



**This programme is funded by the European Union,
co-funded and implemented by the
United Nations Development Program**

Support to Confidence Building Measures
Sustinerea Măsurilor de Promovare a Încrederii
Поддержка мер по укреплению доверия



*Empowered lives.
Resilient nations.*

CALL FOR PROPOSALS

UNDER THE SUPPORT FOR CONFIDENCE BUILDING MEASURES PROGRAMME

PROJECT PROPOSAL GUIDELINES FOR APPLICANTS

These guidelines describe the rules and procedures that will guide the submission, selection and implementation of projects under the grants program "Support for Confidence Building Measures", financed by the European Union and co-financed and implemented by the United Nations Development Program.

A. BACKGROUND

The Programme «Support to Confidence Building Measures» is funded by the European Union and co-funded and implemented by the United Nations Development Programme in Moldova. The goal of this programme is to increase confidence between Chisinau and Tiraspol by implementing projects in the sphere of socio-economic development with active involvement and participation of Civil Society Organizations and Local Communities.

The programme also aims at fostering development of the civil society in the Transnistrian region and building the capacity of local nongovernmental organizations to address more effectively the pressing social and community needs.

In order to meet this goal the «Support to Confidence Building Measures» Programme announces a Call for Proposals for projects that will be implemented from **June 2012 until May 2013**.

B. IMPLEMENTATION TIMEFRAME AND PROJECT SIZE

The **implementation timeframe** for any project should be up to one year. Projects should start in June of 2012.

Projects will be selected along two streams of financing:

1. Grants program for established organizations (up to a ceiling of **100,000 USD** per project).
2. Small grants program (up to a ceiling of **25,000 USD** per project).

C. ELIGIBLE PROJECTS

Projects should include a range of activities to address a specific situation and specific needs of the target group or community. The project should describe a consistent set of activities with clearly defined operational tasks.

As an overarching goal, a particular focus will be maintained on projects that help to: promote culture of tolerance, facilitate dialogue within and between the divided communities including civil society-government contacts, address safety concerns of marginalized communities, contribute to good governance and media and strengthen community capacities including empowerment of women to play a more prominent role.

Projects should pay particular attention to engaging with and supporting local stakeholders and activities. They should also seek to reach out to wider society (including grass roots organizations, local government and academia), official and unofficial opinion makers and public figures.

D. PROJECT IMPLEMENTATION AREAS

D.1.1 Projects in the following key areas will be considered for funding under the first stream (up to a maximum amount of 100,000 USD per project):

- Media: joint work and training programs for journalists and TV reporters from both banks; creation of common platforms for journalistic work and TV reporting; projects that enhance the understanding and trust through TV talk shows and programs broadcast on both sides; joint production of movies, TV/radio programs or joint publications on issues that are of mutual interest for both sides and which enhance the level of trust between the sides and eliminate prejudices and misconceptions towards each other;
- Research and analysis: Joint work of researchers, sociologists, political scientists, civil society leaders in order to analyse and enhance through joint efforts the level of trust between the people on both banks and address the key issues that the public at large faces; create joint platforms for research and monitoring of public perceptions and mood; analyse previous agreements and plans; enhance the level of understanding, awareness and scientific analysis of processes on both banks and provide recommendations to authorities in this regard;
- Promotion of democratic values: joint training and research programs for civil society leaders, opinion makers, experts and public activists from both banks in democratic principles, institutions, values and organizations, in order to create spillover effect for the wider community and enhance the level of understanding and engagement of the general public in these areas;

D.1.2 Projects in the following key areas will be considered for funding under the second stream (up to a maximum of 25,000 USD per project):

- projects that enhance community participation at the local level; involvement in decision-making; fight against poverty and social exclusion; prevention of child violence and neglect; educating and creating opportunities for children and youth; awareness-raising projects for socially vulnerable people: orphans, victims of trafficking, HIV/AIDS-positive people etc;
- human rights projects, including projects to uphold economic, social and cultural rights, the right for healthcare, healthy environment, children's rights, consumers' rights, patients' rights, the rights of people with special needs, with a special focus on the rights of persons in institutions; implementation of international recommendations in the human rights area; projects that enhance equal, non-discriminatory access to public information and public services, as well as promote good governance;
- projects that address pressing community needs and facilitate access to social services; other projects that aim to enhance the quality of life at the local level, particularly in remote rural areas;
- joint projects in the area of environmental protection, ecology and joint management of natural resources;

The project proposal should contain a range of clearly defined and connected events that will lead to specific outcomes during a defined time frame. If applicants have secured part of the requested funding from other sources, they should include this information in the application form.

D.2.1 The following projects are not eligible:

- ✓ individual sponsorship for participation at workshops, seminars and conferences;
- ✓ individual educational scholarships;
- ✓ covering the current costs of an organization, unless it is clearly related to project goals;
- ✓ projects that are beyond the scope (project implementation areas) of this Call for Proposals;
- ✓ projects that have already received funding from other sources, including the European Union;

E. APPLICATION PROCEDURES

The organizations that are interested in applying for the Call for Proposals should submit a package of documents, which include the Application form and the documents demonstrating the legal status of the applicant, the qualifications of the persons who will be involved in organizing and administering events, as well as any other information to demonstrate the experience and the ability of the applicant to implement the project.

The application form must include enough detailed data, in particular with respect to the means of achieving the results of the project, the benefits that it will bring and the way to which it will contribute to goals designated in this Call for Proposals.

The application form must also show whether or to what extent this project is based upon or complements other projects and initiatives implemented by the applicant or other partners in the same area, as well as ways for preventing the duplication of activities.

The application form should explain whether the project will lead to multiplication or spillover effects by replicating the results in other areas. Please specify whether the project is a pilot project and could be reproduced at a different level or with respect to other initiatives.

F. PROJECT BUDGET

- the budget of the project, as part of the application form, should be in **US dollars**;
- the budget should contain clear information about the ways the funds will be spend and a detailed breakdown of eligible expenses;
- the budget must correspond to the activity plan as it is described in the project proposal.

F.1 ELIGIBLE EXPENSES

The budget should be realistic and cost-efficient.

Eligible expenses include:

- expenses for experts and personnel who will be involved in project implementation;
- expenses for consultants;
- transportation expenses (rent of transportation, airfares for participants etc);
- expenses for the purchase or rent of equipment (new or used) which is necessary for the project, as well as expenses for services

Expenses for purchase of equipment can only be included in the budget if they are necessary for the purposes of efficient project implementation.

- expenses for the purchase of expendables and other materials required for the project;
- expenses for events (meals, accommodation, information campaigns and awareness raising, copying, printing, interpretation and translation etc)
- administrative expenses (communication, postal and banking services).
- other expenses which are necessary for efficient implementation of the project.

NOTE: In kind contributions are not actual costs and cannot be considered as co-financing from the partner for project implementation.

In kind contributions (premises, equipment, vehicles, etc.) of the organization or partner of the project implementation are to be indicated in p.2.1 of the Application Form «Project Overview».

However, in the budget of the project proposal applicant should indicate contribution of the partners and co-financing persons, if any.

F.2 The following expenses are ineligible:

- expenses incurred before the contract has been signed (including expenses related to project submission);
- fines and penalties;
- activities already financially covered by another grant programme/ other persons providing financial support;
- exchange rate losses.

G. THE APPLICATION PACKAGE SHOULD CONTAIN THE FOLLOWING DOCUMENTS:

- Application Form*, filled in Russian, Romanian or English. Handwritten Application Forms will not be accepted;
- Copy of the registration certificate to prove that the organization is a registered legal entity;
- Copy of the Statute of the organization;
- Declaration of partnership, where applicable, signed by parties;
- CVs of Project Managers, accountant and key staff, involved in project's implementation (compiled in the same format for the whole team);
- CVs of experts and their written consent to be involved in the activities of the project;
- to the extent possible, a brief overview of the activities of the organization (including, if applicable, a summary of annual reports, recommendation letters from other donors, developed materials: researches, strategies, training

aids, newsletters, brochures; any other relevant materials/information: newspaper articles, audio-/video clips, photo reports from events, etc.);

- other relevant materials to increase credibility of the Applicant for the donor and to complement the Project justification.

***Application Form and Project Submission Guidelines** are posted on the UNDP in Moldova website (www.undp.md). These documents can also be received by sending a request to the following e-mail: olga.vasiliev@undp.org

At the stage of contract signing successful applicants («partners of project implementation»), should present the originals of the above mentioned documents.

H. DEADLINE AND ADDRESS FOR SUBMISSION OF PROPOSALS

Deadline for submission of proposals: Wednesday, 30 May 2012, 16.00.

The documents can be sent to the following e-mail: tenders-Moldova@undp.org marked **CBM GP-2012**. The documents in the sealed envelope (marked «CBM GP-2012») can be sent by post or delivered personally to the following address:

UNDP in Moldova
131, 31 August 1989 str., MD 2012, Chisinau, Republic of Moldova

I. SELECTION AND EVALUATION PROCEDURES:

Upon expiration of the deadline, a two-stage evaluation process of project proposals will take place:

- **Stage I: verification of administrative compliance and eligibility of applicants** – exclusion stage. We will verify whether the Application Forms is duly filled in, the package is complete, and the stated criteria are met.

This stage is carried out by the UNDP «Support to Confidence Building Measures» Programme Team.

- **Stage II: evaluation of project proposals.** The compliance of project proposals with the stated objectives and priorities of the grants programme «Support to Confidence Building Measures» is verified.

This stage is carried out by an Evaluation Committee, which consists of the representatives of international organizations and donors. The projects that receive the highest total number of points will be recommended for final approval by the Programme Board.

I.1 ELIGIBILITY CRITERIA

I.1.1 ORGANIZATIONS ELIGIBLE TO SUBMIT PROJECT PROPOSAL

To be eligible to submit project proposal applicants should meet all of the following criteria:

- To be a registered organization;
- To be able according to the statute to carry out activities in the area stipulated by the project proposal;
- At least one of the partners of project implementation should have experience in carrying out activities in the region, stipulated by the project proposal;
- To be directly responsible for development and management of the project and not to act through intermediaries.

I.1.2 ORGANIZATIONS ARE NOT ELIGIBLE TO APPLY AND TO RECEIVE FINANCING IF THEY:

- ✓ do not correspond to the above mentioned criteria;
- ✓ were found liable for serious professional or financial mismanagement, proven by such evidence as can be recognized by UNDP in the Republic of Moldova;
- ✓ were found to be in difficult situation due to failure by other parties providing financing to comply with contractual obligations.

Together with the Project Proposal, the applicant should submit a statement under their own responsibility that none of the above applies to them (see. Application Form – section X – «Applicant's Statement»).

I.2 EVALUATION CRITERIA OF PROJECT PROPOSALS

I. Quality of the project:

- the projects' contribution to achieving of the overall goals and objectives of the project «Support to Confidence Building Measures»;
- identification of the problem and quality of justification;
- significance of the project for real needs of the community and direct beneficiaries;
- originality, innovation;
- project's viability and perspectives of development of the applicant organization (*benefits resulting from project implementation are able to exist independently over a long period of time after the end of project's financing*).

II. Methodology of project implementation:

- correspondence of the proposed activities to the aims, objectives and expected results;
- feasibility of the action plan (*proposed activities are realistic and feasible, taking into account impact of the working environment in the region, as well as the degree of confidence and ability of the applicant to manage the project*);
- monitoring and evaluation methods;
- project's impact on local level/community level;
- partnership establishment and degree of partners' involvement in the activities;
- degree of involvement and participation of the target group/direct beneficiaries in project implementation.

III. Capacity of the applicant:

- competence and experience of the organization in the area stipulated by the project;
- applicant's experience in the project management;
- degree of expertise of the team that will implement the project (experts, coordinators, etc.);
- readiness/availability of the physical resources for the implementation of the planned activities (premises, equipment, transport etc.).

IV. Project Budget:

- justification of project expenses;
- co-financing, partners' contribution;
- organization's contribution.

I.3 PARTNERS OF PROJECT IMPLEMENTATION

Applicants can act independently or in collaboration with partner organizations that can be other organizations, local and central authorities, NGOs, think tanks, research agencies, educational institutions, healthcare institutions, individual experts etc..

To facilitate evaluation of the operational capabilities of the partners, it is recommended to provide detailed information on partners' experience in the section «Partners» of the Application Form. In order to ensure implementation of the project at an appropriate level, the project partners should recognize their obligations, with specification of areas of each of them and the degree of their involvement in the activities, through the signing of the Declaration of Partnership. The Declaration of Partnership, which is an integral part of the package of documents, should be signed and dated by the applicant and his partner.

Only after the announcement of the decision on funding approval, the beneficiary will have to present Partnership Agreement, which will stipulate rights and obligations of each partner. This document is not required at the stage of submission of project proposals and is not used at the stage of projects' selection.

The applicant (or, if the project is approved, the Implementing Partner) will act as the main organization and the only direct contact with the UNDP Project «Support to Confidence Building Measures». The Implementing Partner is responsible for establishing an operationally efficient partnership that will ensure the implementation of the project at an appropriate level.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT US BY PHONE: +373 22 839-866

OR BY E-MAIL: olga.vasiliev@undp.org

Annexes: Application Form (in Word Format), Project Implementation Timeframe.