



**CALL
for project proposals**

**Programme:
„RO20 Domestic and gender-based violence“**

Provider:	Programme Operator – Romanian Ministry of Justice
Funding:	Norwegian Financial Mechanism 2009 - 2014 and Romanian State Budget
Priorities:	<ol style="list-style-type: none">1. Supporting the network of units in the framework of the Law on domestic violence2. Awareness and sensitising activities3. Training activities for the professionals working in the field of domestic violence
Relevant programme outcome:	Domestic violence reduced
Call publication start date:	
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I. Introduction

On July 26th 2010 the Kingdom of Norway and the European Union concluded the agreement for the implementation of the Norwegian Financial Mechanism for 2009-2014 in view of contributing to reducing the economic and social disparities in the European Economic Area and consolidating the relations with the beneficiary states.

Subsequently, on March 21st 2012, the Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2009-2014 between the Kingdom of Norway and the Government of Romania was signed making available for Romania a total of € 115,200,000 out of which € 4,000,000 being allotted to the Programme Area "Domestic and Gender-Based Violence".

The Programme is complementary to the national and other non-reimbursable sources of financing and it will contribute to the strengthening of the bilateral cooperation between Romania and Norway, thus allowing the Romanian entities to exchange experiences and good practices with Norwegian partners.

The total budget available for call for proposals is € 2,276,892 (€ 1,935,358.2 Norway grant and € 341,533.8 national co-financing).

II. Scope of the call

This call for proposals aims at selecting specific projects of national interest to be co-funded by the Kingdom of Norway and the Government of Romania within the framework of the NFM 2009-2014.

The selected projects must enable progress to be made in attaining one or the two general objectives of the NFM, respectively reducing the economic and social disparities in the European Economic Area and consolidating the relations between the beneficiary and the donor state.

Each project submitted must address only one of priorities presented in Ch. III. "Call priorities" of the present call, in accordance with the Programme Agreement signed between the Norwegian Ministry of Foreign Affairs and the Romanian Ministry of European Funds for the financing of the Programme "Domestic and Gender-Based Violence" and will be analysed against the criteria set out in the present call for proposals.

The programme is intended to finance actions related to domestic violence, as defined in Law 217/2003 on the preventing and fighting against family violence, having in view that domestic violence remains a serious problem in Romania, affecting basic fundamental rights of victims such as dignity, access to justice and equality between women and men.

The Programme will also lead to the strengthening of the bilateral cooperation between the public, non-governmental and non-commercial entities from Romania and from Norway working in the field of the Programme. Thus, in order to intensify the bilateral cooperation, partnerships allowing the Romanian and Norwegian project partners to take advantage of each other's expertise are encouraged.

To facilitate the co-operation between Romanian and Norwegian entities, the Programme Operator will publish a list of potential project partners from Norway. The list is not exhaustive, and it is up to the project promoter whether it will choose one of the entities from the list, or find one individually. It shall also be stressed that the partnership with Norwegian institution is not mandatory, but represents an advantage for the assessment of the Project, in accordance with the award criteria presented in the call.

All potential promoters interested to submit applications are strongly encouraged to study the terms and conditions set out in this call for proposals and in the Guide for applicants published together with this call and constituting an integral part of the conditions of the call.

III. Call priorities

Project promoters must indicate one of the priorities presented below, to be addressed in their project proposals. Proposals shall complement the national efforts in the area of fighting domestic violence within the priorities outlined in this call; applications for funding that are duplications of on-going actions will not be considered eligible. All projects supported by this Programme should aim to meet the international and European standards in the area of gender-based violence and domestic violence and be based on internationally recognised best practice.¹

Projects should focus on one of the following **priorities**:

1. “Supporting the network of units in the framework of the Law no. 217/2003 on the preventing and fighting against domestic violence” offering support for creating and improving the necessary framework for providing effective and consistent support services to victims of domestic violence;
2. “Awareness and sensitising activities” offering support for increasing the awareness and sensitising the general population, including by actions at local level with regard to the negative effects of domestic violence;
3. “Training activities for the professionals working in the field of domestic violence” offering support for the prevention and identification of domestic violence, increasing the efficiency of inter- and intra-institutional coordination, increasing the level of knowledge on national legislation and European and international standards relevant for preventing and combating domestic violence.

¹ The following references are considered as “European standards” relevant for this call:

- 1) Council of Europe Convention on preventing and combating violence against women and domestic violence www.coe.int/conventionviolence; <http://www.coe.int/t/dghl/standardsetting/convention-violence/convention/Convention%2010%20Romanian.pdf>
- 2) Combating violence against women: minimum standards for support services, EG-VAW-CONF (2007) Study rev., Council of Europe, 2008. [http://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF\(2007\)Study%20rev.en.pdf](http://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF(2007)Study%20rev.en.pdf)

1. “Supporting the network of units in the framework of the Law on domestic violence”

1.1. Indicative type of activities

*1.1.1. Setting up of shelters/recovery centres/counselling centres for the victims of domestic violence or supporting and improving the functioning of the already set up shelters/recovery centres/ counselling centres for the victims of domestic violence **and** improving the services provided by the shelter/recovery centre/counselling centre*

The actions to be financed under this priority shall contribute to:

- Facilitating the access of DV victims, including the victims from vulnerable groups, to specialized services;
- Promoting at local communities level the services available to the victims of DV through the supported units;
- Creation and development of services within the centres, such as: protection and shelter, medical, and psychological care, advice and advocacy in accordance with the quality standards established for the social services in the field of domestic violence;
- Involvement of public institutions and private entities in providing social services and support to victims of domestic violence.

1.1.1.1. Target group

- Victims of domestic violence, including the Roma and other vulnerable categories of persons

1.1.1.2. Indicators to be achieved per project

- At least 1 shelter/recovery centre/counselling centre for the victims of domestic violence set up
or
- At least 1 shelter/recovery centre/counselling centre for the victims of domestic violence supported
and
- At least 10 victims from vulnerable groups accessing the services provided by the shelter/recovery centre/counselling centre per semester

1.1.2. Setting up or supporting of counselling centres for perpetrators and/or setting up or supporting of perpetrator programmes

The actions to be financed under this priority shall contribute to improving the safety of victims and children, increasing the accountability of perpetrators for their violent behaviour in the family by educating them through specific means on the responsibilities and risks posed by the acts of domestic violence and encouraging them to adopt non-violent behaviour in close relationships

The actions, in the context of setting-up or supporting counselling centres and/or perpetrator programmes, may also contribute to elaborating methodologies for the work with perpetrators of domestic violence in line with European standards and internationally recognised best practice².

1.1.2.1. Target groups

- Domestic violence perpetrators sentenced by the courts of law to attend the counselling programme/centre;
- Domestic violence perpetrators addressing willingly or referred by the police, family, physicians, psychologist, social workers etc.

1.1.2.2. Indicators to be achieved per project

- At least one counselling centre for perpetrators / perpetrator programme set up or activity supported;
- At least 5 DV perpetrators accessing the services of the supported counselling centres/programmes per semester

1.2. Eligible project promoters

- Romanian national and local institutions with legal attributions in the field
- Non-commercial and/or non-governmental organisations in partnership with Romanian public institutions with legal attributions in the field;
- Inter-governmental organisations operating in Romania having attributions in the field

* The centres set up within projects funded under the current call for proposal will operate under the subordination of or in coordination of the General Directorates for Social Assistance and Child Protection (DGSACPs), as well as, where appropriate, under the subordination of or in coordination with the services for public social assistance (SPSAs).

² For additional information on this matter please consult the following link: <http://www.work-with-perpetrators.eu/en/index.php>

1.3. Budget

The total budget for this priority area is € 1,294,539 (€ 1,100,358.15 Norway grant and € 194,160.85 national co-financing).

The minimum amount of grant assistance applied for under this priority area is € 170,000 and the maximum amount is € 500,000.

2. “Awareness and sensitising activities”

2.1. Indicative type of activities

2.1.1. *Actions undertaken for increasing the awareness and understanding among the general public on the harmful effects of domestic violence in a gender-sensitive way*

Projects can consider activities such as:

- Organising public debates, roundtables, forums, conferences and seminars on domestic violence, in particular at local level and addressing its harmful consequences on the victims, children and society as a whole
- Designing of campaigns against domestic violence and implementation through various means (e.g. TV, radio shows, door-to-door missions, distribution of informative materials: banners, posters, stickers, brochures, advocacy actions etc.

2.1.1.1. Target group

- General population;
- Victims of DV from all the regions of Romania;

2.1.1.2. Indicator to be achieved per project

- At least 70% of population acknowledging the existence of the law on domestic violence in place in Romania (to be reflected by a survey performed at the end of the project), in particular the rights and support it ensures for the victims and obligations it poses to the authorities to prevent domestic violence and protect its victims.

2.1.1.3. Grant budget for this measure

The total grant allocation for this measure is € 211,765 (€180,000 Norway grant and € 31,765 national co-financing). The minimum amount of grant assistance to be applied for under this measure is € 170,000 and the maximum amount is € 211,765.

2.1.2. Actions undertaken for increasing the awareness and understanding among the Roma population on the harmful effects of domestic violence in a gender-sensitive way

Projects can consider activities such as:

- Organising public debates, roundtables, forums, conferences and seminars on domestic violence, in particular at local level and addressing its harmful consequences on the victims, children and society as a whole
- Designing of campaigns against domestic violence and implementation through various means (e.g. TV, radio shows, door-to-door missions, distribution of informative materials: banners, posters, stickers, brochures, advocacy actions etc.).

2.3.1.1. Target group

- Victims of DV belonging to Roma ethnic groups and other vulnerable categories of citizens.

2.3.1.2. Indicator to be achieved for Roma project

- Survey performed at the beginning and the end of the project, reflecting the acknowledgement of the existence of the law on domestic violence in place in Romania by the Roma population.

2.3.1.3. Grant budget for this measure

The total grant allocation for this measure is € 317,647 (€270,000 Norway grant and € 47,647 national co-financing).

The minimum amount of grant assistance to be applied for under this measure is € 170,000 and the maximum amount is € 317,647.

2.2. Eligible project promoters

- Romanian national and local public institutions
- Non-commercial and/or non-governmental organisations established as legal persons in Romania;
- Inter-governmental organisations operating in Romania.

2.3. Budget

The total grant allocation for this priority area is € 529,412 (€ 450,000.2 Norway grant and € 79,411.8 national co-financing).

3. “Training activities for the professionals activating in the field of domestic violence”

3.1. Indicative type of activities

The actions to be financed under this priority shall contribute to:

- Raising awareness on domestic violence among relevant professionals and enhancing their capacity to prevent and detect such violence, including through effective multi-agency co-operation. The trainings will also increase the knowledge-base of professionals on national legislation and policy framework and European standards relevant for preventing and combating domestic violence, the needs and rights of victims and equality between women and men. Furthermore, the trainings will also equip the professionals with sensitivity and skills to prevent secondary victimisation.
- Promoting existing and developing new appropriate working instruments for the professionals working in the field of DV, such as guidelines/ methodologies etc.

3.2. Target group

- Professionals working in the field of DV in accordance with the legislation in force, such as members of the inter-sectorial teams set up at the level of county – police officers, gendarmerie, public health units, compartments fighting against domestic violence within the general directorates for social assistance and child protection, NGOs active in the field, representatives of the probation services, forensics, local authorities, personnel of the shelters and counselling centres for victims and perpetrators etc.

3.3. Indicators to be achieved per project

- At least 1 working instrument (e.g. guidelines, handbooks etc.) for the use of the specialists working with DV cases created;

The working instruments will be elaborated upon the consultation with the stakeholders (addressed public institutions) in view of avoiding overlapping and ensuring of a consistent response in line with the current needs.

- At least 250 professionals trained on DV.

The training curricula shall be established upon conducting a training needs assessment and agreeing upon with the stakeholders (addressed public institutions).

3.4. Eligible project promoters

- Romanian national and local public institutions;

- Non-commercial and/or non-governmental organisations established as legal persons in Romania;
- Inter-governmental organisations operating in Romania.

3.5. Budget

The total budget for this priority area is € 452,941 (€ 384,999.85 Norway grant and € 67,941.15 national co-financing).

The minimum amount of grant assistance applied for under this priority area is € 170,000 and the maximum amount is € 250,000.

IV. Administrative and financial provisions

1. How many proposals can be submitted?

A project promoter may submit only one application within the same priority.

A project promoter can participate in multiple projects as project partner. However, project promoters interested in participating in multiple projects shall have sufficient operational and financial capacity to implement the activities assigned to them in case more than one project gets selected.

A project may receive only one grant from the programme budget.

2. Start day and duration

Projects should be scheduled to start after the project contracts are signed.

The contracts of financing shall be signed subject to the existence of the necessary budgetary funds of co-financing in the budget of the Ministry of Justice, as Programme Operator. Applicants should take into account the time needed for the evaluation of the project proposals and the time required for preparing the project contract (indicatively, not less than 3 months after the deadline of the call). The actual start date of the project will be the date when the project contract will be signed by both the Programme Operator and the project promoter.

Projects can have a maximum duration of 20 months but not exceeding 30th of April 2016.

3. Financial provisions

3.1. Amount allocated for funding of the projects

The total indicative budget available is € 2,276,892 (€ 1,935,358.15 Norway grant and € 341,533.85 national co-financing).

3.2. Project grant rate

1. Grants from the programme will amount 100% of total eligible project costs in the case of projects where the project promoter is national or local public institutions. This rate will also apply for the project partners involved.
2. Grants from the programme may amount up to 90% of total eligible project costs in the case of projects where the project promoters are non-governmental or non-commercial organisations established as legal persons in Romania. The national or local public institutions, partners in a project financed having as promoter a non-governmental, non-commercial organisation shall not co-finance the project, as part of the grant rate is ensured by public funds. It is up to the project promoter and, if the case, the other project partners - non-governmental, non-commercial or inter-governmental organisations, to ensure the co-financing of the project and to agree on the financial arrangements between themselves.

The project promoters that are non-governmental organisations as defined in Article 1.5.1(m) of the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014³ may provide a maximum of 50% of the co-financing required in the form of **in-kind contributions**.

Depending on the type of work, two different levels of prices shall be used:

- In the case of administrative work/unskilled labour, the gross minimum wage in the economy at national level (including the required social security contributions required by the national legislation), as set by the Government Decision no. 871/18.11.2013 establishing the minimum gross salary, will be taken into consideration;

- In the case of complex/specialised work, the gross average wage in the economy at national level (including the required social security contributions required by the national legislation), as indicated in the Law no. 6/21.02.2013 on the state social insurance budget for the year 2013, will be taken into consideration.

3. Grants from the programme may amount up to 85% of total eligible project costs in the case of projects where the project promoters are inter-governmental operating in Romania. The national or local public institutions, partners in a project financed having as promoter an inter-non-governmental organisation shall not co-finance the project, as part of the grant rate is ensured by public funds. It is up to the project promoter and, if the case, the other project partners - non-governmental, non-commercial or inter-governmental organisations, to ensure the co-financing of the project and to agree on the financial arrangements between themselves.

³Art. 1.5.1 (m) "Non-governmental organisation" (hereinafter referred to as NGO): a non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs.

When setting the project grant rate, all applicable National and EU rules on State Aid shall be complied with.

3.3. The maximum and minimum grant amount per project and management costs

The minimum and maximum amounts of funding under the current call for proposal are established under each priority area under section III - Call priorities. The salary costs (internal or external) of the staff involved in project management will not exceed 15% of total eligible project costs.

3.4. Eligible expenditure and co-financing

Expenditure incurred shall be eligible as of the date of the signing of the project contract. The first and the final dates of eligibility shall be set in the project contract. The final date of eligibility shall be set in the project contract and it is estimated that it shall be no later than either 2 months after the scheduled completion of the project or 30th of April 2016, whichever is earlier.

Eligible expenditures of projects are those actually incurred by the project promoter, which meet the following criteria:

- (a) are incurred between the first and final date of eligibility of a project as specified in the project contract;
- (b) are connected with the subject of the project contract and are indicated in the estimated overall budget of the project;
- (c) are proportionate and necessary for the implementation of the project;
- (d) must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- (e) are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and according to generally accepted accounting principles; and
- (f) comply with the requirements of applicable tax and social legislation.

The eligible direct and indirect expenditure in a project are provided for in Art. 7.3 - 7.5 of the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014.

The eligible direct expenditures for a project are those expenditures which are identified by the Project Promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. In particular, the following direct expenditures are:

(a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

(b) travel and subsistence allowances for staff taking part in the project, provided that they are in line with the Project Promoter's and project partner's usual practices on travel costs and do not exceed the relevant national scales;

(c) cost of new or second hand equipment, provided that it is depreciated in accordance with generally accepted accounting principles applicable to the Project Promoter and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Programme Operator.

By way of exception from Article 7.3.1(c) of the Regulation, the entire purchase price of new and second hand equipment will be eligible in projects where the equipment is installed at the end of the project and the utilisation of the equipment starts after the closure of the project and/or in those cases where the equipment's use after project completion is limited to activities in line with the project's objectives.;

(d) purchase of land and real estate under the conditions set in Article 7.5 of the Regulation;

(e) costs of consumables and supplies, provided that they are identifiable and assigned to the project;

(f) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement. **The costs of construction, renovation or modernization of a building can be maximum 70% of total eligible direct costs of the project.**

(g) costs arising directly from requirements imposed by the project contract for each project (e.g. dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of any financial services (especially the cost of financial guarantees).

Unforeseen expenditures

A contingency share not exceeding 5% of the direct eligible costs may be included in the project budget. It may be used only with the prior written Program Operator and only for costs that could not be identified at the time of writing the project (eg. change in legislation, natural disasters, etc..).

Indirect costs (overheads)

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs.

Indirect costs of the project shall represent a fair apportionment of the overall overheads of the Project Promoter or the project partner.

The overheads for project promoters are eligible within a **maximum limit of 5% of the total eligible direct costs of the project** and shall be calculated according to the Art. 7.4 Paragraph 1 of the Regulation, as follows:

1. based on actual indirect costs for those Project Promoters and project partners that have an analytical accounting system to identify their indirect costs as indicated above (but not more than 5% of the total project budget);
2. a flat rate, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter.

In this case, the following methodologies will be envisaged:

- Number of project staff/total staff number x 100 = X % (but not more than 5% of the total project budget)
or
- Project office area /total office space of the project building x 100 = X % (but not more than 5% of the total project budget)

Special sustainability obligations:

In the case of projects that involve investment in real estate (including renovation) or if an exception from the depreciation-only rule for equipment is provided, the project promoters shall fulfill the following conditions:

1) Excepted equipment:

- a. Keep the excepted equipment in their ownership for a period of at least five years following the completion of the project and continue to use that equipment for the benefit of the overall objectives of the project for the same period;
- b. Keep the excepted equipment properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- c. Set aside appropriate resources for the maintenance of the excepted equipment for at least 5 years following the completion of the project.

The project promoters shall provide in the project application a list of the proposed excepted equipment for each project.

2) Buildings purchased constructed, renovated or reconstructed:

- Keep any buildings purchased, constructed, renovated or reconstructed under the project in their ownership for a period of at least 5 years following the completion of the project and continue to use such buildings for the benefit of the overall objectives of the project for the same period;
- Keep any buildings purchased, constructed, renovated or reconstructed under the project properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- Set aside appropriate resources for the maintenance of any buildings purchased, constructed, renovated or reconstructed under the project for at least 5 years following the completion of the project.

For further details related to eligible expenditures please check the Guide for applicants.

3.5. Payment system

Funding shall be provided within a system of advance payments and reimbursement of the costs incurred, differentiated for each type of project promoter (public institution or non-profit organisation, non-commercial organisation, inter-governmental organisation etc.).

Thus, depending on the legal status of the applicant the payments will be made as follows:

- A. When the project promoter is a national or local public institution** – the applicable system of payments will be advance payments and interim advance payments.
- ✓ The advance payment of 10% of the grant will be transferred in maximum 10 working days after signing the project contract. The advanced payment will not be performed under any circumstances before the signing of the contract and the starting date of the project.
 - ✓ Interim payments will be paid to promoters, based on the following documents that must be submitted by the project promoter:
 - An interim narrative and financial reports to be submitted every 4 months describing the activities to be performed during the next period and the needed budget for covering them and
 - A request for payment – standard form.
 - ✓ The balance payment in amount of at least 10% shall be paid after the approval of the final report.

- B. When the project promoter is a non-commercial organisation and/or inter-governmental organisation operating in Romania and/or non-governmental organisation established as a legal person in Romania – the applicable system of payments will be reimbursement of the incurred costs.**
- ✓ The advance payment of 10% of the grant will be transferred in maximum 10 working days after signing the project contract. The advanced payment will not be performed under any circumstances before the signing of the contract and the starting date of the project.
 - ✓ Interim payments will be paid to promoters, based on the following documents that must be submitted by the project promoter:
 - An interim narrative and financial report to be submitted every 2 months
 - A request for payment – standard form.

V. Selection of the projects

1. Eligibility criteria

1.1. Eligibility of the project promoter

The following entities will be eligible to apply under the present call for proposal:

- Under the priority area “Supporting the network of units in the framework of the Law on domestic violence” eligible applicants are Romanian national and local public institutions.
- Under the priority area “Awareness and sensitizing activities” eligible applicants are Romanian national and local public institutions; non-commercial and/or non-governmental organisations established as legal persons in Romania; inter-governmental organisations operating in Romania.
- Under the priority area “Training activities for the professionals activating in the field of domestic violence” eligible applicants are national and local public institutions; non-commercial and/or non-governmental organisations established as legal persons in Romania; inter-governmental organisations operating in Romania.

The eligible applicants must comply with the following criteria:

- a. respect democratic values and human rights
- b. be able, according to their status, to act in the field addressed by the project
- c. be directly responsible for the design and project management along with the partners, not acting as intermediaries.

The non-governmental organisations must be legally established in Romania, organised and managed according to the Romanian legislation on NGOs, respectively associations,

foundations and federations, established under the Government Ordinance no. 26/2000 and Law no. 21/1924 on associations and foundations, as amended and supplemented.

The non-commercial organizations must be non-state actors activating in the field of domestic violence.

The inter-governmental organisations need to have their tax residence in Romania in order to be considered eligible as project promoters.

When applying for funding, applicants will sign and submit a declaration certifying that they meet the eligibility referred to in this section.

1.2. Eligible partners

The eligible project partners are: public or private entities, commercial or non-commercial, as well as non-governmental organisations, all of whose primary locations are either in Norway, Beneficiary States or a country outside the European Economic Area that has a common border with Romania, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project.

The project partner has to share with the Project Promoter a common economic or social goal which is to be realised through the implementation of the project.

It is imperative that all partners have legal personality and respect for democratic values and human rights.

In order to carry out projects, under the priority “Supporting the network of units in the framework of the Law on domestic violence” the promoters may submit projects alone or in partnerships.

Thus, the Romanian national and local public institutions may submit projects alone or in partnership with other local authorities and/or other social service providers, public or private, including non-commercial organisations established as legal persons in Romania or Norway, non-governmental organisations established as legal persons in Romania or Norway or inter-governmental organisations operating in Romania.

Publicly funded institutions can establish partnerships with non-governmental, non-commercial or commercial entities, only by applying a transparent and non-discriminatory procedure for selection, in accordance with the Romanian legislation providing the procedures for selecting private partners in the framework of NFM 2009-2014. Thus, in case of established partnerships with non-governmental, commercial and non-commercial entities fiscally registered in Romania, the transparent and non-discriminatory procedure for choosing partners shall be considered satisfied if the promoter proves that it made public its intention to establish a partnership with non-governmental and non-commercial entities to implement a project financed by the Norwegian Financial Mechanisms, mentioning the main activities of the project and the minimum conditions to be met by partners via media channels with national coverage or internet and proves that has selected its partners from non-governmental, commercial and non-commercial entities responding to the public announcement.

Partnerships with entities from Norway are not mandatory, but recommended. In order to support the process of establishing partnerships with partners from Norway, the Programme Operator encourages applicants to visit the websites: <http://norwaygrants.just.ro> and <http://www.ngonorway.org/> (information on potential partners from Norway). Please note that if the project is developed in partnership with a Norwegian entity and/or the project will create prerequisites for strengthening bilateral relations with Norway an additional bonus up to 10 points can be granted to the project proposal during the selection procedure, in accordance with Section V. 3 of the present call.

In cases of established partnerships with private entities fiscally registered in Norway, the transparent and non-discriminatory procedure for selection of partners shall be considered satisfied if the promoter proves that partners were selected out of organisations that activate in the field in accordance with the specific objectives of the project and, according to their status, can carry out the activities proposed in the project proposal.

If an application is submitted in partnership, it is necessary to append a document which confirms the establishment of the partnership, in the form of a partnership agreement using the template provided by the Program Operator.

The **partnership agreement** shall contain the following:

- (a) provisions on the roles and responsibilities of the parties;
- (b) provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners can get reimbursed from the project budget;
- (c) provisions on the method of calculating indirect costs and their maximum amount;
- (d) currency exchange rules for such expenditure and its reimbursement;
- (e) provisions on audits on the project partners;
- (f) a detailed budget, with itemised costs and unit prices; and
- (g) provisions on dispute resolution.

The Partnership Agreements with partners from Norway or with inter-governmental organisations must be submitted in English. The applicant must act as coordinator for the project and, when selected, will represent the partners in relation with the Programme Operator and sign the project contract. The eligibility of the costs incurred by the partners will follow the same rules that will apply to the costs incurred by the applicant.

In order to facilitate bilateral cooperation between Romanian and Norwegian entities, in the case of donor project partnerships, a letter of intent by a Norwegian partner is sufficient at the stage of submitting the application. However, the project promoter, subject to the reject of the project application for failing to comply with the administrative criteria, will have to provide the partnership agreement with all the requirements presented above, within 30 days after the deadline for submitting the project applications indicated in the call.

The partners must have the ability to carry out relevant activities within the project. The applicant must describe in the application form the added value of each partner involved in the project.

The declaration that applicants shall submit with the application form (see Annex ... of the Guide for applicants) shall certify the fact that the partners meet the eligibility requirements listed in this section.

1.3. Eligibility of the application

- The application must be submitted before the deadline set out under this call for proposals;
- The application must be submitted using the procedure specified under section VI of this call for proposals;
- Only new activities will be eligible for financial support under the Norway Financial Mechanism 2009 - 2014; activities that have started before the deadline for the submission of applications for funding will not be eligible for financing;
- The duration of implementation of the projects must not exceed 20 months;
- The grant applied for cannot be lower than € 170.000 and cannot exceed the amounts indicated in under each priority area.
- The application must contain a balanced budget presenting the sources of co-financing other than the project grant, taking into account that besides the grant for the projects promoted by the public institution of 100%, for projects promoted by non-governmental or non-commercial organisations, the grant shall not exceed 90% of the total costs of the action, while for projects promoted by inter-governmental organisations operating in Romania, the grant shall not exceed 85% of the total costs of the action.

2. Exclusion criteria

The ineligible applicants under this call are all legal entities that do not meet all the criteria mentioned in sections V.1.1 and V.1.2.

The legal entities that are in one of the following situations are not entitled to receive a grant under the present call:

- a. Are bankrupt, are in the process of judicial management or liquidation, have suspended their activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in the legislation or national regulations in force;
- b. Are guilty of grave professional misconduct proven by any means, which the Programme Operator can justify;
- c. Have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes to the state budget, in accordance with the legal provisions of the country in which they are registered;
- d. Are subject to a final judgment *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity affecting the financial interests,

without any evidence that they have taken in recent years corrective action in this regard;

- e. Have been declared to be in a serious breach of contractual obligations on the procurement procedures or procedures for the award of grants;
- f. Are subject to a conflict of interest with organizations or individuals directly or indirectly involved in the grant award procedure;
- g. Are guilty of serious misrepresentation in supplying the information required by the Programme Operator as a condition of participation in the call for proposals or fail to supply the information requested.

For projects selected for funding, the applicant will be required to sign a declaration stating that it is not in any of the situations abovementioned in points (a) to (f). The Programme Operator reserves the right to request any documentation to support this statement.

3. Award criteria

The independent evaluators will appraise the applications using the following criteria:

- **Relevance of the project** – 25 points; minimum 14 point needed:
 - ✓ Project's contribution to the programme objectives and compliance with the relevant national strategy - max. 5 points.
 - ✓ Project's contribution to the achievement of the indicators assumed through the Programme Agreement - max. 5 points.
 - ✓ Demonstrating the need to implement the project (problem, approach) - max. 5 points.
 - ✓ Proving the fact that the results and impact of the project are feasible and the project produces a real change - max. 5 points.
 - ✓ The target groups and beneficiaries are strategically chosen, are clearly defined and include vulnerable groups - max. 5 points.
- **Quality of the project** – 35 points; minimum 18 points needed;
 - ✓ Project's implementation methodology – max. 10 points.
 - ✓ Presentation of the objectives which should be clear and realistic - max. 5 points.
 - ✓ Description of the activities which must be feasible and contribute to the achievement of the results – max. 5 points.
 - ✓ Presentation of the expected results, which must be quantifiable and measurable by proposed indicators – max. 5 points.
 - ✓ Identifying potential problems/risks during project implementation and proposing measures to reduce/eliminate them – max. 5 points.

- ✓ Defining the structure of the project team which must be linked with the proposed activities – max. 5 points.
- **Project budget** - 10 points minimum 6 points needed;
 - ✓ The budget must be correlated with the activities described in the technical side - max. 5 points.
 - ✓ The budget detailed on expenditure categories must be realistic, justifiable and consistent - max. 5 points.
- **Sustainability** – 10 points; minimum 6 points needed;
 - ✓ Reflected in concrete solutions offered to the sustainability of the project after the completion of the implementation period.
- **Dissemination of project results** - 10 points; minimum 6 points needed;
 - ✓ Reflected in the methodology for the promotion and dissemination of project results at national and/or local level by the promoter; promotion and visibility activities are described, measurable, adapted to the specificities of the target groups, of the project objectives and meet the donor's requirements.
- **Strengthened bilateral relations with Norwegian entities** - 10 points; minimum 0 points needed
 - ✓ Reflected by the fact that the project will be developed in partnership with a Norwegian entity and/or the project will create prerequisites for strengthening bilateral relations.

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to the Programme's objectives and to the priorities of this call in a cost-effective manner. Synergies and complementarities with other funding instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

4. Selection procedure

The mechanism for the selection of projects involves 3 phases: administrative (first phase) and eligibility conformity (second phase) conducted by the PO and substantive evaluation (third phase), conducted by independent experts against the specific criteria formulated in the present call and in the Guide for applicants.

1. Within the **first phase**, the PO will verify the formal conformity of the project proposals, analysing aspects such as the correct and complete filling in of all the fields of the project template, the submission of the project before the deadline, the number of copies required, the signature of the authorised person, stamps etc.
2. During the **second phase**, the PO will verify the eligibility of the promoters, including the institutional, legal and financial aspects regarding the project promoters, as well as the eligibility of the projects, respectively of the proposed actions, expenses, duration of implementation, compliance with the national and

European legislation in the field of equality of chances, sustainable development, public procurement, information, publicity, state aid etc.

In case the documents are ambiguous, the PO will request clarifications from the project promoters. A list of the projects passing the first 2 administrative phases will be published by the PO on the Programme's webpage.

3. During the **third phase** of the evaluation (substantive evaluation), the independent experts will verify the content of the project, respectively the quality of the project, relevance, budget, sustainability, dissemination of the results of the project, strengthening of the bilateral relation with entities in Norway etc.

After the completion of the evaluation, the independent experts will submit to the PO the lists of scores for the projects and the evaluation sheets of the projects. Should the difference between the scores given by two experts be more than 30%, the PO will commission another independent expert to score the projects separately. The average score of the two experts or of the two closest scores (in case a third expert is commissioned) shall be used for the ranking of the projects.

A Selection Committee will analyse the list of the evaluated projects and the summary of the projects selected, of the projects on the reserve list, as well as of the projects rejected.

A Selection Committee shall be formed in order to recommend the projects to be funded within the programme. The Selection Committee shall consist of at least three persons possessing the relevant expertise of which: at least two members of the Programme Operator and at least one member external of the Programme Operator. The donor programme partners, respectively, the Norwegian Police Directorate and the Council of Europe shall be invited to participate in the selection Committee's meetings in an advisory capacity.

The role of the Selection Committee is to review the results of the selection process, taking into account the scores obtained by each proposal project, the financial allocation for each priority of call for proposals and to recommend projects to be funded under the program. The Selection Committee members will review the list of evaluated projects and the summary of the project proposals proposed for financing, as well as the ones on the reserve list and the rejected ones.

Following the evaluation, the Selection Committee will:

- approve/reject the listed projects
- modify the final list

The Selection Committee will submit to the PO the final report including the list of the projects selected and rejected. The PO will analyse the list and will approve/reject the projects. The PO will modify the ranking if the selection process did not observe the provisions of the applicable Regulation or/and if the recommendation of the Selection Committee is not compliant with the rules and objectives of the Programme.

The final list of the projects will be approved by the PO and published on the Programme's webpage. Additional information related to the selection of the projects can be found in the Guide for applicants.

5. Information concerning the means of appeal available to the applicant

The promoters whose projects have been rejected during the first two evaluation phases may appeal the decision in 3 working days from the list of projects publishing on the Programme's webpage.

The PO will analyse the appeals and will publish the final list in 5 working days from the deadline for the submission of the appeals.

The decisions of the PO will be final and will be published on the Programme's webpage.

VI. How to submit an application

1. Time, place and manner for submitting applications

The call for proposals under the Programme "Domestic and Gender-Based Violence" is held in the period from **03. 02. 2014 to 16. 04. 2014 by 17:00 (Eastern European Time, UTC+02:00)**.

The application shall be submitted in the form and with the annexes available on the website of the Programme, respectively norwaygrants.just.ro, Section Open calls (<http://norwaygrants.just.ro/en-gb/calls/opencalls>). The application signed by an authorised person together with the required annexes should be submitted in paper and electronic version (CD/DVD). The application in the electronic version should be in a file format serviced by the MS Office package (extension xls, xlsx, doc, docx) or Adobe Reader (pdf). The CD must also contain scans of all the necessary documents. The application submitted in an electronic version must be identical with the paper version.

The application form together with the required annexes shall be submitted in 1 paper copy (A4 format) and 1 electronic copy to the following address:

Ministerul Justiției

Direcția Programe Europene

Str. Apolodor, nr. 17, sector 5

București

050741

România

The application has to be submitted in an envelope or package, via post office, courier mail or in person, in the office hours of the office of the Romanian Ministry of Justice (Monday-Friday 9.00-17.00).

The envelope or package containing the complete competition documentation has to be included the following information:

- Application for project funding under the Programme R020 „Domestic and gender-based violence“, NFM 2009-2014;
- Full name of the applicant;
- Address of the applicant;
- Project title.

If the application is sent via post office or a courier mail the mailing date or postal receipt is relevant.

2. Language of the application form

The application form and all the required annexes should be submitted in Romanian, irrespective of whether the project is submitted by a national entity only or in cooperation with a partner from a Donor State. Moreover, the promoters will have to fill in the text of the application, a short summary of the project in English.

3. List of annexes to the application required

Required annexes, including a publicity plan, have to be submitted together with the application form. Information on the required annexes is included in the Guide for applicants.,

4. Documents for download

The application form should be developed in line with the following programme and application documents that will be published by the PO on the Programme's webpage:

- Application form and annexes;
- Guide for applicants developed by the Programme Operator;
- Memorandum of Understanding on implementation of the Norwegian Financial Mechanism 2009-2014;
- Regulation on implementation of the Norwegian Financial Mechanism 2009-2014.

For further information on the rules and regulations and other guidance and advice on the Norway Grants, please consult the following link <http://eeagrants.org/Results-data/Results-overview/Documents/Toolbox-for-programmes>.

5. Contact with the Programme Operator

All inquiries concerning the call for proposals should be directed to the following e-mail address:

norwaygrants@just.ro

The timeframe for answering queries is estimated at 3 working days and the answers shall be posted on the internet site of the programme.

Working hours of the Ministry of Justice are:

Monday-Friday: 9.00 am – 5.00 pm.

Direcția Programe Europene

Str. Apolodor, nr. 17, sector 5

București, 050741, România