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# **GUIDELINE FOR APPLICANTS**

## **GRANTS COMPETITION**

Insider mediators-led social cohesion initiatives (grants), implemented by UNDP

September 2025

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## I. CONTEXT

The “EU-UNDP Partnership on Insider Mediation for Conflict Prevention and Peacebuilding” project aims to enhance local capacities for conflict prevention and peacebuilding through the support of Insider Mediators (IMs) on both banks of the Nistru River. The project has one overarching outcome - “Insider mediation is a context-specific, transformative, and gender- and youth-responsive practice valued by relevant stakeholders”—and three outputs:

Output 1: Enhanced and sustained capacities of IMs, with particular attention given to women and youth.

Output 2: Relevant stakeholders have increased knowledge and evidence-based practice of IM to guide the implementation of effective dialogue and inclusive peacebuilding initiatives.

Output 3: IMs have increased access to knowledge, experience sharing, and sustained networks, including peer-to-peer support, and are better linked to international peacebuilding infrastructures where relevant.

The second output entails the establishment of local community initiatives/dialogue platforms.

As part of Output 1, UNDP Moldova plans to support Insider Mediation-led initiatives through small grants in 5 target Social Tensions Monitoring Mechanism (STMM) communities (Ocnita, Orhei, Stefan Voda, Cahul, Taraclia) and the 6 Confidence-Building Measures (CBM) platforms. These initiatives will focus on community-driven solutions for mediation, social cohesion, and trust-building, leveraging the unique position of IMs to address local needs and tensions effectively.

## II. THE GOAL AND OBJECTIVE OF THE PROJECT

**The goal:** to empower Insider Mediators (IM) – individuals or groups with socio-cultural, religious, or personal closeness to conflict parties – to take an active role in leading community-driven efforts that prevent conflict, promote social cohesion, prioritize the inclusion of women and youth, and foster collaboration with civil society organizations (CSOs), local authorities, and regional networks.

**The objective:** 11 Insider Mediator-led initiatives for enhancing social cohesion and trust, promoting community-rooted solutions, and linking local efforts to broader peacebuilding objectives will be implemented in 5 STMM localities (Ocnita, Orhei, Stefan Voda, Cahul, Taraclia) and within the 6 Confidence-Building Measures (CBM) platforms.

## III. GENERAL CONDITIONS OF THE PROJECT

The project will be implemented by offering 11 grants not to exceed 10,000 US dollars each. The project implementation deadline is March 31, 2026. Grants will be awarded only to non-governmental organizations registered under the national legislation of the Republic of Moldova. The applicants must have a bank account in MDL dedicated to this project. The grant will be disbursed in MDL at UN Operational Rates of Exchange (UNORE) effective on the date of grant agreement signature.

Project proposals that meet the following criteria will be considered eligible:

1. The applicant is a non-governmental organization (NGO) or a civil society organization (CSO) legally registered under the national legislation of the Republic of Moldova.

2. The applicant is either a registered NGO/CSO in one of the 5 target STMM localities (Ocnita, Orhei, Stefan Voda, Cahul, Taraclia) and within the 6 Confidence-Building Measures (CBM) platforms, or an organization that has actively implemented at least three project interventions in those localities within the past three years.
3. The applicant must either be a former participant of the Insider Mediators training provided by UNDP Moldova or have an established partnership or formal collaboration with a participant of the training, proven through official documentation (e.g., Memorandum of Understanding, cooperation or partnership agreement, or Letter of Intent (LoI)) signed by both parties.
4. The proposed initiative is aligned with the overall goal of the Project.
5. The applicant's cumulative funding from UNDP grants under the current Country Programme Document (CPD) 2023–2027 must not exceed US \$300,000 within this programmatic period.
6. The applicant must not have any overlapping or conflicting funding from previous or ongoing UNDP HACT/Grants mechanisms. Eligibility for a new grant is subject to the successful completion and delivery of results under any previous grant agreement with UNDP.

In case of discrepancies between the translations in the documents, the English version shall prevail.

#### IV. THE BUDGET

1. The project proposal shall include a budget expressed in US dollars (VAT 0%), with detailed information on each cost line, as per the template in Annex 2.
2. Cost estimates will cover the full project implementation duration of 5 months.
3. Cost estimates will be realistic and follow the action plan described in the project proposal.
4. The maximum budget limit is 10,000 US dollars.
5. The budget must be justifiable and optimized for cost-effectiveness.
6. All goods and services purchased will be included at the value excluding VAT.
7. The estimated costs must consider the level of effort of staff involvement as well as the cost-share from other programs and/or projects, if any.

##### **Eligible costs:**

1. Project administrative expenditure (administrative staff: project manager, accountant, project assistant, telecommunication services, rent and utilities, bank charges, etc.).
2. Expenditure for suppliers of services and goods, as needed).
3. Expenses for the purchase of consumables and other materials necessary for the implementation of the project.
4. Other expenses, which are necessary for the effective implementation of the project, well justified.

##### **Non-eligible costs:**

1. Costs incurred before the signature of the grant agreement (including costs related to the submission of the project proposal).
2. Fines, penalties, and exchange rate losses.
3. Activities covered 100% by other programs/projects.
4. Individual sponsorship for attending workshops, seminars, conferences, or scholarships.
5. Current costs of the organization that are not related to the project objectives.
6. Expenditure on the purchase or production of alcoholic beverages, tobacco products, munitions, luxury goods and other goods prohibited under UN regulations, including those related to the organization of gambling.

## V. PROJECT PROPOSAL EVALUATION CRITERIA

Project proposals will be evaluated by a Selection Committee established by UNDP, who will present the results to the Project Board for endorsement.

The evaluation and selection of the proposals will be performed based on Evaluation Criteria set out below. The applicants who will obtain the highest score will be announced winners. Each sub-criterion will be scored from 1 to 10, where 10 will be the maximum score. Each criterion shall be given a weight in relation to the total evaluation score. Each sub-criterion shall be assigned a weight in relation to the score of the criterion of which it is part of.

Criteria	Sub-criteria	Weight
<b>1. Relevance to Social Cohesion Goal</b>		<b>20%</b>
	1.1 Alignment with Project Objectives	50%
	1.2 Target Groups	50%
<b>2. Innovation and Creativity</b>		<b>15%</b>
	2.1 Innovative Approach	40%
	2.2 Creativity	60%
<b>3. Feasibility and Sustainability</b>		<b>10%</b>
	3.1 Practical Implementation Plan	70%
	3.2 Sustainability	30%
<b>4. Impact and Measurability</b>		<b>10%</b>
	4.1 Expected Impact	50%
	4.2 Measurable Outcomes	50%
<b>5. Collaboration and Partnerships</b>		<b>15%</b>
	5.1 Local Partnerships	60%
	5.2 Cross-Community Cooperation	40%
<b>6. Resource Allocation and Budget</b>		<b>5%</b>
	6.1 Budget Justification	50%
	6.2 Cost-effectiveness	50%
<b>7. Gender Equality and Inclusion</b>		<b>10%</b>
	7.1 Gender-sensitive Approach	50%
	7.2 Inclusive Participation	50%
<b>8. Monitoring and Evaluation</b>		<b>5%</b>
	8.1 Monitoring Plan	60%
	8.2 Evaluation Framework	40%
<b>9. Risk Assessment</b>		<b>10%</b>
	9.1 Risk Identification	50%
	9.2 Mitigation Actions	50%
<b>TOTAL</b>		<b>100%</b>

The Selection Committee will review each application received against the established criteria endorsed by the Project Board, ensuring a fair and transparent process. Upon the completion of the evaluation and selection process, the Selection Committee will propose a list of eleven recommended organizations for grant allocation. This list will then be presented to the Project Board for final review and endorsement. In addition, a reserve list comprising 3 to 5 applicants will be established. Organizations on the reserve list may be considered for funding in the event that any of the selected organizations decline the grant or are found ineligible.

The selection process consists of two stages:

**Stage I:** Checking the eligibility of the application. This stage involves but is not limited to: (a) verification that the eligibility of the project complies with the above-mentioned criteria; (b) complete submission of the application; (c) the veracity of the information provided in the application. Applications that are incomplete, erroneous or do not meet the eligibility criteria will be excluded from the competition. At the end a list will be drawn up of the organizations passing to the second stage and those eliminated will be announced.

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

## VI. APPLICATION PROCEDURE

Interested organizations will submit a package of documents including:

1. Application form, signed by the representative of the Applicant (Annex 1).
2. The Budget according to the form (Annex 2).
3. A copy of the Registration Certificate for the Applicant or Extract issued by Public Service Agency.

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 Onorina Soric at the following e-mail address: [onorina.soric@undp.org](mailto:onorina.soric@undp.org)

The competition application file must be sent electronically by e-mail to [onorina.soric@undp.org](mailto:onorina.soric@undp.org). The application deadline is **September 30, 2025, 16:30**. Message subject should be: "Insider mediators-led initiatives grants – Organization name". The documents in the application file must be in PDF format, except for the budget which will be in .xlsx format (Excel).

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 "Insider mediators-led initiatives grants – 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 "Insider mediators-led initiatives grants – Organization name – part 1 from 3" and the last message "Insider mediators-led initiatives grants – Organization name – part 3 from 3".

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