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APPLICANT'S GUIDELINES GRANTS PROGRAMME (GP-2014: E-COURSE)

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

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 project proposals.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

The implementation timeframe for any project should be minimum 12 months. Projects may start in **June 2014 and may last till November 2015.**

The maximum amount the applicants can request under their project proposals budget should not exceed **32,500 USD.**

C. ELIGIBLE PROJECTS AND ORGANIZATIONS

Project proposals should be submitted by a **coalition of NGOs** (two or more NGOs) registered in the Republic of Moldova, including Transnistrian region. 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 consideration by the Evaluation Committee, although they can appear as member of the coalition or secondary partners in several proposals under this grants competition.

The main applicants (leaders of the coalition of NGOs) eligible to submit project proposal should meet all the following criteria:

- Be a registered not for profit organization in the Republic of Moldova, including Transnistrian region;
- 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 will be able to submit only one project proposal under this grant competition as main applicant, although they can appear as member of the coalition or 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 organizations;
- 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 the development, piloting and launching of the Internet-based distance learning courses on the prevention and combating of torture in the Republic of Moldova (e-courses).

Applicants should develop, pilot and launch at least two e-courses. At least one e-course should target one of the following legal professional groups: judges, prosecutors or defence lawyers. At least one other e-course should target one of the following groups: medical and social assistance professionals, journalists, human rights activists etc. Courses should be drafted in both Romanian and Russian to be accessible for persons from the target groups, who are also belonging to linguistic minorities in Moldova, including those living in Gagauzia and Transnistrian region.

Numerous training events have been organised and training materials drafted in Moldova on torture prevention, investigation and prosecution. At the same time, the drafted curricular and materials are not always further used and shared with other interested professionals and activists. In this respect e-courses are unique contemporary tools which have a long-lasting multiplication effect potential with the possibility to keep the knowledge, easily update and enrich the curricular and training materials. They can be accessed anywhere through the Internet, including in the regions and rural areas, and the e-course participants have a privilege to select a convenient time for the participation in the e-course. E-courses do not require renting the premises for training and covering travel and accommodation costs and printing out training materials. Thus, the training costs are considerably reduced following the initial investment to the elaboration of an e-course and will bring positive sustainable environmental effects. This tool is almost unexplored in the Republic of Moldova and its elaboration and launching will bring a considerable innovation in the sphere of anti-torture and human rights training courses in the country.

Successful proposal should also thematically **cover within the e-courses 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 take the issues covered in the Report into account while elaborating outline of the e-courses structure. 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

Applicants should demonstrate how **gender and minorities (national, ethnic, linguistic, religious etc.) mainstreaming is ensured throughout the e-courses and 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 e-courses (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.

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-cadru-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

Applicants are advised to consult their proposals and cooperate with such relevant institutions as the National Institute of Justice, the General Prosecutor's Office, Bar Association and/or the National Legal Aid Council to ensure tailoring of the e-courses structure to the needs of the target groups and to ensure e-courses sustainability.

The coalition of NGOs should also ensure visibility for the donors – EU and UNDP – and for the «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project.

Representatives of the coalition of NGOs will be invited to the training activities related to the issue of prevention and combating of torture in mental health facilities, organised within the «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project.

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 Expression of Interest 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 activities, 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 the goals designated in this Expression of Interest.

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.

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's «Project Description» and in footnotes in the Application Form's «Project Budget». However, in the budget of the project proposal applicant should indicate financial 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 and UNDP;
- 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 on working within the coalition of NGOs for the purposes of the project signed and stamped 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 in Moldova website (<http://www.undp.md/tenders/archive2014-onepage.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: Friday, 30 May 2014, 10.00 o'clock. 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: E-course**», or by post, or delivered physically in a sealed envelope (marked «**GP-2014: E-course**») 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: E-course**» and the solicitation documents. 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 Goloșceapov 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, there is no conflict of interest, the project was submitted by a coalition of NGOs, compliance with the project implementation areas. **This stage is carried out by the Evaluation Committee**, which consists of the representatives of UN agencies and project's partners, and with the support of 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: E-course» is verified. **This stage is carried out by the Evaluation Committee**, which consists of the representatives of UN agencies and project's partners. The project proposal 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» and the objectives of the Grants Programme «GP-2014: E-course»;
- Identification of the problem and quality of justification, relevance to the needs of beneficiaries;
- Originality, innovation;
- Project's sustainability;
- Gender mainstreaming ensured;
- Minorities (national, ethnic, linguistic, religious etc.) mainstreaming ensured;
- Visibility for donors and for the «Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova» Project ensured.

II. Methodology of project implementation:

- Correspondence of the proposed activities to the aims, objectives and expected results, feasibility of the calendar of activities (*proposed activities are realistic and feasible, taking into account impact of the working environment, as well as the degree of confidence and ability of the applicant to manage the project*);
- Justification for the selection of target groups;
- Relevance of the e-courses structure outlines for the selected target groups;
- Methodology/approaches which will be used for the teaching within the e-courses;
- Relevance of the proposed electronic distance learning platform for the purposes of the e-courses;
- Degree of coalition members' and other partners' involvement in the activities;
- Monitoring and evaluation methods.

III. Capacity of the applicant:

- Competence and experience of the organizations in the area stipulated by the project;
- Applicant's experience in the project management;
- Degree of expertise of the coalition and 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 with disabilities, 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 (financial and in-kind);
- Organization's contribution (financial and in-kind).

Points to be allotted per one position are from 1 to 5. Maximum allowable amount of points per one project is 115. Will be recommended for funding only those project proposals, having taken at least 75 points out of the 115 maximum.

Annexes: Application Form (in Word Format) and Grants Program «GP-2014: E-course» Announcement.