

## **ADDENDUM**

to

**Norwegian Financial Mechanism 2009-2014**

### **PROGRAMME AGREEMENT**

for the financing of the Programme “Domestic and Gender-based Violence”  
hereinafter referred to as the “Programme Agreement”

between

The Norwegian Ministry of Foreign Affairs  
hereinafter referred to as the “NMFA”

and

The Ministry of Finance,  
hereinafter referred to as the “Focal Point”,  
representing Estonia,  
hereinafter referred to as the “Beneficiary State”  
together hereinafter referred to as the “Parties”

Article 1

1. The Annexes to the Norwegian Financial Mechanism Programme Agreement for the financing of the Programme EE11 “Domestic and Gender-based Violence” are replaced by the Annexes sent with this addendum.

2. The modifications contained in the new versions of Annex I and Annex II to the Programme Agreement entered into force on the 28 November 2014.

Article 2

This addendum and the Annexes accompanying it constitute an integral part of the Programme Agreement. Except from the modifications stated above, the Programme Agreement remains unchanged.

Signed in Brussels on...*1/12/2014*...

For the NMFA



Stine Andresen  
Director  
Financial Mechanism Office

Signed in *Tallinn* on...*5.12.2014*...

For the Focal Point

*Kaie Koskama-Nelik*  
.....  
*Kaie Koskama-Nelik*  
Head of the Focal Point

## Annex I - Programme Decision

### 1. Expected Outcomes & Indicators for Outputs

**Expected Outcome(s):** Gender-based violence reduced

#### Output

Estonian Women's Shelters Union is creating more effective services for victims of gender-based and domestic violence and raising the skills and knowledge of specialists working with victims of violence

Output indicator(s)	Baseline	Target	Source of Verification
Number of victims of domestic violence benefiting from support services.	630	800	Statistics gained through data collection system operated by EWSU
Number of specialists who successfully complete GBV training.	0	150	Reported training held (participants' lists) and project reporting

#### Output

Awareness-raising activities for general public implemented.

Output indicator(s)	Baseline	Target	Source of Verification
Number of awareness raising activities (campaigns, trainings) conducted.	0	5	Project reporting Participant lists of different awareness raising activities

#### Output

Improved knowledge and data on sexual and gender based violence, including trafficking

Output indicator(s)	Baseline	Target	Source of Verification
Number of studies/analysis and research conducted to increase knowledge base on sexual and gender based violence, including trafficking	0	4	Study reports / analysis reports

#### Output

Strengthened capacities of NGOs to tackle GBV

Output indicator(s)	Baseline	Target	Source of Verification
Number of NGOs who implement preventive activities for young people and measures to work with perpetrators of violence	0	5	NGOs progress reports.

**Expected Outcome(s):** Victims of trafficking supported

#### Output

Anti-trafficking hotline operated by the NGO Living for Tomorrow supported to provide better services

Output indicator(s)	Baseline	Target	Source of Verification
Number of people at risk of becoming victims of labour trafficking (people interested in working, marrying, studying abroad) using the anti-trafficking hotline services.	600	700	Hotline statistics review. Hotline call records.
Number of victims of human trafficking identified, thus receiving proper support	15	25	Hotline statistics review. Hotline call records.

**Output**

New services for victims of sexual exploitation, provided by NGO Eluliiin.

Output indicator(s)	Baseline	Target	Source of Verification
Number of victims of sexual exploitation receiving new services	0	50	Project reporting

**Output**

Awareness-raising activities for general public implemented.

Output indicator(s)	Baseline	Target	Source of Verification
Number of awareness raising activities (campaigns, trainings) conducted.	1	5	Participant lists of different awareness raising activities Project reporting

**Output**

Strengthened capacities of NGOs to tackle human trafficking

Output indicator(s)	Baseline	Target	Source of Verification
Number of NGOs who implement preventive activities for young people and measures to reduce the demand for sexual exploitation	0	5	NGOs progress reports

**Output**

Research in place on trafficking in human beings.

Output indicator(s)	Baseline	Target	Source of Verification
Number of studies conducted.	0	4	Project reporting

**2. Conditions****2.1 General****2.1 General**

- 1) The National Focal Point shall ensure that any public support under this Programme complies with the procedural and substantive State Aid rules applicable at the time when the public support is granted. The Focal Point shall, by way of the Programme Implementation Agreement, ensure that the Programme Operator maintains written records of all assessments concerning compliance with State Aid rules, particularly decisions to award grants and set grant rates, and provides such records to the NMFA upon request. The approval of the Programme by the NMFA does not imply a positive assessment of such compliance.
- 2) Bilateral, outcome and output indicators shall be reported on in the annual report.
- 3) A plan for the use of the fund for bilateral relations and the fund set-up shall be submitted to the NMFA for approval no later than 1 February 2013.
- 4) The National Focal Point shall ensure that the Programme Operator, by way of the Annual Programme Report and the Final Programme Report, reports on the Programme's relevance to the Protocol to Prevent, Suppress and Punish Trafficking in persons, supplementing the UN Convention against Transnational Organized Crime, the Council of Europe Convention on Action against Trafficking in Human Beings, the UN Conventions on Elimination of all forms of Discrimination against women and the Council of Europe Convention on preventing and combating violence against women and domestic violence. Furthermore, the National Focal Point shall report on this Programme's relevance to the aforementioned conventions by way of the Strategic Report.

**2.2 Pre-eligibility**

Not applicable.

**2.3 Pre-payment**

Not applicable.

**2.4 Pre-completion**

Not applicable.

**2.5 Post-completion**

Not applicable.

**2.6 Other**

Not applicable.

**3. Eligibility of costs****3.1 Eligibility of costs - period**

Eligibility of costs (excluding prog prep costs): 15/11/2012-30/04/2017

Eligibility of programme proposal preparation costs: 09/06/2011-14/11/2012

**3.2 Grant rate and co-financing**

Programme estimated total cost (€)	€2,352,941
Programme estimated eligible cost (€)	€2,352,941
Programme grant rate (%)	85.0000%
Maximum amount of Programme grant (€)	€2,000,000

**3.3 Maximum eligible costs (€) and Advance payment amount (€)**

Budget heading	Eligible expenditure	Advance payment*
Programme management	€234,000	€58,650
Gender-based violence reduced	€1,268,976	€235,000
Victims of trafficking supported	€717,830	€156,000
Fund for bilateral relations	€96,063	€12,500
Complementary action	€29,352	€0
Preparation of programme proposal	€6,720	€6,720
Reserve for exchange rate losses	€0	€0
	€2,352,941	€468,870

\* The advance payment is composed of €398,540 in grant amount and €70,330 in co-financing.

**3.4 Retention of management costs**

Retention of management costs - percentage of the management costs	10.00%
Retention of management costs - planned Euro value	€19,890

### 3.5 Small Grant Scheme

Outcome	Gender-based violence reduced
Total Amount Reserved	€100,466
Grant Amount at Project Level	€5,000 – 40,000
Duration of the Project	1 – 18 months
Maximum Grant Rate at Project Level	90.00%
Outcome	Victims of trafficking supported
Total Amount Reserved	€66,692
Grant Amount at Project Level	€5,000 – 40,000
Duration of the Project	1 – 18 months
Maximum Grant Rate at Project Level	90.00%

## **Annex II - Operational Rules**

### **1. Eligibility**

#### **1.1 Eligible measures (sub-measures if any):**

The Programme Operator is the Estonian Ministry of Social Affairs. The Norwegian Directorate of Health is the Donor Programme Partner.

The programme shall support measures to develop services for victims of domestic violence, strengthening co-operation between different institutions and raising awareness among victims and specialists working in the field, to support victims of trafficking and sexual exploitation through improving the services provided to them and to prevent labour trafficking.

Wherever possible, the Programme Operator shall seek to achieve synergies with other Programmes under the EEA and Norwegian Financial Mechanisms 2009-2014, in particular but not limited to, the Estonian NGO programme.

#### **1.2 Eligible applicants:**

The rules on eligibility of applicants are set in Article 6.2 of the Regulation. By way of derogation from this Article, the following specifications apply:

Eligible applicants under the call for proposals "Awareness-raising activities for general public implemented (gender based violence); Analysis on the need of special services for victims of sexual violence conducted" do not include Religious Organisations.

Eligible applicants under the call for proposals "Awareness-raising activities for general public (victims of trafficking)" do not include Religious Organisations.

Eligible applicants under the Small Grant Scheme are only Non-Governmental Organisations (NGOs), defined in accordance with Article 1.5.1 (m) of the Regulation.

#### **1.3 Special rules on eligibility of costs:**

Costs are eligible in accordance with Chapter 7 of the Regulation.

In-kind contributions made in accordance with Article 5.4.5 of the Regulation may be made for projects implemented by NGOs, as defined in Article 1.5.1(m) of the Regulation. Such contributions shall not amount to more than 50% of the co-financing provided by Project Promoters and will be calculated according to the median average labour expenses (per hour or per month) in the particular region and category of labour, including all required social security contributions, on the basis of the salary survey carried out by Fontes PMP OÜ, or another equally reliable survey where necessary.

### **2. Financial parameters**

#### **2.1 Minimum and maximum grant amount per project:**

The minimum and maximum amount of grant assistance applied for is as follows:

- Under the call for proposals "Awareness-raising activities for general public implemented (gender based violence); Analysis on the need of special services for victims of sexual violence conducted" the minimum amount of grant assistance applied for is € 170,000 and the maximum amount is € 260,000.

- Under the call for proposals "Awareness-raising activities for general public (victims of trafficking)" the minimum amount of grant assistance applied for is € 170,000 and the maximum amount is € 240,000.

#### **2.2 Project grant rate:**

In case of project promoters that fall within the definition of NGOs contained in Article 1.5.1(m) of the Regulation, the maximum grant rate is 90% of total eligible project costs. For all other project promoters, grants from the programme will not exceed 85% of total eligible project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

### **3. Selection of projects**

#### **3.1 Selection procedures:**

The selection procedures shall be in accordance with Article 6.5 of the Regulation. The independent and impartial experts referred to in Article 6.5.2 shall be independent of the Programme Operator, the Selection Committee and the project applicants.

#### **3.2 Open calls and availability of funds:**

There shall be two calls for proposals, to implement the following measures based on the programme outputs:

- A call for proposals "Awareness-raising activities for general public implemented (gender based violence); Analysis on the need of special services for victims of sexual violence conducted" which shall make available € 260,000.
- A call for proposals "Awareness-raising activities for general public (victims of trafficking)" which shall make available € 230,163.

Both calls shall be launched no later than in the first quarter of 2013. The calls shall be open for at least 2 months.

A second call may be launched in case there are funds uncommitted as a result of the first call.

### 3.3 Selection criteria:

The following selection criteria will be taken into account:

- Relevance in relation to the objectives and prioritised areas of the Programme;
- Coherence with the national legislation and national or regional strategies;
- Compliance to the objectives and scope described in the call for proposals;
- Capability of technically reasonable performance of the activities (including quality of implementation capacity of the applicants);
- Relevance, transparency and realistic size of the project budget;
- Qualification of the applicant team (competence, incl. theoretical and practical experience is taken into consideration);
- The potential impact through the development, dissemination and use of project results;
- The potential of added value and sustainability of project.

The final selection criteria will be included in the text of the call for proposals.

## 4. Payment flows, verification of payment claims, monitoring and reporting

### 4.1 Payment flows

Payments will take the form of advance payments, interim pre-financing or reimbursement of incurred costs and payment of the final balance. Payment flows to final beneficiaries will differ depending on whether the project is a pre-defined project or selected through a call for proposals or small grant scheme.

Project Promoters of projects selected through a call for proposals, projects supported under the small grant scheme with a duration greater than one year and the pre-defined projects have the possibility to request an advance payment not exceeding 25% of the total grant amount, depending on liquidity needs. Project Promoters implementing projects within the small grant scheme with a duration of up to one year have the possibility to request an advance payment not exceeding 80% of the total grant amount. Advance payments are disbursed within 15 working days after the Project Contract is signed, and the advance payment is off-set against subsequent approved interim financial reports.

The deadlines for submitting and assessing interim reports will be set out in the Project Contract. Project Promoters will report to the Programme Operator on incurred expenditures, actual progress and pre-payment forecasts through the interim financial reports. For projects supported by the small grant scheme with a duration not exceeding 1 year, the Project Promoters will only report on incurred costs and actual progress on the project activities.

The Programme Operator may withhold up to 10% of the total grant amount for the payment of the final balance for open call projects and pre-defined projects. For Small Grant Scheme projects, up to 20% of the total grant amount may be withheld. The payment of the final balance will be disbursed within 15 working days after the approval of the final report.

### 4.2 Verification of payment claims

The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs will conduct the verification and approval of project interim financial reports and the final reports.

In order to ensure equal treatment of all Project Promoters, the verification system for small grant scheme projects and other projects will be harmonized. Project Promoters compile and submit interim financial reports within 20 working days of the end of the previous reporting period. If needed, additional information will be requested from Project Promoters and be provided within 10 working days. Interim financial reports will be reviewed on the basis of a random sample of at least 35% of incurred costs. All expenditures over € 6,500 and public procurements over € 40,000 shall be checked. The verification process will be completed within 10 working days of receiving all necessary supporting documents needed to approve the interim financial report. If a pre-payment is requested, this should be disbursed within 15 working days of the approval of the interim financial report.

In case of verification of expenditure incurred by a donor project partner, a report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance with the Regulation, the national law and accounting practices of the donor project partner's country, shall be seen as sufficient proof of costs incurred.



The verification procedures for payment claims will be further outlined in the description of the Programme management and control systems according to article 4.8.2 of the Regulation.

#### 4.3 Monitoring and reporting

The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs together with the Gender Equality Department of the Estonian Ministry of Social Affairs will monitor all projects.

In addition to monitoring following the approval of the interim financial report and the final report, on-the-spot checks based on the annual monitoring plan will be carried out. On-the-spot checks will be conducted every year on a sample of projects selected on the basis of risk analysis, or by random sample.

The aim of the on-the-spot checks is to make sure that the project is implemented in accordance with the requirements of the Regulation and the project contracts, to verify procurement procedures and the cost efficiency of incurred expenditures. A sample of at least 15% of the payments made during the monitoring period will be checked.

On-the-spot checks on an ad-hoc basis will also be carried out when suspicions arise that the information provided by the Project Promoter is incorrect or misleading. On-the-spot checks on ad-hoc basis can also be organised for other reasons. Information about the date of the on-the-spot check on ad-hoc basis should normally not be provided to the Project Promoter in advance.

Irregularities will be handled in accordance with Chapter 11 of the Regulation.

Information on Reporting and Monitoring shall be further outlined in the description of the Programme's Management and Control System according to Article 4.8.2 of the Regulation.

## 5. Additional mechanisms within the programme

### 5.1 Funds for bilateral relations

The details of the use of the bilateral fund, the detailed procedures and criteria for awarding support from the fund, and any other relevant details will be developed by the PO in cooperation with the DPP and will be subject to the approval of the Cooperation Committee.

The following activities will be supported under the fund for bilateral relations:

- a) search for project partners from the Donors State(s) prior to or during the preparation of a project application and the development of such partnerships.
- b) networking, exchange, sharing and transfer of knowledge, technology, experience and best practices between Project Promoters and entities in the Donor State(s).

Costs under the bilateral fund are eligible in accordance with Article 7.7 of the Regulation.

### 5.2 Complementary action

Complementary action under this Programme shall be further defined by the Programme Operator in accordance with Article 7.11 of the Regulation. Funds shall be set aside to facilitate the participation of all relevant stakeholders in events, seminars and activities agreed with the NMFA.

### 5.3 Reserve for exchange rate losses

Not applicable.

### 5.4 Small Grant Schemes

A small grant scheme shall be established under the Programme to support awareness-raising and tackle gender based violence and trafficking in human beings. The total grant amount available for the small grant scheme is € 167,158.

Eligible applicants: NGOs, as defined in Article 1.5.1.m of the Regulation.

One call for proposals will be launched under the small grant scheme, no later than during the first quarter of 2014. The minimum amount of grant assistance applied for is €5,000; the maximum amount is € 40,000.

The grants will not exceed 90% of total eligible project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

The selection procedures under the small grant scheme shall be in accordance with Article 6.5 of the Regulation.

## 6. Pre-defined projects

There will be three Pre-defined projects implemented under the Programme.

Pre-defined project No. 1: Developing services for victims of domestic violence, strengthening co-operation between different institutions and raising awareness among victims and the general public.

Project promoter: Estonian Women's Shelters Union

Estimated total project costs: € 1,009,455

Total grant amount: € 908,510

Project grant rate: 90%

Expected project outcomes:

- Increased knowledge and awareness on domestic and gender-based violence;
- Improved services and systematic activities for victims of domestic and gender-based violence;
- Improved cooperation between key professionals involved in domestic and gender-based violence prevention and/or services.

Pre-defined project No. 2: Supporting victims of trafficking for sexual exploitation through improving the services provided by the rehabilitation centre Atooll and shelter Vega

Project promoter: NGO Eluliin

Estimated total project costs: € 278,198

Total grant amount: € 250,378

Project grant rate: 90%

Expected project outcomes:

- More diverse and effective rehabilitation services for victims of trafficking and women at risk of being trafficked created;
- Increased competence of professionals working with human trafficking and service providers for victims of sexual exploitation;
- New inputs for positive changes in national legislation regarding trafficking and sexual exploitation introduced.

Pre-defined project No. 3: Human trafficking prevention and victim support through anti-trafficking hotline services.

Project promoter: NGO Living for Tomorrow

Estimated total project costs: € 189,553

Total grant amount: € 170,598

Project grant rate: 90%

Expected project outcomes:

- Safer environment for everyone in the society established;
- Knowledge-based decisions regarding new anti-trafficking policies and strategies made;
- Improved and systemised anti-trafficking activities established / maintained.

The pre-defined projects will be appraised in accordance with Article 5.5.3 of the Regulation

## 7. Modification of the programme

Any modifications of the programme will follow the rules set forth in the Regulation and in Article 2.9 of the programme agreement.

## 8. Programme proposal version

Any reference to the programme proposal in this programme agreement shall be interpreted as version signed by the PO on 19 March 2012, and shall include all subsequent correspondence and communication between the Donors, the Financial Mechanism Office, the National Focal Point and the Programme Operator.

## 9. Miscellaneous

Not applicable.