



This Project is funded  
by the European Union

**Contracting party:** Belgrade Centre for Human Rights

**Security for Human Beings and Borders – Combating  
Smuggling of Migrants in the Western Balkans**

Guidelines  
for grant applicants

Deadline for submission of application: 31 May 2021

## TABLE OF CONTENTS

1. BACKGROUND AND PURPOSE OF THE CALL
2. OBJECTIVES OF THE PROGRAMME AND TARGET GROUPS
3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY
4. RULES FOR THIS CALL FOR PROPOSALS
5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW
6. EVALUATION AND SELECTION OF APPLICATIONS
7. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS
8. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION
9. LIST OF ANNEXES
10. INDICATIVE TIMETABLE

## 1. BACKGROUND AND PURPOSE OF THE CALL

### Background

The Western Balkans (WB) continued to be a transit route for irregular migrants trying to reach Western Europe from Turkey. Despite a significant decrease in the number of irregular migrants arriving at the EU's external borders since the migration crisis in 2015, the migration pressure in the Western Balkans remains high, as does smuggling and the demand for facilitation services.<sup>1</sup> For example, during the first ten months of 2020, detections on the Western Balkan routes were 122% higher compared to the same period in 2019 indicating continued significant movements in the region and beyond.<sup>2</sup> The authorities of some of the countries in the region have implemented measures such as strengthening border controls, which have had an effect on the migratory routes, hindering movements throughout the region. At the same time, these measures primarily appear to slow down or divert migratory movements, instead of preventing or deterring them altogether. Irregular migrants usually try to cross borders multiple times and many eventually succeed. Another side-effect of these measures is that they increase the demand for facilitation services.<sup>3</sup> In the Western Balkans as an active transit area, migrants staying for a longer period of time (particularly those with an unregulated status), difficulties crossing state borders, and an increase in the price of smuggling certainly represent circumstances that increase migrants' risk factors and expose them to various forms of abuse, violence or exploitation, especially the most vulnerable among them (women, children, unaccompanied minors). Although deaths along the WB route are relatively rare, they do occur. Smuggling of migrants is continuously among the main topics in EU Progress Reports for WB countries.

The number of migrants who entered Serbia in 2020 was 25.093,<sup>4</sup> but only 2,830 registered their intention to seek asylum and a total of 144 people applied for asylum.<sup>5</sup> Subsidiary protection was granted to 12 persons and refugee status has got 17 persons.<sup>6</sup> In the previous year Serbian police filed 134 criminal charges against 179 persons suspected of smuggling, out of which 164 persons were convicted.<sup>7</sup>

### Purpose of the Call

This action is launched within the project "Security for Human Beings and Borders -Combating Smuggling of Migrants in the Western Balkans" that was developed as a regional response of 7 CSOs affiliated in the Balkan Refugees and Migration Council (BRMC): Albanian Helsinki Committee (AHC), Belgrade Centre for Human Rights (BCHR), Civic Alliance from Montenegro (GAMN), Civil Rights Program Kosovo\* (CRP/K), Group 484, Macedonian Young Lawyers Association (MYLA) and Vaša prava Bosnia and Herzegovina (VP BiH), as well as Danish Refugee Council (DRC) to the burning common problem along the Western Balkans Migration Route – smuggling of migrants. The project is funded by European Union within the scope of Civil Society Facility

---

<sup>1</sup> Frontex, "Risk Analysis for 2020," *Frontex*, 2020,

<https://frontex.europa.eu/publications/frontex-releases-risk-analysis-for-2020-vp0TZZ>, (accessed February 4, 2021).

<sup>2</sup> EPRS, European Parliament, *Understanding EU action against migrant smuggling*, January 2021, PE 659.450, European Union: EPRS.

<sup>3</sup> Europol, Frontex, & EASO, *Tackling Migrant Smuggling in the Western Balkans*, January 2020.

\*This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo\* Declaration of Independence.

<sup>4</sup> Serbia December 2020 snapshot (UNHCR), available at:

<https://reporting.unhcr.org/sites/default/files/UNHCR%20Serbia%20statistical%20snapshot%20DECEMBER%202020.pdf>.

<sup>5</sup> Belgrade Centre for Human Rights: Right on Asylum in the Republic of Serbia 2020, p.15. available at:

<http://www.bgcentar.org.rs/bgcentar/wp-content/uploads/2021/02/Pravo-na-azil-u-Srbiji-2020.pdf>.

<sup>6</sup> *Ibid*, p. 19.

<sup>7</sup> Available at: <http://www.mup.gov.rs/wps/portal/sr/aktuelno/aktivnosti/632cda93-a05d-4507-a4c4-5d7deced0346>.

\* This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

and Media Programme 2018-2019 under the lot “Enhancing CSOs’ engagement in protection sensitive migration management”.

## 2. OBJECTIVES OF THE PROGRAMME AND TARGET GROUPS

The **Overall Objective** of this call for proposals is to contribute to the EU approximation process by establishing protective sensitive migration management in WB with fine balance between security and border protection of the countries and respect human rights and fundamental freedoms of migrants.

The **specific objective(s)** of this call for proposals is/are:

- a) to support CSOs in conducting activities for prevention of migrant smuggling
- b) to support CSOs in providing effective protection services to smuggled migrants
- c) to support CSOs in engaging to advocacy activities for migrant`s rights

### Target groups

1. Migrants, particularly smuggled migrants;
2. Vulnerable groups of migrants (e.g. women, children, persons with disabilities, the elderly, unaccompanied and separated migrant children, victims of torture, etc.);
3. State and local institutions;
4. Media;
5. Local citizens and municipalities.

## 3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 17.600,00**. The contracting authority reserves the right not to award all available funds.

### Size of grants

Any grant requested under this call for proposals must fall between the following amounts:

- minimum amount: **EUR 3.500**
- maximum amount: **EUR 5.000**

The grant will cover the entire eligible costs of the action.

### Number of grants

The overall number of national grants will be **up to four**.

## 4. RULES FOR THE CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

### ELIGIBILITY CRITERIA

<b><i>Eligibility of applicants</i></b>
---

In order to be eligible for a grant, the applicant must:

- be a legal person registered before 1 March 2019

- be established in the Republic of Serbia;
- be non-profit-making;
- civil society organisation;
- be directly responsible for the preparation and management of the action.

Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract<sup>9</sup>.

<b><i>Eligible actions: actions for which an application may be made</i></b>
--

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed **6 (six)** months.

Location

Actions must take place in the following country: Republic of Serbia.

Types of action

The actions proposed under this call for proposals must contribute to the realisation of its specific objectives. Indicative list of actions is as presented below:

- a) Support services related to protection of migrants;
- b) Dissemination of information/awareness campaign;
- c) Research and analysis;
- d) Legal support;
- e) Implementation of relevant policies and reforms.

The following types of action are ineligible:

- 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.

Types of activity

- a) activities delivering public services response to the needs of smuggled migrants, including legal aid, psychosocial support, healthcare, etc.;
- b) activities supporting gender issues in the migration-related contexts;
- c) activities supporting dissemination of project relevant information, including activities such as: media campaigns, production of news and relevant information tools (leaflets etc.);

---

<sup>9</sup> The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

- d) activities strengthening the watchdog role of CSOs in the implementation of relevant policies and reforms;
- e) policy monitoring and publication of relevant monitoring reports;
- f) research and analysis of relevant media content;
- g) activities that promote implementation of relevant laws and regulations;
- h) activities that support discussion between different stakeholders and/or consultation with stakeholders, including establishment of dialogue with political parties or local legislative bodies;
- i) activities that promote cooperation and exchange between different local communities and self-governments, related to protection of migrants;
- j) other activities enhancing protection-sensitive migration management.

Financial support to third parties<sup>10</sup>

Applicants **may not** propose **financial support to third parties**.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)).

Number of applications and grants per applicants

The applicant **may not** submit more than **1** application under this call for project proposals.

The applicant **may not** be awarded more than **1** grant under this call for project proposals.

<b><i>Eligibility of costs: costs that can be included</i></b>
--

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

**Eligible costs** are actual costs incurred by the grant beneficiary which meet all the following criteria:

- a) they are indicated in the estimated Budget proposal;
- b) they are incurred during the implementation of the action;
- c) they are necessary for the implementation of the project activities;
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies);
- e) they comply with the requirements of applicable tax and social legislation;

---

<sup>10</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

### **Non-eligible costs**

The following costs shall not be considered eligible:

- a) debts and debt service charges (interest);
- b) provisions for losses, debts or potential future liabilities;
- c) costs financed by another action or work programme;
- d) purchases of land or buildings;
- e) currency exchange losses;
- f) credits to third parties;
- g) salary costs of the personnel of national administrations;
- h) bonuses included in costs of staff.

### **The reimbursement of eligible costs is based on:**

- a) **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- b) **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

### **Ethics clauses and Code of Conduct**

#### **a) Absence of conflict of interest**

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

#### **b) Respect for human rights as well as environmental legislation and core labour standards**

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in

the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

**Zero tolerance for sexual exploitation, abuse and harassment**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

## 5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

***Application forms***

Applications must be submitted in accordance with the instructions for the applications in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in **English** or in **Serbian**.

Any error or major discrepancy/inconsistences presented in the various sections of the Application form and/or Budget breakdown may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the grant application form and the published annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

Incomplete applications will be rejected.

No additional annexes should be sent.

### ***Where and how to send applications***

Applications must be submitted in electronic format to:

**goran@bgcentar.org.rs**

### ***Deadline for submission of applications***

The deadline for submission of applications is **31 May 2021 at 11:59 p.m.** local time.

Application submitted after given deadline will not be taken into consideration and will be rejected.

### ***Further information about applications***

An information session on this call for proposals will be held on **11 May 2021 at 13:00.**

Questions may be sent by e-mail no later than 15 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: **goran@bgcentar.org.rs**

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 7 days before the deadline for the submission of applications.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage.

## **6. EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the Selection Committee. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the Eligibility criteria stated in Section 4, the application will be rejected on this sole basis.

### **STEP 1: OPENING & ADMINISTRATIVE CHECKS**

During the opening and administrative check the following will be assessed:

- a) If the deadline has been met. Otherwise, the application will be automatically rejected.
- b) If the application satisfies all the criteria specified in the in Section 4. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

**STEP 2: EVALUATION OF THE APPLICATION**

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below.

**EVALUATION GRID**

<b>Section</b>	<b>Maximum Score</b>
<b>1. Relevance</b>	<b>30</b>
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants?	<b>15</b>
1.2 How relevant is the proposal to the particular needs and constraints of the target groups?	<b>5</b>
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	<b>5</b>
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	<b>5</b>
<b>2. Design of the action</b>	<b>20</b>
2.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged results?	<b>15</b>
2.2 Is analysis of the problems involved and the capacities of the relevant stakeholders included? Does the designed action properly reflect them?	<b>5</b>
<b>3. Implementation approach</b>	<b>15</b>
3.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	<b>5</b>

3.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
<b>4. Sustainability of the action</b>	<b>20</b>
4.1 Is the action likely to have a tangible impact on its target groups?	10
4.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
4.3 Are the expected results of the proposed action sustainable?: - Financially ( <i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i> ) - Institutionally ( <i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i> ) - At policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i> )	5
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the results satisfactory?	10
<b>Maximum total score</b>	<b>100</b>

#### PROVISIONAL SELECTION

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

#### STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (*see Section 7 below*). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

The eligibility of applicants will be verified according to the criteria set out in *Section 4*.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

## **7. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS**

An applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the applicant:

1. The statute or articles of association of the applicant;
2. A copy of the 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);
3. A financial identification form of the applicant conforming to the model attached as Annex C of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the contracting authority, the application may be rejected.

After verifying the supporting documents, the Selection Committee will make a final decision on the award of grants.

## **8. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

The applicants will be informed about the Call for Proposals results within 60 days from the day when the Call for Proposals was announced. The list of approved applications will be published Belgrade Centre for Human Rights' website.

## **9. LIST ANNEXES**

### DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Financial identification form (only for provisionally selected)

## 10.INDICATIVE TIMETABLE

	DATE
1. Info session	11 May 2021
2. Deadline for requesting any clarifications from the contracting authority	17.05.2021.
3. Last date on which clarifications are issued by the contracting authority	24.05.2021.
4. Deadline for submission of applications	31.05.2021.
5. Information to applicants on opening, administrative checks and evaluation of applications (Steps 1 and 2)	10.06.2021.
6. Notification of award (after the eligibility check) (Step 3)	20.06.2021.
7. Informing the applicants and publishing the list of approved applications	25.06.2021.
8. Contract signature	01.07.2021.

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.

\* \* \*