APPLICANTION GUIDE

EoI-22/02414

SMALL GRANTS PROGRAMME 2022

UNDER THE SUPPORT OF

“EU CONFIDENCE BUILDING MEASURES PROGRAMME”

 Application deadline – 25.02.2022, 18-00

 January 2022

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# Context

The EU Confidence Building Measures Programme V (EU-CBM V) is funded by the European Union and implemented by UNDP Moldova. The overall objective of the Program is to contribute to an atmosphere of trust and cooperation between the two banks of the Nistru, thus generating new perspectives on common interests and a common future for the inhabitants of both banks, responding to their urgent development needs. Through its component „EU Assistance for community development and cross-river sectoral platforms”, the EU-CBM V Programme aims to contribute to a social development across the Nistru River, by supporting local development and CSOs from both banks while responding to their pressing development needs and post-Covid 19 recovery necessities.

It will seek to build on the successful work in this field of the previous phases, and further strengthen and expand the established partnerships in such key areas, but not limited to Education, Culture, Health, Environment and Sports, composed of representatives of experts/sector CSO active in their specific domain, as well as managers of institutions that benefitted from infrastructure reconstruction projects. For more information about the EU Confidence Building Measures Programme V, please visit: <https://www.md.undp.org/content/moldova/en/home/projects/confidence-building-measures-programme-5/>

To deepen and ensure the sustainability of dialogue and cross-river collaboration in these and other relevant areas, the EU Confidence Building Measures Programme V announces an Expression of Interest for the Small Grants Programme.

# Rules for obtaining financing

The Programme will support at least 10 small grant projects with high confidence building potential implemented on both sides of the river. Interested organizations may submit project applications, taking into account that projects should be implemented between February 2022 - April 2023. Each of 10 (ten) successful applications will receive a grant component not exceeding 20,000 Euro per project. If budgets of 10 selected projects will be significantly below the maximum amount, one additional application could be awarded, subject of funds availability. Own contributions from the lead partner or other partners involved, are encouraged, being considered an advantage in the selection process.

Project proposals must be submitted by cross-river partnerships consisting of at least 2 non-profit organizations (at least one organization on each bank of the Nistru River), where one of them will have the status of Main Applicant. Organizations will be able to submit only one project proposal as a Main Applicant in this grant competition, but will also be able to participate as Secondary Partner in several projects at the same time.

The projects must contain a series of activities that will focus on empowering organizations to strengthen confidence-building measures by addressing the common needs of the population and localities on both banks of the Nistru River and proposing joint solutions.

Membership of the applicant(s) or/and recommendations from one of EU CBM Cross-river Sectoral Platforms (Education, Environment, Health, Culture and Sport) are welcome.

Applicants are encouraged, but are not limited, to develop project ideas aiming to improve the quality of life at the community level on both banks of the river, using to its benefit, where applicable, the infrastructural objects renovated or built-in respective localities during the previous CBM phases. Projects may promote local development and address concerns of marginalized communities, promote interaction, synergy and respect for human rights, youth initiatives, strengthen community capacities including empowerment of girls and women to play a more prominent role in society, as well as post-Covid-19 recovery initiatives.

**Eligible projects**

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 should address specific needs and local issues through collaboration between two banks in the following recommended thematic areas, **but are not limited to** them:

* **Health and social protection:**
* Addressing the pressing needs of the community and facilitating people's access to social services and health care
* Strengthening the quality of life at local level, especially in remote rural areas
* Health care and social protection of children
* Modernization of health care services, digitalization
* Fight against poverty and the social inclusion of vulnerable people
* Access of people infected with HIV / AIDS, TB but also of institutionalized persons to diagnostic medical services and medicines of strict necessity
* Organizing awareness campaigns by preventing discriminatory attitudes towards such people
* Training and consultation on reproductive health and family planning
* Awareness raising activities to reduce the number of unwanted pregnancies among young girls,
* Post-COVID recovery, rehabilitation protocols, restoration of functionality and work capacity, etc.
* **Culture:**
* Joint artistic and cultural activities (conducted in line with the relevant epidemiological guidance), including music, painting, dancing, film and documentary production, poetry readings, street art, social theatre, sculpture, graphics, etc.
* Organizing joint cross-community cultural and artistic activities to promote trust at the level and for the benefit of local communities, developed jointly with artists and talented people from both banks of the Nistru River
* Development of creative industries
* Tourism development, creating tourist routes and mapping places of tourist interest, promoting regional tourism on both banks, within the country and abroad
* Modernization of cultural halls, diversification of cultural services
* Training in cultural area, digitalization, exchange of good practices
* **Environment protection:**
* Joint projects addressing environmental issues
* Improving the management of natural resources
* Protection of the flora and fauna of the Nistru River and the surrounding regions
* Alternative and renewable energy sources
* Waste management, separate waste collection
* Involvement of local communities in activities to clean the Nistru riverbed
* Promoting a healthy lifestyle and green economy models, ecological training
* Building networks for cooperation in the field of ecology on both banks of the river
* **Education:**
* Joint projects focused on the exchange of experience and specialized professional training for representatives of educational institutions on both banks of the Nistru River
* Project ideas to facilitate girls' access to science, technology, engineering and math (STEM)
* Initiatives to promote studies in the field of information technologies
* Start-up initiatives among pupils and students from educational institutions on both banks of the Dniester River
* Projects to promote the inclusive learning process and to create the conditions for informal education
* **Sport:**
* Joint initiatives for sports competitions, tournaments matches or recreational sports events
* Sports activities organized for people of different ages, to promote a healthy lifestyle
* Project proposals that will lead to the improvement of the conditions for practicing sports, as well as those that will ensure the potential beneficiaries with sports equipment and machinery
* Creating tourist routes and mapping places of tourist interest, promoting regional tourism on both banks, within the country and abroad
* Creating opportunities for youth participation in sports competitions and joint training between the two banks of the Nistru River
* Unconventional approaches to sports and healthy lifestyle promotion
* Establishing new forms of sports educational activities

## Entities eligible to submit project proposals

**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 will represent a partnership consisting of at least two organizations on different banks of the Nistru/Dniester River;
* Have experience in carrying out activities in the areas of education, sports, culture, environment, healthcare, youth initiatives, community development and/or social entrepreneurship
* Be directly responsible for the development and management of implemented projects, without acting through intermediaries;
* Applicants from either right or left bank can submit only one project proposal under this grant competition as main partner. They may choose to participate as a secondary partner in another project proposal;
* At least one of the project implementation partners must have experience in carrying out activities in the region, stipulated in the project proposal;

**Organizations are not eligible to participate and obtain funding if they:**

* do not meet the criteria mentioned above;
* have shown poor financial or professional management of previous projects;
* are commercial and / or state-owned legal entities;
* have a history of non-compliance with contractual obligations related to previous arrangements with funding organizations.

## Requirements for financial proposal

* The project proposal shall include a budget estimate in US dollars ($), with detailed information about each cost line, as per the template from Annex 3. Source of funding shall be explained per each cost line: [a] from the allocated grant, [b] own contribution, [c] other sources (any financial support granted by international organizations, private sector, others). In kind contributions are not actual costs and cannot be considered as co-financing from the partner for project implementation and will be indicated in the project description.
* Proposed budget and costs estimates will cover full duration of project implementation;
* Proposed budget and costs estimates will be realistic and will comply with the action plan described in the project proposal;
* Goods and/or services procured under this Programme shall be subject to zero VAT taxation (0% - as per the Government Decision) on the right bank and shall be exempted of taxes on the left bank, being qualified as technical assistance.

**Eligible costs:**

* Expenses for experts and personnel who will be involved in project implementation.
* Expenses for trainings, masterclasses, workshops, webinars and video production of success stories, temporary membership fees (up to 16 months) for online resources and applications, information campaigns and awareness raising, copying, printing, interpretation and translation etc.);
* Logistic expenses (including rent of transport, gasoline, transportation for participants etc.);
* Expenses for purchase of equipment, software and applications can only be included in the budget if they are necessary for the efficiency of project implementation. However, such expenses should be avoided.
* Expenses for the purchase of expendables and other materials required for the project;
* Administrative expenses should be minimized (should not exceed 20% of the budget), for instance by rewarding supporting personnel for provided deliverables, instead of paying monthly wages;
* Other expenses which are necessary for efficient implementation of the project.

**Ineligible costs:**

* Expenses incurred before the contract has been signed (including expenses related to project submission)
* activities already financially covered by another grant programme/other persons providing financial support and/or those which already received funding from other sources;
* Individual sponsorship for participation at workshops, seminars, conferences or educational scholarship;
* Fines, penalties and exchange rate losses;
* Current costs of an organization which are not related to the project goals.

# Application procedure

Once the grant competition on Capacity building Small Grant Projects 2022 is launched, an online induction webinar will be organized, to acquaint interested organizations with the project concept, selection criteria, implementation modality and learn basic concepts of confidence building. The information session will be organised on-line on 01 February, 2022 at 15-00.

During this event, participants will be informed about the eligible areas of funding, conditions of application, content of the application file, evaluation procedure, selection and other procedural aspects of implementation and implementation issues projects.

Organizations interested to participate at the induction webinar are invited to confirm participation in the information session at the following address: angela.frunze@undp.org until 01 February 2022 before 12-00.

**The application file will include the following set of documents** in one of the following languages Romanian, Russian or English (Forms completed by hand will not be accepted):

1. Application form and Project proposal (Annex 1)
2. Working plan (Annex 2)
3. Budget covering costs estimates for the entire implementation period (Annex 3)
4. Qualifications of the project team (CVs of team members using same template) including resumes of the project coordinator and involved staff of partner organizations
5. Registration certificate issued by the Agency of Public Services, for organizations from the right bank. Similar certificate for organizations registered on the left bank and a proof of existing bank account should be included (by both, main applicant and partner organization)
6. Recommendations letters relative to project scope
7. Upon submission of the project proposal the applicant shall demonstrate that there are no financial debts (unpaid taxes and fines) to the public authorities.

The deadline for submission of project proposals is 18.00 (local time) 25 February 2022. Applications will be accepted only before the deadline and shall be delivered to the e-mail address (incomplete or handwritten proposals, including annexes will not qualify): angela.frunze@undp.org and vladimir.paraschiv@undp.org Files sent by e-mail must not exceed 5 MB. Folders larger than 5 MB shall be split into multiple messages.

The project proposal shall be titled as follows: EoI-22/02414: SMALL GRANTS PROGRAMME 2022 UNDER THE SUPPORT OF “EU CONFIDENCE BUILDING MEASURES PROGRAMME”

The application forms and Applicant's Guide are posted on the UNDP Moldova website (<https://sc.undp.md/viewtenders2/>). These documents can also be obtained by sending a request to Ms. Angela Frunze to the email address: angela.frunze@undp.org.

After sending the file you will receive an e-mail about the receipt, where the registration number applied to the submitted set will be indicated. It is under the responsibility of the Applicant to ensure that the file with the documents submitted was received by the EU-CBM V. If you do not receive a confirmation message with the registration number within 2 working days after transmission, please contact Angela Frunze at tel. no. 069381204.

For more information on the submission process, please contact Ms. Angela Frunze, by email at: angela.frunze@undp.org.

Applications will be selected based on a thorough evaluation according to the established evaluation criteria process described in the chapter V and awarded accordingly with a grant.

If selected, the partnering parties will have to sign and present a detailed partnership Agreement stating clear milestones, implementation deadline and responsibilities of parties in order to reach the project objectives in due time.

# Evaluation criteria

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| --- | --- | --- |
| **Selection criteria** | **Description** | **Score weight****(Out of a total of 200)** |
| Project quality and relevance  | Relevance of the project to the objectives of the program. The component of confidence building and the impact on the cooperation between the 2 banks (30 p)Problem identification, quality of justification (10 p)Importance of the project for the real community needs and direct beneficiaries (10 p)Impact of the project at local level, level of involvement of social infrastructure projects previously rebuilt under the EU-CBM Program (10 p)Project sustainability and adaptability to existing Covid pandemic conditions (10 points) | 70 |
| Implementation methodology  | To what extent the proposed activities match the aims, objectives and expected results of the project. (10 p)To what extent are the activities specific, measurable, achievable, realistic and time-bound (10 p)The level of involvement of the partner in the proposed activities (10 p) | 30 |
| Applicants’ capacity | Competence and experience of the applicant in the proposed field (30 p)Experience of the applicant in project management (10 p)Level of expertise of the team that will implement the project (experts, coordinators, etc.) (10 p)Availability of the necessary physical resources for the implementation of the planned activities (rooms, equipment, transport, etc.) (10 p) | 60 |
| Project budget  | Justification of expenditures (20 p)Applicants’ contribution (20 p) | 40 |
| TOTAL: | 200 |

**Note:** Project proposals can accumulate a maximum of 200 points. Only projects that will accumulate a minimum of 140 points out of 200 will be recommended for financing.

Incomplete and/or hand-written project proposals (including annexes), as well as projects that do not meet the eligibility criteria will not be admitted.

# Selection procedure

Selection of project proposals commences upon termination of the submission procedure. Extension of the deadline could be considered, but it’s not guaranteed, thus all applicants are encouraged to fit proposed deadlines. The Selection Committee approved by the decision of the EU-CBM V Steering Committee is responsible for evaluating the project proposals. Selection will be based on principles of merit, transparency, equality and rational use of funds. Evaluation of project proposals includes two stages:

**Stage I:** EU-CBM V team will check compliance of submitted documents and eligibility of applicants. They will also evaluate available expertise, experience of applicants, but also budget relevance and financial reliability. Project proposals which comply with eligibility criteria will be admitted to the second stage of the selection procedure.

**Stage II:** Selection Committee (which is composed of representatives of international organizations and donors). will examine qualified applications in the 1st stage as per the evaluation criteria described above and will approve 10 grant awards to project proposals with best scores.

# Project implementation process and monitoring

Once the selection procedure is over, the applicants will be informed whether their project proposals have been selected for funding. Grant agreements will be signed with main applicants of partnerships representing winning project proposals. Awarded grants will be disbursed in 3-5 tranches, depending on complexity of submitted projects.

First tranche will be disbursed in advance for the implementation of actions embedded in the inception phase of the project. Following tranches will be disbursed after previous deliverable will be provided, to be confirmed through financial and detailed narrative reports provided by benefiting organization (main applicant). All submitted reports will be endorsed by a representative of the EU-CBM V.

Beneficiaries of the Programme will assume the responsibility to participate or to delegate a representative to attend trainings, roundtables and public events (forums, exhibitions) organized in the frame of EU-CBM V.

The last tranche (10-15% of the grant value) will be transferred upon finalization of the project. Upon disbursement of the last tranche, the following conditions shall be valid:

* Committed activities and agreed deliverables (in-line with the grant agreement to be signed) are fully provided, being seconded by required narrative and financial reports;
* The established partnership will prove its long-term sustainability, continuing to implement activities described in the project proposal (submitted in the initial phase of the project);
* All trainings and public events related to the Capacity development component, organized by EU-CBM V Programme have been attended by benefiting organizations (main applicant and partner organization).

When implementing the projects, the partners must take into account the COVID 19 pandemic situation. If the project includes the organization of mass events, they shall be conducted in line with the relevant epidemiological guidance.

Upon finalization of the project, beneficiaries will assume responsibility for provided high quality deliverables and services, facilitating at the same time monitoring visits, communication products and tight cooperation with representatives of the EU-CBM V Programme, EU Delegation, other relevant stakeholders (audit missions, media, etc.) when necessary.

# Annexes

Annex 1: Application form and Project proposal

Annex 2: Working plan

Annex 3: Project budget