**GUIDELINE FOR APPLICANTS**

**GRANTS COMPETITION**

**Enhancing Community-Based Social Services  
 and Advocacy for Human Rights**

**One UN Joint Action**

**”Strengthen Human Rights on both banks of Nistru River”**

**October 2024**

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# context

The United Nation Development Programme (UNDP) is currently implementing the One UN Joint Action to Strengthen Human Rights on both banks of the Nistru River programme. The One UN Joint Action aims to support vulnerable rights-holders in exercising their rights, address inequalities affecting women, men, and children on both banks of Nistru River, and to strengthen the respect, protection, and fulfilment of human rights on both banks of Nistru River.

One UN Joint Action contributes to the adherence to human rights-oriented reforms in general, and to the rights of persons with disabilities, children, Roma, people living with or affected by HIV, the rights of former prisoners and persons in places of detention, vulnerable women and children, and the rights of drug users in particular, by promoting the establishment of multilateral collaboration, knowledge sharing and development based on advanced working methods applied on both sides of the Nistru River.

One UN Joint Action is aimed at strengthening cooperation between organizations on both banks of the Nistru River, including through the Sustainable (Community) Development Platform (hereinafter referred to as the Platform), which includes more than 40 organizations and initiative groups.

One of the objectives of the One UN Joint Action is institutional capacity strengthening of the Platform’s members, and one of the activities that will lead to the achievement of this objective is to provide support to Platform members through a Grants Programme for Human Rights Initiatives.

This Guide contains the rules for submitting and selecting projects under the Grants Programme.

# the goal and objectives of the grants programme

**The goal of the Grants Programme**: to empower the Platform members to address human rights issues of the vulnerable groups, including at the community level, in a sustainable manner.

In this regard, CSOs on the left bank of the Nistru River will be supported in their efforts to mobilize the community to contribute to the socio-economic participation of vulnerable groups, both men and women. Through consultation on existing community problems faced by vulnerable groups in the realization of human rights, initiatives will be identified and selected that can address one (or more) problems with the help of the Grant Programme.

**The Objectives of the Grants Programme:**

1. To develop social services for vulnerable groups at community level, including (but not limited to) legal and psychological assistance, expansion of rights and economic opportunities, including auxiliary employment, for vulnerable groups targeted by the Program, in particular for, but not only, persons with intellectual and psychosocial disabilities.
2. To expand information on human rights in general and the rights of vulnerable groups in particular, and to organize and run advocacy campaigns to combat stigma and discrimination.

# general conditions of the grant programme

The Grants Programme consists of offering 4 grants whose value will not exceed US$ 18,500 each. Co-funding from the grant applicant (partners) will be considered an advantage but is not mandatory.

Grants will be offered to 4 CSOs to strengthen the capacity of beneficiaries and organizations to ensure their sustainability and self-reliance, applying the Human Rights Based Approach (HRBA) and considering gender factors. Grants will be offered only to CSOs registered on right bank of Nistru river. The existence of a consortium consisting of CSOs from both banks of the Nistru River is mandatory. At least one of the organizations in the consortium (not necessarily the lead organization) must be a member of the Sustainable (Community) Development Platform.

Applicants must have a bank account in Moldovan lei dedicated to the project. The grant will be paid in Moldovan lei at the UNORE exchange rate on the day of the transfer.

Applicants may submit project proposals in one or more of the following areas: (but not limited to):

| **#** | **Application examples** | **Examples of potential project initiatives:** |
| --- | --- | --- |
| 1. | Development of social services for vulnerable groups at the community level, including (but not limited to) legal and psychological assistance, expansion of rights and economic opportunities, including supplementary employment, for vulnerable groups targeted by the program. | * Improvement of existing social services (development of standards, capacity building of service providers, etc.). * Piloting and development of community-based social services for the above-mentioned vulnerable groups. * Psychological and legal counseling for representatives of vulnerable groups (Roma, people with disabilities, people living with HIV/AIDS, drug users, victims of domestic violence). * Facilitating access to the labor market (for people with disabilities, Roma, drug users, people living with HIV/AIDS, victims of domestic violence, ex-prisoners). * Job adaptation for people with disabilities and other vulnerable groups in need. * Employment support and integration into existing social enterprises for people from vulnerable groups. * Providing support services to people from vulnerable groups during vocational adaptation and reintegration. |
| 2. | To increase information on human rights in general and the rights of vulnerable groups in particular, and to organize and conduct advocacy campaigns to combat stigma and discrimination. | * Activities/actions to inform and sensitize citizens to the problems faced by vulnerable groups at the community level. * Citizen information campaigns and accessibility of public services for vulnerable groups: (informative) working meetings at community level with representatives of medical institutions, local public administration, cultural and educational institutions, local employers, etc. |

Projects submitted must include a mandatory component related to the digital transformation of the applicant organizations, such as improving the organization's online presence, developing the information capacity of beneficiaries, providing and/or accessing services through digital tools. No more than 20% of the total grant amount will be allocated to this component.

# project proposal requirements

Applicants may submit project proposals that involve the improvement of existing services for vulnerable groups, or the provision of new services established to address the problem identified in the community consultations.

Proposals will be considered eligible for funding if they meet the following criteria:

1. The maximum duration of the grant will not exceed 12 months.
2. Submitted on behalf of an organization that is part of the consortium (lead organization), with the following requirements for the consortium:
   1. It consists of at least two organizations, one of which must be officially registered on the right bank of the Nistru River (the leading organization) and at least one of which must be from the left bank of the Nistru River.
   2. At least one organization in the consortium is a member of the Sustainable (Community) Development Platform.
3. Existence of a partnership agreement within the consortium.
4. Include a component related to the digital transformation of the applicant organizations.
5. Be complete in accordance with the package of documents set out in Chapter VIII "Application procedure".

# applicant requirements

Only applicant who meets all the following criteria will be considered:

1. Must be a legal entity registered on the right bank of the Nistru River.
2. Must be a non-governmental organization.
3. Must have at least 2 years of experience in the field of human rights protection, particular in providing services to persons belonging to at least one of the following vulnerable groups:
   1. Persons with disabilities.
   2. Children.
   3. Refugees.
   4. Roma and other ethnic minorities.
   5. Persons living with or affected by HIV.
   6. Persons who have been detained or are currently in places of detention.
   7. Vulnerable women and children.
   8. Drug users.
4. Not responsible for serious financial or professional mismanagement proven by evidence recognized by UNDP Moldova.
5. Has a history of fulfilling its contractual obligations under previous agreements with donor organizations.

# budget requirements

1. The budget must be in U.S. dollars with detailed information on each line item according to the template in Annex 3.
2. The budget must not exceed US$18,500.
3. Budget for applicant organization's digital transformation component must not exceed 20% of total grant amount.
4. Within the consortium, neither the partner (lead) organization nor one of the co-partner organizations may hold more than 70% of the total grant amount.
5. The administrative costs of the project may not exceed 25% of the total grant amount.
6. Cost estimates must cover the entire period of project implementation.
7. Cost estimates must be realistic and respect the action plan described in the project proposal.
8. The budget must be justifiable and optimized for cost effectiveness.
9. Cost estimates for the procurement of goods and/or services will be reflected at a 0% VAT rate.
10. Cost estimates must consider the level of staff involvement and the level of coverage from other programs and/or projects if co-funding is available.

**Eligible costs:**

1. Administrative costs of the project (administrative staff: project manager, accountant, project assistant, telecommunication services, rent and utilities, bank charges, etc.).
2. The cost of goods and/or services supplied and/or provided by suppliers directly for the implementation of the project.
3. Costs for the purchase of software products (licenses), subscriptions and applications necessary for the information technology of the services provided.
4. Costs for the purchase of consumables and other materials necessary for the implementation of the project.
5. Other duly justified costs necessary for the effective implementation of the project.

**Not eligible costs:**

1. Costs incurred before the grant agreement is signed (including costs related to the submission of the project proposal).
2. Fines, penalties, and exchange losses.
3. Activities that are 100% covered by other programs/projects.
4. Individual sponsorship to attend workshops, seminars, conferences or scholarships.
5. Running costs of the organization that are not related to the project objectives.
6. Expenses for the purchase or production of alcoholic beverages, tobacco products, ammunition, luxury items, and other items prohibited by UN regulations, including those related to the organization of gambling.

# project proposal selection criteria

The evaluation process will give priority to project proposals that:

1. Continue and/or strengthen the social services successfully piloted in Phase I of the One UN Joint Action Programme.

**OR**

1. Include the provision of social services to people with intellectual and psychosocial disabilities.

**AND**

1. Consider the environmental sustainability of project.

These projects will receive an additional 2 points (1 point if at least one of the first two conditions above is met and 1 point if the third condition is met). These points will be added to the score obtained according to the methodology described below, where applicable.

Project proposals will be selected based on the evaluation criteria and sub-criteria set out below and a score will be assigned. The applicants with the highest scores will be announced as winners.

Each sub-criterion is scored from 1 to 8, with 8 being the maximum score. Each criterion is assigned a weight in relation to the overall evaluation score. Each sub-criterion is assigned a weight in relation to the score of the criterion of which it is a part.

The project proposal's final score is the sum of the points assigned to each criterion, considering the weight of each criterion in the final score and the additional point assigned for project priority. Thus, the maximum score could be obtained by an applicant is 10 points.

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| --- | --- | --- |
| **Project Proposal Evaluation Criteria:** | **Criteria Description** | **Weight** |
| 1. **Quality of the Project Proposal** | | **30%** |
| * 1. Clear description of how the project goal, objectives, activities, and results relate to each other. | Evaluate the qualitative description of the logic chain from project purpose to project results. | 30% |
| * 1. Clear definition of the vulnerable groups to be involved in the project. | Evaluate project proposal for clear identification and description of all vulnerable groups involved in the project. | 40% |
| * 1. Clear identification and description of the problems faced by the vulnerable group in the exercise of their rights and the proposed solutions. | Assessment of the extent to which the problems faced by the vulnerable group in the exercise of their rights have been identified and described, and the quality of the solutions proposed to remove the obstacles. | 30% |
| 1. **Project sustainability** | | **15%** |
| * 1. Existence of a plan to continue the service after the project has been completed. | Evaluate the project from the perspective of continuing service delivery after project completion. | 50% |
| * 1. Long-term financial sustainability | Assessment of the social service proposed in the project to be financially supported by other long-term donors and the openness of the applicant to attract other funds for the maintenance and further development of the social service. | 50% |
| 1. **Project Impact** | | **15%** |
| * 1. Clear Description of Project Beneficiaries | Evaluation of the description of the beneficiaries of the project. | 30% |
| * 1. Measurable and clear outcomes. | Assessment of the clarity and measurability of the proposed outcomes. | 30% |
| * 1. Potential number of beneficiaries positively impacted | Assessment of the number of people who will be the beneficiaries of positive changes as a result of the service provided. | 40% |
| 1. **Digital transformation** | | **10%** |
| * 1. Proposed improvements. | Assessment of improvements offered by the proposed digital transformation | 30% |
| * 1. Potential for expansion in different contexts | Assess the solution's applicability in different contexts. | 30% |
| * 1. Impact on beneficiaries of the social services | Impact assessment on final social service beneficiaries after the transformation is performed | 40% |
| 1. **Project Monitoring** | | **10%** |
| * 1. Impact monitoring and evaluation framework | Assessment of the framework for monitoring progress and evaluation of project impact. | 50% |
| * 1. Proposed specific monitoring indicators | Assessment of the proposed indicators for the project monitoring. | 25% |
| * 1. Data collection methodology | Evaluation of the data collection methodology for the monitoring of the project | 25% |
| 1. **Organizational Capacity** | | **20%** |
| * 1. Project administration capacity | Assessment of the applicant's experience in project management. | 50% |
| * 1. Resource Availability | Assessing the availability of human and material resources to implement the project. | 50% |
| **TOTAL:** | | **100%** |

# application procedure

Interested organizations will submit a package of documents including:

* **Application Form,** signed by representatives of all partner organizations in the consortium (Annex 1).
* **Project Description** according to the form (Annex 2).
* **Project Budget** according to the form (Annex 3). The Budget must be submitted in signed PDF format and Excel format.
* Copy of **Registration certificate** for lead partner.
* **Partnership Agreement** signed by all organizations part of the consortium.
* **CVs** of the management team of all organizations part of the consortium.

The application form and annexes are posted on the UNDP Moldova website (<https://sc.undp.md/viewtenders2/>). These documents can also be obtained by sending a request to Marcel Blanuța at the following e-mail address: [marcel.blanuta@undp.org](mailto:marcel.blanuta@undp.org).

The competition application file must be sent electronically by e-mail to [marcel.blanuta@undp.org](mailto:marcel.blanuta@undp.org). The application deadline is October 31st, 2024, 16:30. Message subject should be ”One UN Joint Action, Grants Programme – *Organization Name*”. The documents in the application file must be in PDF format. The Budget must be submitted signed in PDF format and in Excel format.

Applications submitted by any other means will be rejected. Applications that are incomplete or submitted after the deadline will not be considered. Applications sent by e-mail must not exceed 20 MB. Applications larger than 20 MB will be split into multiple messages, and in the subject line of each message, in addition to “One UN Joint Action, Grants Programme – *Organization Name*”, the subject must indicate "part x from y. For example, if the file is to be submitted in three messages, then the first message will have the subject “One UN Joint Action, Grants Programme – *Organization Name*, part 1 of 3”, and the last message “One UN Joint Action, Grant Programme – *Organization Name*, part 3 of 3”.

Requests for clarification on the application can be sent to the following email address: [marcel.blanuta@undp.org](mailto:marcel.blanuta@undp.org).

# selection and evaluation procedure

Projects will be evaluated by a project selection committee. The committee will evaluate the applications received in two stages:

**Phase I:** Checking the eligibility of the application. This phase involves evaluating whether the project proposal and applicant meet the settled requirements. The applications that do not meet the requirements will be disqualified. At the end a list will be drawn up of the organizations passing to the second stage and those eliminated will be announced.

**Phase II:** Evaluation of project proposals from organizations that have passed Stage I. The evaluation will be carried out in accordance with the evaluation criteria mentioned above, awarding the appropriate score. The applicants with the highest score will be announced as winners. At the end, the organizations in that phase will be informed about the decision of the evaluation committee.