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United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

**INVITATION FOR EXPRESSION OF INTEREST BY
REFUGEE-LED ORGANIZATIONS (RLOs),
COMMUNITY-BASED ORGANIZATIONS (CBOs)
IN THE CZECH REPUBLIC**

This invitation is part of the UN Refugee Agency (UNHCR) program promoting (local) civil society organizations' participation in the Refugee Response in the Czech Republic, in particular, those that are led by affected populations (refugees, asylum-seekers, stateless persons, and host communities) and contributing to assessing community strengths and needs, inclusive and accessible planning and program implementation, and capacity development.

UNHCR is committed to mainstreaming a community-based protection approach across the Refugee Response in the Czech Republic, building on the existing strengths of local organizations and refugee initiatives promoting participation, inclusion, diversity, and localization.

Therefore, UNHCR Office in Prague aims to support the refugee-led community activities to continue responding to the needs of their community, strengthening their participation in programs and decisions that affect them by establishing a small-scale partnership with UNHCR and implementing in 2023 a Grant Agreement (GA) for a maximum of CZK 100,000.

UNHCR promotes an Age, Gender and Diversity policy, as such organizations led by refugees, women, youth, persons with disabilities, LGBTQI+, members of the Roma community, and other diverse groups are strongly encouraged to apply.

This Call prioritizes activities that support:

- Effective inclusion of displaced persons in local communities.**
- Strengthening the resilience of displaced people.**
- Legal/social assistance to improve and support access to rights.**
- Provision of specialized services to persons with specific protection needs/vulnerability.**

NOTE: activities related to procurement, and distribution of food and/or medicine, cross-border activities, transportation for relocation purposes, housing support will not be covered.

A Project Proposal (within an initial total amount of max. CZK 100,000) can be submitted for one or more activities.

A Proposal Form for activities to be implemented by the end of 2023 **must be submitted by 18 August 2023 to czep@unhcr.org with the subject line: "Expression of Interest CZ-2023 – [name of the organization]"**. For example, if the name of your organization is "Helping Hand Refugees", the subject matter will be: Expression of Interest CZ-2023 – Helping Hand Refugees.



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The basis of the partnership will be a grant agreement that entails a description of the activities envisaged during the grant period, a commitment to use funds solely for the purpose of activities and capacity building, as well as financial and performance reporting requirements.

Eligibility

The following organizations are eligible:

Option 1: An organization that is legally registered in the Czech Republic where it intends to perform activities or an organization registered in another country and authorized to operate in the Czech Republic, where it intends to perform activities.

Option 2: An organization that is not registered but has a legal status under the laws of the Czech Republic where it intends to perform activities that allow the organization to conclude contracts in its own name.

Option 3: An individual representing the organization has a legal status in the Czech Republic where the organization intends to perform activities.

Eligibility will be determined based on the review of the submissions of applicant organizations, including their respective governing documents and any other pertinent documentation demonstrating that they meet the eligibility criteria.

UNHCR reserves the right to accept a proposal in whole or in part. The conclusion of a Grant Agreement with UNHCR is subject to a selection process and eligibility based on a review of the proposal, relevant background and financial management documents, integrity, and impact in the community in the last 6-12 months.

Project Period

This invitation for expression of interest covers activities to be implemented during 2023, with the possibility of retention in 2024 subject to satisfactory performance and availability of funding).

The proposed activities should start at the earliest mid-September or even the beginning of October and be concluded by 31 December 2023.

Submission & deadlines

Date Open: 17 July 2023

Date Closed: 18 August 2023

Queries will be accepted via e-mail to czep@unhcr.org

For the submission of your application, please send it to the following email address:

czep@unhcr.org

Forms to UNHCR should be filled in **English**; if there are language difficulties, proposals can be exceptionally submitted also in **Ukrainian, Russian, or Czech** (our team will translate).

The proposal form (editable PDF) can be downloaded at: <https://help.unhcr.org/czech/>
A proposal template (Word document) can be requested by sending an email to: czepr@unhcr.org

UNHCR will contact the selected applicant to initiate the partnership, as per the operational priorities, following a review of the applications and decision by the Office.

All applicant organizations will receive a reply to their applications.

Main selection Criteria

Qualification as a Community-based Organization (CBO): A CBO is a group of people who come together to accomplish a common goal (or a set of goals) that provides services at the community level. It is a non-profit, grass-root organization whose activities are based primarily on volunteer efforts. This means that CBOs depend heavily on voluntary contributions for labour, material, and financial support. CBOs may be registered or not.

Qualification as Refugee-led Organization (RLO): A Refugee-led Organization (RLO) is an organization that is either entirely established and led by refugees/asylum seekers or has more than 50% of refugees/asylum seekers in positions of leadership and decision-making. The organization primarily provides advocacy, protection and assistance for communities affected by displacement. Some, but not all RLOs are officially registered.

Applicant Organizations are required to file an application that sets out the name of the grantee and the members of the organization and include of copies of the organization's documents and bank account details (in case of informal organizations, include the identification documents of the individual representing the organization, and bank account details). The eligibility checklist includes the following and applicants are encouraged to submit any evidence vis-à-vis meeting the selection criteria.

References/Experience working with UNHCR or its partners, and/or evidence of previously implemented initiatives.

Organizational Sustainability: Number of years the organization existed.

Governance structure: Documented evidence of an internal governing structure and diverse representation in planning and decision-making (if available).

Operational Effectiveness: Documented evidence of beneficiaries from its operations/projects and feedback from previous beneficiaries.

Inclusion and Diversity: Equitable access by all members of a community, regardless of age, gender, ethnicity or social group to information, resources and decision-making opportunities in the organization.

Legal Status: Determination of the legal status of the organization and the appropriate contracting party. If the organization is neither registered in the Czech Republic where it intends to perform activities nor in any other way legally authorized to operate in the Czech Republic and conclude contracts in its own name, UNHCR cannot sign an agreement with the organization. If, however, a key member of the organization has a legal status in the Czech Republic where the organization intends to perform activities, UNHCR may consider signing an agreement with that individual as a representative of the informal organization and its participants. Otherwise, UNHCR cannot provide a grant to this organization.



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Financial Management: If the organization does not have a bank account in its legally registered name, a bank account for a key member of the organization in their name, or a key member of the organization with access to mobile money, then UNHCR cannot provide a grant to this organization.

Other Safeguards: The organization should confirm that it is accountable for its individual members to commit to the Code of Conduct, undertake mandatory training on fraud and on prevention and response to Sexual Exploitation and Abuse (<https://www.unhcr.org/protection/operations/405ac6614/secretary-generals-bulletin-special-measures-protection-sexual-exploitation.html>) and report misconduct and that UNHCR may conduct periodic monitoring.

Issuing UNHCR Office	UNHCR Office, Czech Republic
Contact Address	Václavské náměstí 1282/51, Prague 1, czepr@unhcr.org , www.unhcr.org/cz/
Head of National Office	Mr Ajmal Khybari
Date	17 July 2023

More information about Refugee Response in the Czech Republic:

<https://data.unhcr.org/en/situations/ukraine/location/10819>

More information about grant agreements globally:

<https://www.unhcr.org/media/unhcr-grant-agreements-organizations-led-displaced-and-stateless-persons-briefing-note>