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APPLICANT'S GUIDELINES GRANTS PROGRAMME (GP-2014: FREEDOM FROM TORTURE)

UNDER THE «STRENGTHENING NATIONAL CAPACITIES TO PROTECT THE MOST VULNERABLE
FROM TORTURE IN MOLDOVA» PROJECT
GRANTS FOR CIVIL SOCIETY, FEBRUARY 2014

These guidelines describe the rules and procedures that will guide the submission, selection and implementation of projects under the grants programme under the «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project, funded by the European Union and co-funded and implemented by the United Nations Development Programme.

A. BACKGROUND

The «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project is funded by the European Union and co-funded and implemented by the United Nations Development Programme in Moldova in consultations with the Office of the UN High Commissioner for Human Rights, the East Europe Foundation and the Soros Foundation – Moldova. The goal of this Project is to contribute to the prevention of torture and fighting against impunity on the whole territory of the Republic of Moldova, including Transnistrian region, especially in respect of the most vulnerable women and men with psycho-social and intellectual disabilities in mental health facilities.

The Project also aims at raising capacities of civil society organisations (CSOs) in monitoring and reporting on the implementation of national anti-torture related strategies, plans and application of legislation.

In order to meet this goal the «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project announces an Expression of Interest for projects.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

The implementation timeframe for any project should be from 16 to 21 months. Projects should start in **March 2014 and may last till November 2015.**

The maximum amount the applicants can request under their project proposals budget should not exceed **13,500 USD** for each project.

C. ELIGIBLE PROJECTS AND ORGANIZATIONS

Projects should include a range of activities to address the issues covered by the Grants Programme. The projects 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 contribute to the prevention of torture and fighting against impunity on the whole territory of the Republic of Moldova, including Transnistrian region, especially in respect of the most vulnerable women and men with psycho-social and intellectual disabilities in mental health facilities.

The Applicant 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 under this grants competition.

Organizations eligible to submit project proposals should meet all of the following criteria:

- Be a registered not for profit organization or mass-media;
- Be able, according to their statute, to carry out activities in the area stipulated by the project proposal;
- Be directly responsible for development and management of the project and not to act through intermediaries;

- NGOs and mass-media will be able to submit only one project proposal under this grant competition as main applicant, although they can appear as secondary partner in several project proposals.

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 Moldova;
- Are a for profit and/or state-owned legal entity, trade union, religious or political organization;
- Have a history of failing to comply with contractual obligations in relation to other donors/financing partners.

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

Project proposals should focus on raising of public awareness and/or public campaigning on torture issues, which may include public or journalistic investigation of allegations of torture; scrutinising and public reporting on the actions on State institutions following allegations of torture and thus contributing to the combating with impunity; public reporting on the court hearings in cases of torture; disseminating information concerning torture cases and issues; publicly consulting society on the legal and civic ways to combat torture; mobilisation of society to act against torture; creative forms of public campaigning etc.

Further, project proposals covering the 5th anniversary of the April 2009 events, which will be marked in April 2014, and 26 June, the International Day in Support of Victims of Torture, in 2014 and 2015 are strongly encouraged.

Successful proposals should also thematically prioritise covering the issue of torture against women and men with psycho-social and intellectual disabilities in mental health facilities. The applicants are advised to study the Report A/HRC/22/53¹ as of 1 February 2013 released by Mr. Juan Mendez, the UN Special Rapporteur of torture, which serves as a basis for the understanding of torture in mental and other health facilities, and are encouraged to draft their applications based on the issues covered in the Report. Torture in psychiatric hospitals and neurological internats (care homes), is an emerging issue in Moldova and more information about the situation in this sphere can be found in the reports of the Parliamentary Advocates² and the Pilot Ombudsperson in Psychiatric Institutions.³

The grantee(s) (in case of mass-media and mass-media NGOs) should commit to bring visibility to and report about the developments of the «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project.

Applicants should demonstrate how gender and minorities (national, ethnic, linguistic, religious etc.) mainstreaming is ensured throughout the project proposal. This could be done through, but not limited to, the involvement of both women and men, as well as persons belonging to minorities, into the management/implementation of the proposed project, ensuring that women, men and persons belonging to minorities will be planned beneficiaries of the project, raising gender and minority related aspects within the issues covered by the project proposal (for example, prosecutors inaction in cases of sexual abuse of women in psychiatric facilities amounting to torture, involuntary abortions/sterilisation of persons of specific ethnicity in psychiatric facilities, lack of informed consent for medical treatment and medication in preferred language etc.), cooperation with NGOs of persons belonging to minorities for the purposes of project implementation etc.

The project proposals 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, within the budget section.

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

¹ The Report in all UN languages (Arabic, Chinese, English, French, Russian and Spanish) can be accessed following this link: http://ap.ohchr.org/documents/dpage_e.aspx?m=103

² <http://ombudsman.md/ro/mnpt-vizite-monitorizare/conferinta-presa-violari-ale-drepturilor-omului-cadrul-institutiilor>

³ http://dis.md/wp-content/uploads/2012/02/RAPORTUL-FINAL_6luni-apr-sept-20121.pdf
http://dis.md/wp-content/uploads/2014/02/RAPORTUL-FINAL_9luni-oct-2012-iul-2013.pdf

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 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 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.

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 with a strong justification for its need;***
- 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 Romanian, Russian 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 Manager, 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 Moldova website (<http://www.undp.md/tenders/index.shtml>). These documents can also be received by sending a request to Lidia Marchitan at the following e-mail: lidia.marchitan@undp.org

Deadline for submission of proposals: Monday, 17 March 2014, 10:00 (Moldova local time). Applications received after the deadline will not be considered.

The documents can be sent either by mail at: tenders-Moldova@undp.org titled as "GP-2014: Freedom from Torture", or by post, or delivered physically in a sealed envelope (marked «GP-2014: Freedom from Torture») 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 will 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 title "GP-2014: Freedom from Torture". All electronic submissions are confirmed by an automatic reply from tenders-Moldova@undp.org. If you do not receive a confirmation by email, please, contact UNDP Moldova Registry Office by phone +373 (0) 22 220-045.

For additional information on the application process, please contact Mr. Evghenii Golosceapov either by phone at: +373 (0) 22 269-119 or by e-mail at: evghenii.golosceapov@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 «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project Team.

Stage II: evaluation of project proposals. The compliance of project proposals with the stated objectives and priorities of the grants programme «GP-2014: Freedom from Torture» is verified. **This stage is carried out by an Evaluation Committee**, which consists of the representatives of UN agencies and project's partners. The project proposals that receive the highest total number of points will be recommended for final approval by the UNDP management.

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 «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova»;
- 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*);
- Gender mainstreaming ensured;
- Minorities (national, ethnic, linguistic, religious etc.) mainstreaming ensured.

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.);
- Staff gender equality;
- Diversity among the staff: employment of persons belonging to minorities (national, ethnic, linguistic, religious etc.), discriminated, vulnerable and marginalized groups.

IV. Project Budget:

- Justification of project expenses;
- Co-financing, partners' contribution;
- Organization's contribution.

Points to be allotted per one position are from 1 to 5. Maximum allowable amount of points per one project is 110. Will be recommended for funding only those project proposals, having taken at least 70 points out of the 110 maximum.

Annexes: Application Form (in Word Format) and Grants Program «GP-2014: Freedom from Torture» Announcement.