form (<i>only if impossible to register in PADOR</i>)
Annex H	Declaration on Honour on exclusion criteria - SUBMIT IN PROSPECT
Annex L	Self-evaluation questionnaire on SEA-H - SUBMIT IN PADOR, PROFILE-Additional documentation

DOCUMENTS FOR INFORMATION

Annex G: Standard grant contract

- Annex II: general conditions
- Annex IV: contract award rules
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VII-A Model report of factual findings

expenditure verification of an EU financed grant contract for
Annex VIII: model financial guarantee

and terms of reference for an
external action

Annex IX: standard template for transfer of ownership of assets

Annex I: Daily allowance rates (per diem), available at the following address:

https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en

Annex J: Information on the tax regime applicable to grant contracts signed under the call.



The Delegation of the European Union
to the Republic of Serbia

Full applications- Tips on Annex B: Budget

- Please take into consideration the following when preparing your budgets for the action:
 - all 3 relevant sheets of "Annex B- Budget" **are consistent with each other and PROSPECT** – Total eligible costs of the action should be exactly the same in sheet 1. Budget and sheet 3. Expected sources of funding and as requested in PROSPECT;
 - The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item;
 - If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value);
 - Specify the typology of costs- DO NOT use the terms LUMP SUM, FLAT RATE or APPORTIONMENT when defining the unit, but think of the way to define the unit properly (for e.g. per month/ per travel, per event, per service etc.)
 - Contingency - a justification for the possible need for the contingency must be included in the justification in Annex III Budget (2nd sheet)



The Delegation of the European Union
to the Republic of Serbia

Full applications- Tips on Annex B: Budget(continued)

- Please take into consideration the following when preparing your budgets for the action:
 - Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action)
 - Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs. Please avoid estimates based on "*previous experience by the applicant*" or the like
 - In sheet 3 of *Annex B – Budget - Expected sources of funding - Other contributions*, the source of other contributions must be properly named and respective amounts identified for each contributor, i.e. lead applicant, co-applicant, affiliated entity, other donor (to be named)



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TIMETABLE

	DATE	TIME
1. Information meeting (online)	11 June 2025	10:00 CET
2. Deadline for requesting any clarifications from the contracting authority	24 June 2025	17:00 CET
3. Last date on which clarifications are issued by the contracting authority	04 July 2025	-
4. Deadline for submission of concept notes	15 July 2025	14:00 CET
5. Information to lead applicants on administrative checks and concept note evaluation (Step 1) and invitation to submit full applications	August 2025	-
6. Deadline for submission of full applications	September 2025	-

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure



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THANK YOU!

ANY QUESTIONS?