

APPLICANT'S GUIDELINES GRANTS PROGRAMME (GP-2015: CIVIL SOCIETY FOR EQUALITY)

UNDER THE «SUPPORTING NATIONAL HUMAN RIGHTS INSTITUTION AS PER INTERNATIONAL TREATY BODIES
AND UPR RECOMMENDATIONS» PROJECT
GRANTS FOR CIVIL SOCIETY, JUNE 2015

These guidelines describe the rules and procedures that will guide the submission, selection and implementation of projects under the grants programme under the «Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations» Project, funded by the Norwegian MFA and implemented by the United Nations Development Programme in Moldova and the Office of the UN High Commissioner for Human Rights.

A. BACKGROUND

The Project «**Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations**» is funded by the Norwegian Ministry of Foreign Affairs and implemented by the United Nations Development Programme in Moldova (UNDP) and the Office of the UN High Commissioner for Human Rights (OHCHR) in cooperation with the Ombudsperson Office and the Equality Council. The goal of the Project is to contribute to the effective protection and promotion of human rights, equality and non-discrimination on the whole territory of Republic of Moldova, including Transnistrian region, with particular attention to women, minorities, marginalized and vulnerable groups. The project seeks to catalyze the emergence of the strongest possible independent national human rights institutions for Moldova – Ombudsperson Office and Equality Council – and to increase their focus around core strategic human rights goals to maximize their impact. The Project also aims at supporting civil society (NGOs and mass-media) in mainstreaming equality and human rights, public awareness and submission of complaints to the Equality Council on at least following prohibited grounds: disability, sex, gender, sexual orientation, ethnicity (including Roma), language, state of health (people living with HIV).

In order to meet this goal the «Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations» Project announces an Expression of Interest for project proposals.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

The implementation timeframe for any project should be maximum 14 months. Projects may start in **August 2015 and may last till September 2016**.

The maximum amount the applicants can request under their project proposals budget should not exceed **20,000 USD**. In total six (6) projects are planned to be funded under this Expression of Interest.

C. ELIGIBLE PROJECTS AND ORGANIZATIONS

Project proposals should be submitted by **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 mainstreaming equality and human rights, public awareness, cooperation with the Ombudsperson Office for equality, human rights protection and promotion, and submission of complaints to the Equality Council on discrimination on at least following prohibited grounds: disability, sex, gender, sexual orientation, ethnicity (including Roma),

language, state of health (people living with HIV) on the territory of Republic of Moldova, including Transnistrian region.

An Applicant can submit only one project proposal under this grant competition for its further consideration by the Evaluation Committee.

The applicants 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.

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 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 mainstreaming equality and human rights, public awareness, cooperation with the Ombudsperson Office for equality, human rights protection and promotion and submission of complaints to the Equality Council on discrimination on at least following prohibited grounds: disability, sex, gender, sexual orientation, ethnicity (including Roma), language, state of health (people living with HIV) on the territory of Republic of Moldova, including Transnistrian region. Working in the regions of the Republic of Moldova is encouraged.

Successful proposals should **prioritise advocacy for building a common understanding about human rights and equality issues on the basis of international standards and recommendations for the Republic of Moldova, including public awareness on the process of submission of complaints to the Equality Council and on the work of the Ombudsperson Office.**

Applicants should demonstrate **mainstreaming of gender, disability, sexual orientation, minorities (national, ethnic, linguistic, religious etc.) and state of health (people living with HIV) is ensured throughout the project proposal.** This could be done through, but not limited to, the involvement of people with disabilities, both women and men, as well as persons belonging to minorities, into the management/implementation of the proposed project; building capacities of people belonging to the above-listed groups to protect human rights; ensuring that the listed groups will be planned beneficiaries of the project; raising the disability, sexual orientation, state of health, gender or minority related aspects within the issues covered by the project proposal; cooperation with NGOs of persons belonging to minorities and of other mentioned groups for the purposes of project implementation, etc.

The selected NGO should also ensure visibility for the donors – Norwegian MFA and UNDP Moldova– and for the «Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations» 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 goals designated in this Expression of Interest.

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'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 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;
- CVs of Project Manager, accountant and key staff, involved in project's implementation (compiled in the same format for the whole team);
- CVs of relevant 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/archive2015.shtml>). These documents can also be received by sending a request to the following e-mail: liudmila.iachim@undp.org.

Deadline for submission of proposals: 06 July 2015, 10:00 (Moldova local time). Applications received after the deadline will not be considered.

An **orientation meeting** for potential applicants will be organized on 17 June 2015 (time, location and agenda will be announced by e-mail to participants who confirm participation). Interested potential applicants are requested to confirm their participation by 15 June 2015, 10:00 (Moldova local time) to liudimila.iachim@undp.org.

The documents can be sent either by mail to: tenders-Moldova@undp.org titled «**GP-2015: Civil Society for Equality**», or by post, or delivered physically in a sealed envelope (marked «**GP-2015: Civil Society for Equality**») 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 e-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. If you do not receive a confirmation by email, please, contact UNDP Moldova Registry Office by phone +373 (0) 22 220-045. Offers received after the deadline shall be rejected.

For additional information on the application process, please, contact **Ms. Natalia Voronova** by e-mail: natalia.voronova@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 proposal was submitted by an **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 «Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations» Project Team.

Stage II: evaluation of project proposals. The compliance of project proposals with the stated objectives and priorities of the Grants Programme «GP-2015: Civil Society for Equality» 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

#	Criteria	Maximum points
1	<u>Quality of the project:</u>	
1.1	The projects’ contribution to achieving of the overall goals and objectives of the Grants Programme «GP-2015: Civil Society for Equality», especially addressing international human rights standards and recommendations for Moldova	15
1.2	Identification of the problem and quality of justification	10
1.3	Originality, innovation	10
1.4	Project’s sustainability	10
1.5	Gender mainstreaming	10
1.6	Mainstreaming of disability, sexual orientation, minorities (national, ethnic, linguistic, religious etc.), state of health (people living with HIV)	10
1.7	Visibility of donors and of the « <i>Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations</i> » Project	5
2	<u>Methodology of project implementation:</u>	
2.1	Correspondence of the proposed activities with the aims, objectives and expected results	10
2.2	Feasibility of the calendar of activities (<i>proposed activities are realistic and feasible, taking into account the degree of confidence and ability of the applicant to manage the project</i>)	5
2.3	Coherence of the proposed activities and their justification	5
2.4	Partnerships	5
2.5	Expected results	10

2.6	Monitoring and evaluation methodology	5
2.7	Degree of involvement and participation of the target groups/direct beneficiaries in the project implementation	10
3	<u>Capacity of the applicant:</u>	
3.1	Experience of the applicant in advocating for human rights and equality issues	10
3.2	Experience of the project team in advocating for human rights and equality issues	10
3.3	Readiness/availability of the physical resources for the implementation of the planned activities (premises, equipment, transport etc.)	5
3.4	Staff gender equality	10
3.5	Diversity among the staff: employment of persons with disabilities, persons belonging to minorities (national, ethnic, linguistic, religious etc.), discriminated, vulnerable and marginalized groups	10
4	<u>Project Budget:</u>	
4.1	Justification of project expenses	10
4.2	Co-financing, partners' contribution (financial and in-kind)	5
4.3	Applicant's contribution (financial and in-kind)	5
	Total	185

Maximum allowable amount of points per one project is 185. Will be recommended for funding only those project proposals, having obtained maximum points out of the 185, but at least 120 points.

Annexes: Application Form (in MS Word Format) and Grants Program «GP-2015: Civil Society for Equality» Announcement.