



Support for Confidence Building Measures Programme
Financed by the European Union and implemented by the United Nations
Development Programme



APPLICATION GUIDE
SMALL GRANTS PROGRAMME (SGP-2017)
UNDER THE SUPPORT FOR CONFIDENCE BUILDING MEASURES PROGRAMME

These guidelines describe the rules and procedures that will guide the submission, selection and implementation process of the Small Grants Programme (2017), under “Support for Confidence Building Measures” programme, financed by the European Union and implemented by the United Nations Development Programme.

A. BACKGROUND

The overall objective of the **Support to Confidence Building Measures” Programme (SCBM Programme)** is to contribute to an environment of trust and cooperation across the Nistru/Dniester river generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The SCBM Programme represents a framework for engaging in development interventions on both sides of the Nistru/Dniester river, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to reinforce this interaction as a norm. Under the Empowered communities and infrastructure support Component, the SCBM Programme supports local communities and actors from both sides to participate in collaborative projects which address pressing development needs and ensure the delivery of essential public services.

From 2009 until present, over 80 social infrastructure projects were implemented on both banks of the Nistru river. Projects were focused on the rehabilitation of key social institutions in several key areas, such as education, environment, culture, sport and health facilities, and improvements to critical physical infrastructure, such as water supply, sewage networks and waste management. Each project aims at promoting people-to-people contacts and cross-river exchanges, in view of building confidence among the population from both sides of the Nistru/Dniester river.

Along with rehabilitation of social infrastructure, capacity building support is provided to target communities (capacity needs assessments, joint capacity building trainings, round tables, coaching and mentoring etc.). Capacity building activities aim to ensure the sustainability of the infrastructural projects and further develop their confidence building potential, aiming at building sustainable partnerships to address local issues. For more information about the SCBM programme, please visit:

http://www.md.undp.org/content/moldova/en/home/operations/projects/inclusive_growth/confidence-building-measures-programme-1.html

The program has established cross-river venues for dialogue in the areas of education, environment, culture, sport, healthcare and local development. To deepen and ensure the sustainability of dialogue and cross-river collaboration in these areas, the «Support to Confidence Building Measures» Programme announces an Expression of Interest for the Small Grants Programme that will be implemented from July 2017 to February 2018.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

Projects should be implemented between July 2017 and February 2018.

The maximum amount the applicants can request under their project proposals budget should not exceed 20,000 EUR per project.

C. ELIGIBLE PROJECTS

Projects should address specific needs and local issues through collaboration between the two banks in the six areas described above: education, environment, culture, sport, healthcare and local development. Projects should pursue concrete outcomes to develop partnerships and contain a consistent set of cross-river collaboration activities with clearly defined tasks. Only applications that facilitate *cross-river dialogue and collaboration* between communities from both banks of the Nistru River will be considered.

Applicants will identify the specific needs and priorities of partnership communities, which will be addressed through joint project proposals. Confidence building to enhance cross-river collaboration is a key requirement under this call for proposals. Projects could aim at improving the quality of life at the local level based on the infrastructure objects already renovated/build during previous SCBM phases. Projects could promote local development, address safety concerns of marginalized communities, promote a culture of tolerance and respect for human rights and strengthen community capacities including empowerment of women to play a more prominent role in society.

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

- Be a registered non-profit Community Based Organization or a Civil Society Organization (NGO), that represents a partnership, which includes at least two members from different banks of the Nistru river of thematic cross-river collaboration platforms in the fields of education, culture, environment, healthcare and sports (these platforms were established by the SCBM programme to facilitate interactions between beneficiaries that received support from 2009 until 2017). Partnerships can include as third-party members, in addition to the above-mentioned, thematic organizations that are not platform members;
- Be able to organize and have experience in carrying out activities in the areas of education, culture, environment healthcare, sports and local development;
- Be directly responsible for the development and management of the implemented project;
- Applicants can submit only one project proposal under this grant competition as main partner, although they can be included as secondary partners in several proposals;

D. PROJECTS IMPLEMENTATION AREAS

Please note that this Call for Proposals is open for any relevant confidence building proposal responding to the pressing needs of the community through innovative cross-river partnerships. Some of the recommended areas of action include, but are not limited to the following:

- *Arts and culture*: 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;
- *Sports and tourism*: joint initiatives for sports competitions, tournaments or friendly matches and retreats. Activities related to promoting sports among persons of different ages advocating for healthy life style choices. Project proposals aimed at improving the conditions for practicing sports as well as designed to provide additional sports equipment and other specific types of gear; development of touristic routes and mapping of places of touristic interest, promotion of regional tourism on both banks, within the country and abroad. Creating opportunities for youth to participate in joint sports competitions and trainings between the two banks of the Nistru river;
- *Social protection and healthcare*: projects that would address pressing community needs and facilitate **people's access** to social services and healthcare; projects that aim to enhance the quality of life at the local level, particularly in remote rural areas; social protection and healthcare of children; reproductive health; fight against poverty and social inclusion of vulnerable persons; 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; trainings and individual consultations on reproductive health and family planning issues; public awareness activities to decrease the number of unwanted pregnancies among young girls;
- *Environmental protection*: joint projects aiming to tackle environment issues, improve management of natural resources; Nistru river flora and fauna protection, solid waste management, separate waste collection, creation of public-private partnerships to provide waste management services. Involvement of communities from both banks in cleaning activities along the Nistru river; promotion of a sustainable healthy life style and green economy solutions; building environmental networking and cooperation platforms across the river;
- *Local development*: projects that enhance community participation at the local level in the identification and prioritization of solutions to community problems; mobilization of community leaders and involvement in decision-making processes at the local level. Experience sharing between professionals from both banks working in the social spheres at the community level: local authorities, kindergartens, schools, medical institutions, social centres, etc.; technical assistance and support to community leaders in mobilizing resources to repair local social infrastructure objects.
- *Education*: joint projects focused on exchange of experience and specialized professional trainings for representatives of the education institutions on both banks of the Nistru river; project ideas encouraging girls access to science, technology, engineering and mathematics (STEM) education; initiatives promoting IT studies and small startup initiatives among pupils and students from institutions on both banks of the Nistru River.

Combinations of some areas and/or additional directions with strong confidence building potential are encouraged. Successful proposals should focus on identifying and responding to the actual needs and priorities of their communities, by promoting cross-river cooperation and partnerships.

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

Entities that are interested in applying for the Small Grants Programme should submit a package of documents including:

1. the Application Form;
2. documents demonstrating the legal status of the applicant (e.g. certificate of registration)
3. the qualifications of the project administration team (e.g. resumes/CVs of the proposed key personnel)
4. other relevant 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 strengthening of cross-river collaboration among platform members.

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 Euros (€);
- The budget should contain clear information about the ways the funds will be spent and a detailed breakdown of 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 budget should not exceed the total amount of 20 000 Euros (€);
- A maximum of 20% of the budget could be used for procurement of goods and equipment relevant to the successful implementation of the activities;
- All costs in the budget should be VAT 0%, given that the SCBM programme is VAT exempted as being a technical assistance programme.

NOTE: In kind contributions are not actual costs and cannot be considered as co-financing from partners for project implementation. In kind contributions (premises, equipment, vehicles, etc.) of the entity or its implementation partner 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.

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 applicant is a registered legal entity;
- Copy of the partnership agreement(s), signed by all parties involved;

- CVs of Project Managers and team members involved in the process of project implementation (compiled in the same format for the whole team);
- To the extent possible, a brief overview of the activities of the applying entity (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 Ana Moraru at the following e-mail: ana.moraru@undp.org.

The application documents can be sent either by mail to tenders-Moldova@undp.org titled as "SCBM SGP-2017", or by post, or delivered physically in a sealed envelope (marked «SCBM SGP-2017») to the following address:

UNDP Moldova, 131, 31 August 1989 str., MD-2012, Chisinau, Republic of Moldova.
Attention: Registry Office/Procurement.

Deadline for submission of proposals is 23 June 2017, 16-00.

On May 23, 2017 at 10:00 the SCBM team will organize a pre-bidding conference at its premises located at 29, Sfaturii Tarii Street, room 305. Representatives of entities willing to apply under this grant competition are invited to attend the conference. To confirm your participation, please, send a message to ana.moraru@undp.org by COB on May 19, 2017.

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" along with the title "SCBM SGP-2017"** 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 +373-22-220045. Offers received after the deadline shall be rejected.

For additional information on the application process, please contact Ana Moraru either by phone: (+373) 022-839-874 or by e-mail: ana.moraru@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 «Support to Confidence Building Measures» Programme Team.

Stage II: evaluation of project proposals. The compliance of submitted project proposals with the stated objectives and priorities of the small grants programme «Support to Confidence Building Measures» is verified.

This stage is carried out by an Evaluation Committee, which consists of the representatives of donors and international organizations. Projects that receive the highest ranking will be recommended for final approval by the SCBM Programme Board.

I. EVALUATION CRITERIA OF THE PROJECT PROPOSALS

Selection criteria	Description	Weighting points (out of total 90)
Quality and relevance of the project	<ul style="list-style-type: none"> Relevance to the goals and objectives of the “Support to Confidence Building Measures” program, related to the intensification of cross-river cooperation; 	10
	<ul style="list-style-type: none"> Identification of the problem and quality of justification; 	5
	<ul style="list-style-type: none"> Significance of the project for real needs of the community and direct beneficiaries; 	5
	<ul style="list-style-type: none"> project impact on local level/community level, degree of involvement of social infrastructure projects previously reconstructed within the SCBM Programme; 	5
	<ul style="list-style-type: none"> originality, innovation; 	5
	<ul style="list-style-type: none"> project sustainability 	5
Methodology of project implementation	<ul style="list-style-type: none"> to what extent proposed activities match the aims, objectives and expected results of the project? 	5
	<ul style="list-style-type: none"> To what extent the activities are specific, measurable, achievable, realistic, time-bound? 	5
	<ul style="list-style-type: none"> How strong is the cross-river partnership and to what extent is the partner involved in the proposed activities? 	10
Capacity of the applicant	<ul style="list-style-type: none"> competence and experience of the applicant in the area of the project; 	5
		5

	<ul style="list-style-type: none"> • applicant's experience in project management; • degree of expertise of the team that will implement the project (experts, coordinators, etc.); • availability of the physical resources required for the implementation of the planned activities (premises, equipment, transport etc.). 	5 5
Project Budget	<ul style="list-style-type: none"> • justification of project expenses; • co-financing, partner contribution; • applicant contribution. 	5 5 5

Maximum allowable amount of points per project is 90. Only those projects that accumulated at least 60 out of 90 points will be recommended for funding.

Annexes:

1. Application Form (in Word Format)
2. Small Grants Programme SGP-2017 Announcement.