

APPLICATION GUIDE

SMALL GRANTS PROGRAMME – ELECTIONS 2018 (SGP – Elections 2018)

UNDER THE SUPPORT OF THE “ENHANCING DEMOCRACY IN MOLDOVA THROUGH INCLUSIVE AND TRANSPARENT ELECTIONS” PROJECT

These guidelines describe the rules and procedures that will guide the submission, selection and implementation process of the Small Grants Programme (2018) under the “ENHANCING DEMOCRACY IN MOLDOVA THROUGH INCLUSIVE AND TRANSPARENT ELECTIONS” Project implemented by UNDP Moldova and financed by United States Agency of International Development (USAID), the UK Good Governance Fund and the Kingdom of the Netherlands through Matra Program.

1. BACKGROUND

The overall Goal of the EDMITE Project is to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

The EDMITE Project aims to contribute to: (1) achieving a more accurate State Register of Voters (SRV), improving the quality and accessibility data by re-engineering the Civil Status Service (CSS) systems, fully developing the State Address Register and facilitating data exchange and interoperability between different central public institutions via governmental platform for data exchange MConnect; (2) enhancing the inclusiveness of the electoral process through developing a remote voting tool and adjusting the State Automated Information System “Elections” (SAISE) to keep up with the technical and political developments; (3) legal reform in the area of elections to erase ambiguities and respond to the technical developments; and (4) enhancing political participation of citizens by setting up and implementing the civic and voter education programs.

Expected key results of the EDMITE Project are the following:

- Credibility of the State Register of Voters enhanced;
- I-Voting Pilot process for the 2018 elections developed and implemented supported by an advanced SAISE;
- Election related legal reform advanced;
- Civic and voter education systems strengthened.

Along with technical assistance to improve the electoral processes, the EDMITE Project is supporting the CEC and CICDE to conduct civic and voter education activities on various electoral topics, including the newly adopted electoral system. As these activities are focused on the general public, specific needs of different segments of the society still shall be addressed. Thus, the SMALL GRANTS PROGRAMME – Elections 2018 (SGP – Elections 2018) is aiming at covering this gap and concentrating on the education of **specific target groups** through different customized civic and voter education activities that will allow to use a **person – to – person approach** during the process of delivering information. Also, the SGP – Elections 2018 will contribute to establish a future oriented partnership between these groups and the CEC/CICDE.

The civic and voter education activities under SGP – Elections 2018 are planned to be delivered in **2 Phases**. The first Phase (March – July) will be focused on delivering more general electoral information, whereas the second Phase (August – November) will be concentrated on the new electoral system and new electoral processes.

Taking into account the above mentioned, in cooperation with the CEC and CICDE, the EDMITE Project announces a Call for Proposals for the SMALL GRANTS PROGRAMME that will be implemented during **March – November 2018**.

The Overall Outcome of the SGP – Elections 2018: Strengthened capacities and enhanced knowledge in electoral area for specific target groups of Moldovan citizens, including Diaspora, through tailored civic and voter education activities by:

- addressing their needs and closing the existing information gaps;
- applying person-to-person approach; and
- establishing a sustainable partnership with CEC and CICDE.

2. IMPLEMENTATION TIMEFRAME AND PROJECT SIZE

The Projects should be implemented between **March – November 2018** in two distinct Phases (March – July and August – November). The total maximum amount the applicants can request under their Project Proposals Budget should not exceed **10,000 USD**.

3. ELIGIBLE PROJECTS

The Projects should pursue a long-term vision which should result in the establishment of a sustainable partnership with the CEC and CICDE for future exchange and distribution of information. Both Phases are mandatory under SGP – Elections 2018. Thus, only applications that will contain activities for both Phase 1 and Phase 2 will be considered.

Applicants will identify the specific needs and priorities of their target group (s) which will be addressed through their Project Proposal. Capacity building activities aimed at improving the knowledge and ability of citizens to participate in the democratic process using a person-to-person approach is the key requirement under this Call for Proposals.

Entities eligible to submit Project Proposals should meet all the following criteria:

- Be a registered non-profit Organisation (NGO) or Civil Society Organisation (CSO);
- Represent and work with a clearly identifiable target group or groups;
- Demonstrate working experience and a history of activities with the target group (s) on a regional level - minimum 2 rayons in a geographical area like the North, South, Centre of the Republic of Moldova. Exceptions are for NGOs and CSO working exclusively in ATU Gagauzia or Transnistria region;
- Be able to organize and carry out activities in the area of civic and voter education within the timeframe and the geographical requirements;
- Be directly responsible for the development and management of the implemented Project;
- Submit only one Project Proposal per organisation under the current SGP – Elections 2018.

4. SPECIFIC GRANTS PROPOSAL REQUIREMENTS

4.1 Target groups

The Applicant shall clearly define their target group (s) in the Grant Application Form, highlighting the specific characteristics of this group, such as gender, age categories, specific language or geographical area (for e.g. Gagauzia and Transnistria), or any other criteria in line with the objective of the SGP – Elections 2018. The Applicants shall clearly identify the needs of its specific target group (s) and the way they were determined. Also, the Applicant shall clearly state the geographical area its organisation has chosen to work under SGP – Elections 2018 and why.

The target groups to be addressed by this Call for Proposals shall include, but not be limited to¹;

- Youth
- Women, including women from marginalized groups
- Elderly

¹ Applicants are strongly encouraged to refer to the *Study on Equality Perceptions and Attitudes in the Republic of Moldova* (http://md.one.un.org/content/dam/unct/moldova/docs/pub/ENG-Studiu%20Perceptii%202015_FINAL_2016_Imprimat.pdf) which identifies a total of 14 groups of population considered to be most vulnerable and marginalized in the Republic of Moldova

- Citizens living in the Diaspora
- Citizens from Transnistria region, Security Zone and ATU Gagauzia
- Citizens with different types of disabilities
- Representatives of the LGBTI community
- Representatives of linguistic minorities
- Distinct rural or urban citizen groups

The Applicant shall engage the target group on a regional level (refer to paragraph 'Geographic coverage' below) designing and delivering civic and voter education in **an innovative and creative** way, tailored to the target group and its specific needs. The Applicant may cover more than one target group as part of its activities. The type, number and brief characteristic of the target groups shall be stated in the Grant Application Form.

Only applications clearly defining and stating a reason for the choice of the target group will be eligible.

4.2 Geographic coverage

To ensure as wide as possible coverage of activities under SGP – Elections 2018, Applicants shall submit proposals covering activities in **one or more of the geographical areas** listed below:

- Area 1: North
- Area 2: Centre, including administrative units from Transnistria region and Security Zone
- Area 3: South, including ATU Gagauzia
- Area 4: Diaspora locations

Each Project Proposal shall include a minimum of 2 **rayons/administrative units per selected geographical Area**. Applications covering less than 2 rayons/administrative units per Area will be disqualified. In case the Applicants plan to cover more than one geographical area, the budget should not exceed the 10,000 USD limit. More than one target groups can be engaged under each Area.

The Project Proposals targeting diaspora locations do not have to comply with the limitations of 2 administrative units per area. Preference will be given to organizations targeting as large as possible number of Diaspora locations and citizens, respectively.

4.3 Activities

Under the overall **MOTTO of "Democracy matters" (Democrația contează)**, all projects must mindfully engage the target group(s) through innovative activities. *Simple, instructive training activities are not accepted.*

Therefore, all planned activities stated in the Project Proposal MUST support the overall SGP – Elections 2018 Outcome. Activities shall demonstrate a good knowledge of the needs of the target group(s) and identify the best way to engage with the target group(s) on civic and voter education. All activities shall be **person-to-person** and use the method of active engagement of the participants as the key concept.

Only applications detailing a method of active engagement with the target group(s) using a person-to-person approach will be eligible.

Note: In Phase 2, the Applicant is asked to also undertake from 2 to 6 electoral practice sessions, simulating the voting process in at least two locations for their target group(s). This activity will be additional to the activities proposed by the Applicant under this Phase and funds shall be indicated separately in the Project Proposal Budget. Materials and training of electoral practice session facilitators will be provided by the CEC/CICDE. Each electoral practice session will take 1 hour including preparation and a Q&A session. The session can be part of planned activities under Phase 2 or a separate activity. In the light of cost efficiency, a combination would be recommended where feasible.

4.4. Specific requirements for materials

The CEC/CICDE will provide education materials for both Phases in Romanian and Russian languages for the selected Grantees.

Thus, the Applicants shall not plan expenses related to the design of civic and voter education materials **BUT shall determine the most effective and fitting way to deliver civic and voter education to their target group(s)** and build networks among the target groups creating at the same time a sustainable partnership with the CEC and CICDE.

If Applicant targets a specific **linguistic minority**² (or citizen groups with special needs) then it shall plan an amount of not more than 4% of the overall budget for necessary translation of the materials, or other adjustments (for e.g. into Braille) that may be required.

All visibility materials (pens, T-Shirts, bags, banners, posters, etc.) to be produced by the Grantees will be coordinated in advance with EDMITE Project, CEC and CICDE.

5. PROJECT BUDGET

- The budget of the Project, as part of the Application Form should be in US Dollars (USD);
- The budget should not exceed the total of 10,000 US Dollars (USD);
- The budget should contain clear information about the way 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.

A maximum of up to 10% from the budget can be used for the procurement of **specific small equipment and devices** needed to conduct certain information/training activities, for e.g. hearing aids, magnifying glasses, etc. The respective resources may be used as matching funds in amount of 50% to either a private or public source, for ensuring **permanent wheelchair access ramps** to the training sites/or other locations critical to the activities of the project or the electoral process at large

A maximum of up to 4% of the budget can be used to cover the costs related to **translations in minority languages** or for other critical adjustments as described under point 4.4 of the Application Guide.

Note: In kind contributions are not actual resources and cannot be considered as co-financing for Project implementation. In kind contributions (premises, equipment, vehicles, etc.) of the applicant organization or partner organization (if applicable) in the Project implementation, are to be indicated in the Application Form "Project Description". However, in the budget of the Project Proposal, the Applicant should indicate only financial contributions of the partners (if applicable) and co-financing persons/entities if any.

Ineligible expenses are:

- Procurement of video, audio, IT or other equipment (except the small equipment mentioned above) as well as infrastructure procurement;
- Production and / or paid broadcast of video spots, or any other educational materials;
- Rent of billboards or public display for placing any information produced/received under the grant;
- Expenses incurred before the contract has been signed (including expenses related to project submission);
- Fines and penalties;
- Activities already financially covered by another grant programme/ other persons;
- Providing financial support or expenses that have already received funding from other sources;
- Individual sponsorship for participation at workshops, seminars and conferences;
- Individual educational scholarships;
- Coverage of current costs of an organization, unless it is clearly related to the project goals;
- Exchange rate losses.

² Minority languages relevant for Moldova: Gagauzian, Bulgarian, Ukrainian, Romani

6. DOCUMENTS TO BE INCLUDED IN THE APPLICATION PACKAGE

NGOs and CSOs that are interested in applying for the SGP – Elections 2018 should submit a package of documents, including the following:

- Application Form (which will include the requested budget and activity timelines) filled either in Romanian, English or Russian. Handwritten Application Forms will not be accepted;
- Copy of the Registration Certificate demonstrating the legal status of the Applicant³;
- Declaration of partnership, where applicable, signed by parties;
- Resumes/CVs of Project team members involved in the process of the Project implementation (compiled in the same format for the whole team);
- To the extent possible, a brief overview of the previous activities implemented by the Applicant (including recommendation letters from other donors, newsletters, brochures, any other relevant material/information) to demonstrate the experience and ability to implement the Project in accordance with the requirements under SGP – Elections 2018;
- Other relevant materials to increase credibility of the Applicant and to complement the Project's justification.

The **Application Form** must include enough detailed data, in particular with respect to the means of achieving the Project's objectives and the way through which the target group(s) will be determined and reached through planned activities.

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 Ms. Victoria Ignat at the following email victoria.ignat@undp.org.

The Application Documents can be sent by email to tenders-Moldova@undp.org titled as "**SGP – Elections 2018**", or by post, or delivered physically in a sealed envelope (marked: **SGP – Elections 2018**) 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 5th of March 2018 at 16:00 (Moldova Local Time).

7. INFORMATION SESSIONS FOR APPLICANTS

The EDMITE Team together with CEC and CICDE will organize 3 regional information sessions for interested NGOs/CSOs to address final questions regarding the application procedure and/or the content of the Project Proposals. Representatives of entities willing to apply under SGP – Elections 2018, are invited to attend one of the information sessions, as per schedule below:

Balti - February 26, 2018, 11:00	Location will be announced later on the UNDP Moldova website and to the organizations that confirmed their participation.
Chisinau - February 26, 2018, 15:30	Central Electoral Commission 119 Alecsandri Street, Conference Room, 3 rd Floor
Cahul - February 27, 2018, 11:00	Location will be announced later on the UNDP Moldova website and to the organizations that confirmed their participation.

All interested applicants are asked to confirm their participation to Ms. Victoria Ignat at victoria.ignat@undp.org (or by telephone at 060008805) and copy to Ms. Liliana Grecu at Liliana.grecu@undp.org by February 22, 2018, 17.00 (Moldova Local Time).

³ Organizations targeting Diaspora locations have to be registered in the Republic of Moldova

8. EVALUATION PROCESS

Applications sent by fax will be rejected. Incomplete applications shall not be examined. Applications sent by email should not exceed 5MB in size. Applications larger than 5MB should be split into several messages and each message subject should indicate “part x of y” along with the title “SGP-Elections 2018” 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. Proposals received after the deadline shall be rejected.

Upon the expiration of the deadline, a two-stage evaluation process of the Project Proposal will take place:

Stage I: Verification of administrative compliance and eligibility of applicant – exclusion stage.

We will verify whether the Application Form is duly filled in, the package complete, the Project reflects two Phases, fits within budget threshold per Applicant, identifies a clear target group or groups and uses the person-to-person approach and the stated criteria are met.

This stage is carried out by the EDMITE Team in cooperation with the CEC and CICDE representatives.

Stage II: Evaluation of Project Proposals

The compliance of the submitted Project Proposal with the stated objective and priorities of the SGP – Elections 2018 is verified.

This stage is carried out by an independent Stakeholder Committee, which consists of the representatives of the donors and CEC, CICDE, the Public Services Agency and the E-Government Centre. Projects that receive the highest ranking will be recommended for final approval by the EDMITE Project Board.

Evaluation Criteria for the Project Proposals

Selection Criteria	Description	Weighting points (out of 100 total)
Quality and relevance of the Project Proposal	• Relevance of the Project to the SGP-Elections 2018 outcome	10
	• Clearly defined target group (s) with a clear justification	5
	• Identification of the problem/need and quality of justification	5
	• Significance of the Project to the needs of the identified target group(beneficiary)	5
	• Originality, innovative character of the Project	5
	• Project sustainability	5
	• Gender and human rights aspects mainstreamed	5
Subtotal		40 POINTS
Methodology of Project implementation	• To what extent the Project uses a person-to person approach	10
	• To what extent the proposed activities match the expected results of the Project	5
	• To what extent are the activities specific, measurable, achievable and time bound	5
	• How the regional aspect of the Project is defined	10
Subtotal		30 POINTS

Capacity of the Applicant	• Competence and experience of the applicant with the identified target group (s) and in the stated region	5
	• Applicant's experience in Project management	5
	• Degree of experience of the Project implementation team	5
	• Availability of physical resources required for the implementation of these planned activities (premises, equipment, transport etc.)	5
Subtotal		20 POINTS
Project budget	• Clarity of expenses and justification of Project expenses	5
	• Expenses matching the activities in Realistic terms	5
Subtotal		10
TOTAL		100 POINTS

Maximum allowable amount of points per Project is 100. Only those Projects that accumulated at least 65 out of 100 points will be recommended to the EDMITE Project Board for consideration.

9. METHODOLOGICAL GUIDANCE AND SUPPORT TO THE SELECTED GRANTEES

For the selected Grantees, besides education materials for both Phases in Romanian and Russian languages, the EDMITE Project in close cooperation with CEC and CICDE will provide **specialized training of trainers/facilitators** which will take place during a two-day Creativity Lab in Chisinau.

During the Creativity Lab, two representatives of each Grantee will be invited and trained on specific tools and techniques to deliver civic education trainings/activities, as well as be advised on certain aspects of the proposed activities. The event will enable the Grantees to fine tune their Projects and provide creative ideas and solutions for civic and voter education activities and methods. **Participation at the event is mandatory for all Grantees** (travel and accommodation costs shall be preliminary included in the Project Proposal Budget for up to 2 persons per organization).

Annex:

1. Application Form ENG, RO, RU (in Word Format)