



**Organization for Security and Co-operation in Europe
High Commissioner on National Minorities**

RfP HAG 005/2019

The Hague, 23 May 2019

Request for Project Proposals

The High Commissioner on National Minorities (HCNM) is establishing a roster of pre-qualified Implementing Partners (IPs) to be further engaged in implementing projects to promote the integration of Ukraine's diverse society in one of three policy areas: 1) effective participation in public life, 2) education or 3) media.

Background: The High Commissioner on National Minorities provides “early warning” and, as appropriate, “early action” at the earliest possible stage in regard to tensions involving national minority issues. The HCNM is an instrument for conflict prevention and as such takes a longer term perspective to address the root causes of inter-ethnic conflicts. To prevent inter-ethnic conflicts, successive High Commissioners have recommended that States adopt measures and implement policies aimed at promoting the integration and cohesion of diverse, multi-ethnic societies. The accumulated expertise of the HCNM has been synthesized in The Ljubljana Guidelines for the Integration of Diverse Societies. The Ljubljana Guidelines understand integration as a dynamic, multi-actor process of mutual engagement that facilitates effective participation by all members of a diverse society in economic, political, social and cultural life, and fosters a shared and inclusive sense of belonging at national and local levels.

While integration is a state responsibility, the Ljubljana Guidelines understand that integration policies affect all sectors of society and thus require the engagement of a wide variety of actors: institutions at all levels, private actors and civil society in the broadest sense, including non-governmental organizations. Civil society actors play an important role by providing input on integration policies based on grassroots experience. They are also potential actors in implementing policies and plans.

Please note that this Request for Proposals is looking to establish a roster of qualified implementing partners, for which the requirements and process described in this document serve to identify and evaluate candidates. Therefore potential awarded projects in the future would not necessarily be the one submitted by the implementing partner, nor is it guaranteed that any project will be awarded.

Proposed areas of intervention: The HCNM welcomes project proposals that aim at piloting good practices with the two-fold objective of building capacities at the regional and local levels and fostering diversity and dialogue between majority and minority communities in one of these three policy areas:

- 1) Effective participation in public life,
- 2) Education,
- 3) Media.

Attached to this document as annexes are:

- D) The Ljubljana Guidelines on Integration of Diverse Societies

- E) The Lund Recommendations on the Effective Participation of National Minorities in Public Life
- F) The Hague Recommendations Regarding the Education Rights of National Minorities
- G) The Tallinn Guidelines on National Minorities and the Media in the Digital Age

Project coverage area: Ukraine, project proposals with a focus on one or more regions are welcome.

Timeframe: up to 1 year.

Budget: up to EUR 50,000,

Who Can Apply: non-profit, civil society organizations, think-tanks with demonstrated relevant experience in the field of national minorities and integration. Applicants are strongly encouraged to partner with grass-roots national minority civil society organizations at central and/or regional levels and public authorities, and clearly show their proposed level of involvement and division of labour in the proposal.

Procedures: The documents mentioned in the application instructions have to be submitted by email to procurement.hcnm@osce.org by **12 July 2019 12:00 CET**. Proposals received after this deadline will not be accepted.

Questions regarding this call can be submitted to sarah.stephan@osce.org until **24 June 2019 12:00 CET**. HCNM will then share all questions and answers with all interested parties in writing.

Application Instructions: Applicants should use the provided OSCE project proposal template (Annex A) and should include concrete content of the different activities proposed.

In addition to the project proposal, the following information should be provided:

1. Staffing Plan

- Roles and Responsibilities;
- CV's of Key Staff.

2. Institutional Capability (should not exceed 1 page)

- Describe the applicant's technical and administrative experience and capabilities in conducting projects similar to the project proposed.

3. Completion of 'Implementing Partner Questionnaire' (Annex B)

- Fill in the provided form and attach requested documents.

4. Budget (Annex C)

- Provide a detailed budget explaining the use of funds by activities. Please use the provided template.

Evaluation Process:

During the selection process, at the initial stage organizational qualifications and attachments to the questionnaire will be evaluated by pass / fail criteria. Only those

applicants who pass initial evaluation will pass to further evaluation of professional capacity criteria, financial and project management.

All submissions will be reviewed, based on:

- Project feasibility and impact
- Project proposal clarity and applicability
- Staff and organizational capacity
- Budget clarity and adequacy

Candidates showcasing necessary capacity through their submitted documents will be shortlisted and invited to participate in interviews in August 2019. Successful applicants will be placed on HCNM's Implementing Partner Roster for three years and can be approached to implement projects relevant to HCNM's involvement in Ukraine.