



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

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



*Empowered lives.  
Resilient nations.*

## **APPLICANT'S GUIDELINES GRANTS PROGRAMME (GP-2014)**

**UNDER THE SUPPORT FOR CONFIDENCE BUILDING MEASURES PROGRAMME  
3<sup>RD</sup> ROUND OF GRANTS FOR CIVIL SOCIETY, JUNE 2013**

*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 Programme.*

### **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. For more information about the SCBM programme, please visit <http://www.undp.md/projects/Transnistria.shtml>.

In order to meet this goal the «Support to Confidence Building Measures» Programme announces an Expression of Interest for projects that will be implemented from **October 2013 until September 2014**.

### **B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE**

**The implementation timeframe** for any project should be up to one year. Projects should start in **October 2013 and will last till September 2014**.

The maximum amount the applicants can request under their project proposals budget will not exceed **35,000 USD** per one project.

### **C. ELIGIBLE PROJECTS AND ORGANIZATIONS**

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 a culture of tolerance and respect for human rights, 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 governments and academia), official and unofficial opinion makers and public figures.

The grants applicants will have considerable flexibility in identifying the actual needs and priorities of their communities and are encouraged to come up with interesting joint confidence building project proposals to enhance the quality of life of men and women at the local level. Applicant NGOs will be able to submit only one project proposal under this grants competition for its further evaluation by the selection committee, although they can appear as secondary partners in several proposals.

**Organizations eligible to submit project proposal should meet all the following criteria:**

- To be a registered not for profit 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;
- NGOs will be able to submit only one project proposal under this grant completion as main partner, although they can appear as secondary partner in several proposals;
- The proposed projects should be implemented in partnership of at least two NGOs from different banks of the Nistru River.

**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;
- Are a for profit and/or state owned legal entity;
- Were found to be in difficult situation due to failure by other parties providing financing to comply with contractual obligations.

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

**D. PROJECTS IMPLEMENTATION AREAS**

- **Media:** Joint activities and trainings for journalists from both banks; creation of common platforms for journalistic work; projects that enhance the understanding and trust through TV, radio talk shows and printed media. 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 banks and eliminate prejudices and misconceptions towards each other's;
- **Arts, culture and sports:** Joint artistic and cultural activities, including music, painting, dance, etc. Artistic/cultural confidence building activities developed jointly with the contribution of artists and talented people from both banks of Nistru River for the benefit of the general public from both banks. Creating opportunities for youth to participate in joint sports competitions and trainings between the two banks of the Nistru river;
- **Human rights protection and access to justice:** including projects to uphold economic, social and cultural rights, the right for healthcare, healthy environment, women's rights, children's rights, consumers' rights, patients' rights, the rights of children and adult persons with disabilities, 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, housing, private property and land rights protection; as well as promote good governance; trainings and public awareness activities on human rights with a special focus on youth, women, elderly, vulnerable people, minorities, including Roma; assistance on submitting legal actions for their settlement; organizing regional legal services to vulnerable people including youth, women and elderly people living in remote areas, vulnerable people, minorities, including Roma;
- **Social protection and health care:** projects that would address pressing community needs and facilitate people access to social services and health care; projects that aim to enhance the quality of life at the local level, particularly in remote rural areas; social protection and health care of children to reduce infant mortality rates; reproductive health; the health of children; fight against poverty and social inclusion of vulnerable people: orphans, victims of trafficking and domestic violence; prevention of child violence and neglect; creating opportunities for children and youth better education; access of HIV/AIDS-positive and TB infected people to adequate diagnosis and medication, including institutionalized people; public awareness campaigns to prevent discriminatory attitudes against these people;

The project proposal should contain a range of clearly defined and connected activities 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.

## 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 in 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 compliments 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 spent and a detailed breakdown of eligible expenses;
- The budget should be realistic and cost-efficient.
- the budget must correspond to the activity plan as it is described in the project proposal;
- the planned costs in the budget should be VAT 0%, as SCBM programme is VAT exempted as being a technical assistance programme.

### Eligible expenses include:

- expenses for experts and personnel who will be involved in project implementation;
- expenses for consultants;
- transportation expenses (rent of transportation, gasoline, transportation 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; as a general rule, such expenses should be avoided***
- 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 (communications, office rent, 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 the Application Form «Project Description». However, in the budget of the project proposal applicant should indicate contribution of the partners and co-financing persons, if any.

### INELIGIBLE EXPENSES ARE:

- 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;
- 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 the project goals;
- expenses that have already received funding from other sources, including the European Union;
- Exchange rate losses.

#### **G. THE APPLICATION PACKAGE SHOULD CONTAIN THE FOLLOWING DOCUMENTS:**

- Application Form\* (which will include the requested budget and activities timeline), 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, 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 **Applicant's Guidelines** are posted on the UNDP in Moldova website (<http://www.undp.md/tenders/index.shtml>). These documents can also be received by sending a request to Mrs. Olga Vasiliev at the following e-mail: [olga.vasiliev@undp.org](mailto:olga.vasiliev@undp.org).

**Deadline for submission of proposals: Wednesday, July 31, 2013, 16.00 o'clock.**

The documents can be sent either by mail at: [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org) titled as "SCBM GP-2014", or by post, or delivered physically in a sealed envelope (marked «SCBM GP-2014») to the following address: **UNDP Moldova, 131, 31 August 1989 str., MD-2012, Chisinau, Republic of Moldova.**

**Attention: Registry Office/Procurement**

Applications sent by fax will be rejected. Incomplete applications shall not be examined. Applications sent by mail should not exceed 5 MB in size. Applications larger than 5 MB should be split into several messages and each message subject should indicate "part x of y" besides the marking mentioned in the announcement and the solicitation documents. All electronic submissions are confirmed by an automatic reply from [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org). If you do not receive a confirmation by email, please, contact UNDP Moldova Registry Office by phone +373-22-220045. Offers received after the deadline shall be rejected.

For additional information on the application process, please contact Mrs. Olga Vasiliev either by phone at: (+373) 022-839-866 or by e-mail at: [olga.vasiliev@undp.org](mailto:olga.vasiliev@undp.org).

#### **H. 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 Form is duly filled in, the package is complete, the project is a joint one, includes confidence building content 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 SCBM Programme Board.

## I. EVALUATION CRITERIA OF THE 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.

## J. PARTNERS FOR THE PROJECT IMPLEMENTATION

Applicants should act in collaboration with partner organizations which could 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. The declaration of partnership will be written in free form.

Only after the announcement of the decision on funding approval, the beneficiary will have to present a *Partnership Agreement*, which will stipulate the 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 Programme «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 Mrs. Olga Vasiliev by phone: (+373) 22 839-866 or by e-mail: [olga.vasiliev@undp.org](mailto:olga.vasiliev@undp.org).

**Annexes:** Application Form (in Word Format) and Grants Program GP-2014 Announcement.