



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/II)
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 people 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 frameworks for dialogue in the areas of education, environment, culture, sport and healthcare. To deepen and ensure the sustainability of dialogue and cross-river collaboration in these and other relevant areas, the Support to Confidence Building Measures Programme announces an Expression of Interest for the Small Grants Programme.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

Projects should be implemented between January 2018 and November 2018¹.

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

C. ELIGIBLE PROJECTS

Projects should address specific needs and local issues through collaboration between the two banks in the following areas: education, environment, culture, sport, youth initiatives, healthcare, community development and social entrepreneurship. 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 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. 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 the infrastructural objects renovated or build in respective localities during the previous SCBM phases. Projects may promote local development and address concerns of marginalized communities, promote interaction, synergy and respect for human rights, strengthen community capacities including empowerment of girls and 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). Be a single-standing NGO that submits a project proposal directly benefitting targeted communities from both banks of the Nistru River; or be an NGO that represents a partnership between at least two **communities' representatives, such as NGOs, LPAs, relevant** institutions, from different banks of the Nistru river, that submits a project proposal directly benefitting targeted communities from both banks of the Nistru 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;
- 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;
- Communities and applicants who have been supported as a result of the 1st call for proposals, willing to participate in the current call for proposals, are advised to consider project proposals covering thematic

¹ Dates to be determined upon signing of the contract

areas that are different from the ones already supported, paying a special attention to the added value of a new project proposal.

D. PROJECTS IMPLEMENTATION AREAS

Please note that this Call for Proposals is open for relevant confidence building proposal responding to the needs of the communities on both banks of the river Nistru through innovative cross-river impact and, where applicable, partnerships. Some of the recommended areas of action may include, but are not limited to the following:

- *Arts and culture*: new approaches to cultural historical heritage, joint artistic and cultural activities, joint cross-community activities, including, but not limited to music, modern dance, film and documentary production, poetry readings, street art, social theatre etc.
- *Sports and tourism*: joint initiatives for sports competitions, tournaments or friend matches and team-buildings. Unconventional approaches to sports and healthy lifestyle promotion will be considered advantageous, for example establishing new forms of sports educational activities, mapping new routes and places for touristic interest, promotion of regional tourism on both banks.
- *Youth initiatives*: projects addressing the common needs and interests of young people and their communities in either of the mentioned fields of interest.
- *Social protection and healthcare*: projects that aim to enhance the quality of life at the local level, particularly in remote rural areas; innovative solution to fighting poverty and promoting social inclusion for all in the community; access of HIV/AIDS-positive and TB infected people to adequate diagnosis and medication, including institutionalized people; health-related education, including education on reproductive health for youth; domestic violence; public awareness and advocacy campaigns addressing the identified common needs in healthcare and social protection on both banks of the Nistru river.
- *Environmental protection*: joint projects aiming to tackle environment issues, improve management of natural resources; solid waste management, Nistru river flora and fauna protection; separate waste collection, creation of public-private partnerships, promoting green economy solutions; building environmental networking and cooperation platforms across the river.
- *Community development*: projects that enhance community participation at the local level in the identification and prioritization of cross-river solutions to identified community problems; mobilization of community leaders and involvement in decision-making processes at the local level.
- *Social entrepreneurship*: projects addressing the community needs from the perspective of social entrepreneurship, for example clothing collection and disbursement, entertainment for the homeless and/or people in need, including the elderly, creation of temporary or permanent jobs for the jobless through social causes, youth and start-up initiatives, including but not limited to active participation and volunteering.
- *Education*: ideas focused on exchange and cross-river support in the spill-over of positive practices in various educational areas, including unconventional approaches to educating community and civic spirit; initiatives focused on vocational education/internships; proactive participation of community members, including pupils, students and academia; advocating the solution of identified community problems in the decision-making process; creation of open platforms for dialogue and debate on common problems and possible solutions; project ideas encouraging girls access to science, technology, engineering and mathematics (STEM) education; initiatives promoting IT studies 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. Applicants who manage to secure a part of the requested funding from other sources, including their own contribution, 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 cross-river collaboration among residents, institutions and/or local authorities in the short, middle and, where possible, long term. A clearly expressed sustainability of a project idea will be considered an advantage.

The application form should clearly explain if the project leads to the multiplication or spill-over effects by replicating good practices in other fields or communities. 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 project budget, as part of the application form, should be calculated and submitted in USD;
- 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/calendar as it is described in the project proposal;
- The budget should not exceed the total amount of 20 000 USD;
- A maximum of 25% of the budget may be used to cover salaries of the project staff directly involved in project implementation, including relevant taxes
- A maximum of 15% of the budget may be used for the procurement of goods and equipment absolutely necessary for a successful implementation of the project activities;
- A maximum of 5% of the budget may be used for refurbishment costs directly linked to a successful implementation of the project 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;
- if the proposal is partnership-based, a copy of the partnership agreement(s), signed by all involved parties;
- CVs of Project Managers and team directly involved in the process of project implementation (compiled in the same format for the whole team);
- Where possible, a brief overview of outstanding projects that the applying organisations ran in the past (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.).

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 Daria Mandziuc at the following e-mail: daria.mandziuc@undp.org.

The application documents can be sent either by mail to tenders-Moldova@undp.org titled as "SCBM SGP-2017/II", or by post, or delivered physically in a sealed envelope (marked "SCBM SGP-2017/II") 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 24 November 2017, 14:00.

On Monday, 13 November 2017 at 14:00, the SCBM team will organise a pre-bidding event at its premises located at room 305, 29, Sfatul Tarii Street, Chisinau. The pre-bidding event will aim to clarify specific aspects of the call for applications, for example innovation of CBM ideas and CBM impact, added value of a project idea, and identification of a common problem to be addressed under a CBM project. The SCBM project team will also organise a 1-day training session in problem identification and project writing on Tuesday, 14 November 2017, in Chisinau and Tiraspol. The exact venue and timing of the training sessions will be communicated to the applicants, who will obligatorily register by sending a message to daria.mandziuc@undp.org by 16:00 on 10 November 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/II” 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 DARIA MANDZIUC either by phone: (+373) 022-839-874 or by e-mail: daria.mandziuc@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 under the Support to Confidence Building Measures programme is verified.

This stage is carried out by an Evaluation Committee, which consists of 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"> • Project relevance to the CBM principle, goals and objectives to boost and reinvigorate cross-river communities' collaboration; 	10
	<ul style="list-style-type: none"> • Identification of the problem and clear justification of proposed action/activity plan for its solution; 	10
	<ul style="list-style-type: none"> • Project mid-term and long-term impact on cross-river communities; 	10
		7

	<ul style="list-style-type: none"> • Originality and innovation of project idea and approaches to problem solving; • project mid-term and long-term sustainability 	7
Methodology of project implementation	<ul style="list-style-type: none"> • co-relation between proposed activities and identified problem, project's objectives and expected results • To what extent the activities are specific, measurable, achievable, realistic, time-bound (SMART) • If a partnership-based project, the degree of engagement of the partner organization in project's implementation and sustainability 	7 7 5
Capacity of the applicant	<ul style="list-style-type: none"> • applicant's competence and experience in project management • applicant's previous experience in CBM project implementation • degree of expertise of the team that will implement the project (experts, coordinators, etc.) 	5 3 5
Project Budget	<ul style="list-style-type: none"> • clear explanation of estimated costs • realistic costs allocated in the budget • co-financing, partner contribution, applicant contribution. 	5 4 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.

Annex:

1. Application Form (in Word Format)