



This action is funded by the European Union

ANNEX 16

Of the Commission Implementing Decision on the adoption of the Multiannual Action Programme 2016 and 2017 for the European Instrument for Democracy and Human Rights.

ACTION DOCUMENT FOR SUPPORT MEASURES

1. Title/basic act/ CRIS number	Support measures CRIS number: EIDHR/2016/038-673 for EUR 1 000 000 and EIDHR/2017/038-677 for EUR 1 000 000 financed under the European Instrument for Democracy and Human Rights
2. Zone benefiting from the action/location	In principle, actions must take place in the EU partner country where the support has been awarded.
3. Programming document	Multiannual Indicative Programme (2014-2017) for the Instrument for Democracy and Human Rights Worldwide - Commission Implementing Decision C(2014) 7529 of 21.10.2014
4. Sector of concentration/ thematic area	Human Rights and Democracy
5. Amounts concerned	The total budget for this action is EUR 2 000 000. The contribution is for an amount of EUR 1 000 000 from the general budget of the European Union for 2016, subject to the availability of appropriations following the adoption of the relevant budget and for an amount of EUR 1 000 000 from the general budget of the European Union for 2017, subject to the availability of appropriations following the adoption of the draft budget and the budget.
6. Aid modalities and implementation modalities	Project Modality Direct management: procurement of services
7. DAC code	15160 - Human Rights and Democracy

8. Markers (from CRIS DAC form)	General policy objective	Not targeted	Significant objective	Main objective
	Participation development/good governance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Aid to environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gender equality (including Women In Development)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Trade Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Reproductive, Maternal, New born and child health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RIO Convention markers	Not targeted	Significant objective	Main objective
	Biological diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Combat desertification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Climate change mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climate change adaptation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Global Public Goods and Challenges (GPGC) thematic flagships	N/A			

Summary

This Action provides the necessary support for the sound management of the European Instrument for Democracy and Human Rights (EIDHR) programme, the achievement of its expected results and objectives and the measurement, analysis and reporting on its impact

This action intends to support the new EU Action Plan on Human Rights and Democracy "Keeping human rights at the heart of the EU agenda" which was adopted by the FAC on 20 July 2015. The new Action Plan aims to reinforce the implementation of the EU's human rights and democracy policy with a special emphasis on strengthening ownership by local institutions, mechanisms and civil society actors, and on invigorating support to Human Rights Defenders

1 CONTEXT

1.1 Thematic area

Any actions under this Action Document shall respect and shall be implemented in accordance with the Charter of Fundamental Rights of the European Union.

1.1.1 Public Policy Assessment and EU Policy Framework

The European Commission is committed to enhancing and deepening its communication and exchanges with civil society and non-governmental organisations in the broad fields of promoting democracy and respect for human rights and fundamental freedoms. In addition to the role of civil society organisations (CSOs)¹ as essential partners in implementing the European Instrument for Democracy and Human Rights, consultation of CSOs and their expertise has become an integral element in the Commission's policy formulation in the field of promoting democracy and respect for human rights in third countries. Additionally, coordination between EIDHR beneficiaries under specific priority areas of the EIDHR is necessary in order to ensure coherence and avoid overlaps in implementation.

1.1.2 Priority areas for support

Strengthening the role of civil society in promoting human rights and democratic reform, in supporting the peaceful conciliation of group interests and in consolidating political participation and representation is an essential element of the EIDHR regulation. Commission Delegations are able to spend up to 10 % of the respective annual operational country allocation on Support Measures accompanying the implementation of country-based support schemes (activities in the field of communication, capacity-building, consultation and meetings with local civil society organisations, etc.).

This Action Document provides for a budgetary allocation to the Commission headquarters allowing the necessary complementary support and synergies.

2 RISKS AND ASSUMPTIONS

Risks	Risk level (H/M/L)	Mitigating measures
<ul style="list-style-type: none">An imperfect cooperation between the different partners in the projects resulting in delays and information retention leading to non-achievement of certain end results.Unexpected developments or delays that would make the results obtained with these projects	L	These risks will be mitigated by close monitoring of the projects

¹ The term "Civil Society Organisation" is intended to include a broad range of partners in civil society, including trade unions, employers' associations, political foundations, think tanks, faith based groups, academics and individual human rights defenders, etc.

eventually irrelevant		
Assumptions		
Sufficient human resources devoted to the action		

3 LESSONS LEARNT, COMPLEMENTARITY AND CROSS-CUTTING ISSUES

3.1 Lessons learnt

The support measures allowed programme and project preparation to proceed in a quick and effective manner. Furthermore, the support measures to existing EU programmes ensured reinforcing efficiency, performance and impact of all activities related to EIDHR implementation. In particular, funding for small-scale support measures makes a vital contribution to the partnership and consultation with civil society organisations.

3.2 Complementarity, synergy and donor coordination

The activities, allowing preparation, follow-up, monitoring, audit and evaluation activities directly necessary for the implementation of the Regulation (EU) No 235/2014 establishing a European Instrument for the promotion and the support of Democracy and Human Rights (EIDHR), will be developed if necessary in coordination with the EU Delegations in third countries/regional organisations. The European Commission and the European External Action Service (EEAS) will maintain close coordination with EU Member States, and with other donors involved in this thematic activity.

Coordination with EU Member States, the Commission services and with EU Delegations is assured.

3.3 Cross-cutting issues

The European Instrument for Democracy and Human Rights is mainly focused on consolidating good governance, democracy and human rights and the promotion and protection of the human rights of those discriminated against in third countries. Special attention will be given to achieving the widest possible participation in the seminars by local, national and international actors in human rights and democracy issues in the third country or regional organisation concerned.

4 DESCRIPTION OF THE ACTION

4.1 Objectives/results

The objectives of this actions consist in allowing preparation, follow-up, monitoring, audit and evaluation activities directly necessary for the implementation of the Regulation (EU) No 235/2014 establishing a European Instrument for the promotion and the support of Democracy and Human Rights (EIDHR) , and the achievement of its objectives, such as studies, meetings, information, audits, evaluations, awareness-raising, training and publication activities, including training and educational measures for partners from civil society. These measures are for the benefit of beneficiaries and partners of the EIDHR programme or for the common benefit of the beneficiaries / partners and the EU.

These measures include

- Measures aiming at further improving the quality and the efficiency of EIDHR implementation, in particular need assessments, preparation of calls and guidelines, follow-up of projects, monitoring, audit and evaluation activities.
- Measures aiming at strengthening CSOs' political consultation and operational involvement in the implementation of the EIDHR, in particular the organisation of consultation and coordination meetings with EIDHR beneficiaries, and fora such as the Spring forum on EIDHR implementation and lessons from the field that brings together representatives from CSOs active in the fields of democracy and human rights from within and outside the EU.
- Measures aiming at sustaining the qualitative support to EU Delegation, in particular through actions to support the efficiency of the network of EIDHR focal points on the ground, to bring additional qualitative support in case of emergent crisis and/or to develop the exchange of good practices.

These measures are for the benefit of beneficiaries and partners of the EIDHR programme or for the common benefit of the beneficiaries / partners and the EU.

4.2 Main activities

Programme support and studies

- Preparation of projects and general studies which may result in EU assistance (e.g. studies in specialist areas, preparatory activities/studies and assessments);
- Technical assistance to the implementation of projects;
- Support to programme implementation (committees, expert group, etc.);
- Reporting, evaluation and assessment of the impact of the projects/programme using the defined Key Performance Indicators
- Workshops and seminars

Information and visibility

Activities raising EU visibility and information initiatives in the following areas: Audio-visual and multimedia, publications, information on the EU and the partnership relations, promotion of dialogue.

The activities will include publication programmes, website and database management, in-country information activities, media relations and media monitoring, the production of audio-visual material and information support to events and conferences.

The support measures shall also cover the organisation and financing of meetings, seminars and conferences, including all related seminar costs and travel, accommodation relating to the programming and operation of the EIDHR programme.

Audit

- This programme component shall cover the direct fees, costs and reimbursable expenses incurred by experts contracted by the Commission to undertake audits on EIDHR projects.

5 IMPLEMENTATION

5.1 Financing agreement

In order to implement this action, it is not foreseen to conclude a financing agreement with the partner country, referred to in Article 184(2)(b) of Regulation (EU, Euratom) No 966/2012.

5.2 Indicative implementation period

The indicative operational implementation period of this action, during which the activities described in section 4.2 will be carried out, is 60 months from the adoption of this Action Document, subject to modifications to be agreed by the responsible authorising officer in the relevant agreements. The European Parliament and the relevant Committee shall be informed of the extension of the operational implementation period within one month of that extension being granted.

5.3 Implementation modalities: procurement of services (direct management)

Subject in generic terms, if possible	Type (works, supplies, services)	Indicative number of contracts	Indicative trimester of launch of the procedure
Programme support and studies	Services	2	4/2016 and 4/2017
Communication and visibility	Services	2	4/2016 and 4/2017
Audits	Services	8	4/2016 and 4/2017

5.4 Scope of geographical eligibility for procurement and grants

The geographical eligibility in terms of place of establishment for participating in procurement and grant award procedures and in terms of origin of supplies purchased as established in the basic act shall apply.

5.5 Indicative budget

Module	Amount in EUR	Third party contribution
Procurement (direct management)		
On 2016 EU Budget	1 000 000	N.A.
On 2017 EU Budget	1 000 000	N.A.
Totals	2 000 000	N.A.

5.6 Organisational set-up and responsibilities

The activities will be managed by European Commission Headquarters

5.7 Performance monitoring and reporting

The project will be monitored according to standard procedures and the Commission monitoring system (ROM - Results Oriented Monitoring). Project monitoring and evaluation will be based on periodic assessment of progress on delivery of specified project results and towards achievement of project objectives. Clear indicators will be identified

Each report shall consist of a narrative section and a financial section. The financial section will contain details of the time inputs of the experts, of the incidental expenditure and of the provision for expenditure verification, if foreseen.

Where applicable, reporting will be done in accordance to the requirements set in the General Conditions.

5.8 Evaluation and audit

Where provided for in the applicable General Conditions, expenditure verification will have to be submitted as part of the contract requirements. Evaluations of the results achieved may be done by external experts hired by the European Commission as well as external audits at the initiative of the Commission, if necessary.

Without prejudice to the obligations applicable to contracts concluded for the implementation of this action, the Commission may, on the basis of a risk assessment, contract independent audits or expenditure verification assignments for one or several contracts or agreements.

The financing of the evaluation and audits shall be covered by another measure constituting a financing decision.

5.10 Communication and visibility

Communication and visibility of the EU is a legal obligation for all external actions funded by the EU.

This action shall contain communication and visibility measures which shall be based on a specific Communication and Visibility Plan of the Action, to be elaborated before the start of implementation and supported with the budget of a particular project and/or with the budget of Support Measures indicated in section 4.2 above.

The measures shall be implemented (a) by the Commission, and/or (b) by the contractor in close cooperation with partner countries, grant beneficiaries and entrusted entities. Appropriate contractual obligations shall be included in procurement contracts.

The establishment of the Communication and Visibility Plan of the Action and the appropriate contractual obligations shall be in line with the Communication and Visibility Manual for European Union External Action.