



**APPLICANT'S GUIDELINES FOR GRANTS PROGRAMME
(GP-2015: DEMOCRACY PROGRAMME/ELECTIONS)
WITHIN «IMPROVING THE QUALITY OF MOLDOVAN DEMOCRACY THROUGH ELECTORAL AND
PARLIAMENTARY SUPPORT» PROGRAMME**

These guidelines describe the rules and procedures that will guide the submission, selection and implementation of projects within the grants programme under the « Improving the Quality of Moldovan Democracy through Electoral and Parliamentary Support » Programme.

A. BACKGROUND

In 2012, United Nations Development Programme (UNDP) started a new Programme in Moldova, named "Improving the Quality of Moldovan Democracy through Electoral and Parliamentary Support" (Programme).

The Programme aims at strengthening the institutional capacity of the Parliament and Central Electoral Commission, improving their main functions and entrenching gender and human rights considerations in formal political process. At the Central Electoral Commission, the Programme supports the further development of an enabling environment for the delivery of modern and inclusive electoral services.

The Programme is being implemented in line with strategic priorities of United Nations in Moldova and contributes to UN Partnership Framework areas of "Institutional Strengthening: Increased transparency, accountability and efficiency of central and local public authorities" and "Human Rights, Empowerment of Women and Anti-discrimination: State bodies and other actors effectively promote and protect human rights, gender equality and non-discrimination, with particular attention to the marginalized and the vulnerable".

Among the Programme objectives is to reach out to the specific groups of voters in the society, in the context of the upcoming 2015 electoral events (2015 elections in ATU Gagauzia and 2015 Republic of Moldova local general elections), with a view to enhance their participation in the electoral realm, inform the citizens about the benefits from their participation in elections and about the process of voter lists compilation and verification.

In the context of the present grants programme, specific target groups to be addressed include youth (first-time voters) and ethnic minorities residing on ATU Gagauzia territory.

In the sense of the present grants programme, specific groups include youth (first-time voters) and ethnic minorities residing on ATU Gagauzia territory. The Expression of Interest for Grants is opened to NGOs, with the objective to enhance the degree of these specific groups' participation in the upcoming elections for Baskan, planned for 22 March 2015, inform them about the benefits of their participation in elections, encourage them to check their personal data on the preliminary voter lists, inform them about voters' registration procedures and existing possibilities to verify and update voters' data.

Project proposals should focus on design and implementation of voter education campaigns with focus on verification of voter lists data and procedures for requesting changes and general voter education campaigns. The project proposals should target specific groups of voters namely youth (first-time voters) and ethnic minorities residing on ATU Gagauzia territory.

Depending on their individual profile and approach, non-governmental organizations are the most appropriate institutions capable of reaching these groups of voters and raise their awareness in electoral area, support their uninhibited participation in elections by promoting accurate data on voter lists (including correct personal data and address data corresponding to actual residence),

availability of required documents and providing them with targeted informational support and advocate for their participation in elections.

The objective of the campaign is to inform these groups about the benefits of their participation in the upcoming elections, encourage them to check their personal data on the preliminary voter lists, inform them about the voter registration procedures and about the existing possibilities to verify and update voters' data.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

The implementation timeframe for every proposed project should fit the following timelines: March 2, 2015 – March 20, 2015.

The maximum amount the applicants can request under their project proposals budget should not exceed 15,000.00 USD for each project.

Total amount of available funding for the grants programme is 30,000 USD.

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.

Each project should target one specific group of voters such as:

- youth (with emphasis on first time voters);
- specific minority groups residing on ATU Gagauzia territory (e.g. ethnic, linguistic, religious etc.).

As an overarching goal, a particular focus will be maintained on projects that contribute effectively to raising public awareness in voter registration and voter education areas, targeting one (or more) specific populations group(s).

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

- Be a registered in Moldova as Not for Profit Organization;
- 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 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 Statement»).

D. PROJECTS IMPLEMENTATION AREAS

Project proposals should focus on voters' education, raising public awareness in voter registration, verification and update of voter lists data and, targeting one (or more) specific populations group(s) as outlined in Section C of these guidelines.

The applications should clearly describe applicant's understanding of the voters' education and voter registration initiative, verification of voter lists data and participation in elections, as well as facts and messages they intend to communicate to selected group (s) of voters.

The key objective is to provide support and information to specific groups to enable them to participate in the upcoming electoral events by making sure they are on the voter lists, their data is accurate, they have required documentation and they know the voting procedures) and to encourage them vote. To this end the activities may include but are not limited to informing

specific groups about benefits from participation in elections, voter registration process including but not limited to voter list compilation process, process of verification of preliminary voter lists, procedures for requesting changes to voters lists data in case of incorrect or outdated information. Further objectives would be to inform specific groups about electoral process and procedures and to encouraging participation to vote. Messages should clearly target selected group (s) of voters.

Activities should emphasize the importance of voter list compilation and verification process, time frames and logistics locations where verification is possible, documentation required for requesting changes. In relation to voters' education activities should clearly inform about procedures for voting, time frames and provide explanation on the benefits of participating in elections.

Successful project proposals should thematically prioritise covering the issue of gender equality. Applicants should demonstrate how gender is ensured throughout their project proposal. This could be done through, but not limited to, involvement of both women and men into the management/implementation of the proposed project; ensuring that women and men will be targeted audience/ beneficiaries of the project; raising gender aspects within the issues covered by the project proposal; cooperation with NGOs active in gender equality area for the purposes of project implementation etc.

The grantee(s) should commit to bring visibility to the Programme throughout the project implementation.

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 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 Moldavian Lei (MDL);
- 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, copying, printing, interpretation and translation etc);
- Administrative expenses (communications, office costs, 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;
- 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, English or Russian. 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 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>).

Deadline for submission of proposals: February 23, 2015, 4.00 PM (GMT +2). Applications received after the deadline will not be considered.

The documents can be sent either by e-mail at: tenders-Moldova@undp.org titled as "GP-2015: Democracy Programme/Elections", or by post, or delivered physically in a sealed envelope (marked «GP-2015: Democracy Programme/Elections») 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 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.

For additional information on the application process, please contact Ms. Beatricia Revenco by e-mail at: beatricia.revenco@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 and the stated criteria are met. **This stage is carried out by** the UNDP «DP/Elections» Programme Team.

Stage II: evaluation of project proposals. The compliance of project proposals with the stated objectives and priorities of the grants programme “GP-2015: Democracy Programme/Elections”. **This stage is carried out by an Evaluation Committee.** 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 Programme “Improving the Quality of Moldovan Democracy through Electoral and Parliamentary Support”;
- Identification of the problem and quality of justification;
- Significance of the project for the community and selected 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;

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 areas 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.

Only the project proposals, having taken at least 70 points out of the 110 maximum will be recommended for funding.

Annexes: Application Form (in Word Format) for Grants Programme "GP-2015: Democracy Programme/Elections"