**APPLICANTION GUIDE**

**SMALL GRANTS PROGRAMME (SGP-2018)**

**under the project Transnistrian dialogues: advancing track 2 cooperation between civil society leaders to generate new solutions in the context of the protracted Transnistria conflict**

*These guidelines describe the rules and procedures that will guide the submission, selection and implementation process of the Small Grants Programme (2018), under the project Transnistrian dialogues: advancing track 2 cooperation between civil society leaders to generate new solutions in the context of the protracted Transnistria conflict, financed by the United Nations Development Programme.*

1. **Background**

The **overall objective** of the project “Transnistrian dialogues: advancing track 2 cooperation between civil society leaders to generate new solutions in the context of the protracted Transnistria conflict” (Transnistrian Dialogues) is to build a Track two platform for regular engagement between experts, influencers, journalists, civil activists, opinion makers, CSOs and representatives of intellectual elites from both banks.

The main objectives of the project:

* contribute to an environment of trust and cooperation across the Nistru river by generating new perspectives on shared interests;
* have a high impact on the resolution of key pressing issues for the people on both banks of the Nistru River;
* bring to participants the current reliable information on major social, political, economic and other processes that determine the state of affairs on the two banks of the Nistru river;
* establish direct communication between journalists, thematic experts, civil society leaders and other representatives from both banks;
* increase mutual understanding, especially among young people, about each other. Promote tolerance, dialogue and respect for differences in communities and media on both banks;
* prepare and create a more benign and more informed domestic environment, including media environment, about each other;
* contribute to improving the understanding of residents of both banks, including taking into account the possibilities of media in the formation of public opinion;
* promote the elimination of negative stereotypes in both banks societies in relation to each other;
* undertake concrete joint actions in areas of expertise through small grants projects;

To deepen and ensure the sustainability of dialogue and cross-river collaboration, the Project announces an Expression of Interest for the Small Grants Programme**.**

1. **Implementation Timeframe and Projects Size**

Projects should be implemented between **December 2018 to March 2019.**

The maximum amount the applicants can request under their project proposals budget should not exceed **8,000 USD** per project.

1. **Eligible Projects**

Projects should address specific needs and issues through collaboration between the two banks in the following areas: collaboration between media outlets (print, TV, radio, online), joint production of TV/radio/online/print/video/film content and publications, transfer of experience and knowledge, joint research and position papers, sociology, mediation, legal aid, culture and art and organization of trainings in these areas. Projectsshould 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 will be considered. **Only NGOs representing participants in the *Transnistrian Dialogues* project are eligible to apply for the grant.**

Applicants will identify the specific needs and priorities in the above areas, 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 could aim at informing the public about social, political, economic and other processes on both banks of the Dniester through programs, talk shows and projects; improving the understanding of residents of both banks of the Nistru River about these processes; creating a more benign and more informed public environment, including media environment, about each other; establishing communication and collaboration between TV/radio/online/print/video/film companies, thematic experts, civil society leaders and intellectual elites from both banks, increasing mutual understanding about each other, promoting tolerance and dialogue in communities and media on both banks; promote the elimination of negative stereotypes in both banks societies in relation to each other.

**Entities eligible to submit project proposals should meet all of the following criteria:**

* Be an officially registered non-profit Community Based Organization or a Civil Society Organization (NGO);
* Represent at least one participant of the project *Transnistrian dialogues*;
* Be in partnership with at least one counterpart from another bank of the Nistru River, such as professional thematic organizations or people;
* Have experience in carrying out activities in the areas described above;
* Be directly responsible for the development and management of the implemented project;
* Applicants can submit only one project proposal under this grant competition, although they can be included as partners in several proposals.
1. **Projects Implementation Areas**

Please note that this Call for Proposals is open for any relevant confidence building proposal responding to the development needs through innovative cross-river partnerships. Some of the recommended areas of action **include, but are not limited to** the following:

* ***collaboration between media outlets (print, TV, radio, online)***: joint programming, talk shows, programs, training, transfer of experience between print, TV, radio online media outlets between the two banks;
* ***joint production of TV/radio/online/print/video/film content and publications****:* production of joint content by media outlets, experts and professionals from both banks;
* ***joint research and position papers*** in the area of conflict analysis, social, economic and political issues on both banks, publication of this research;
* ***sociological research*** and publications about confidence between the two banks, perceptions about each other and conflict resolution prospects;
* ***legal aid:*** joint projects in the area of support to legal aid on both banks**;**
* ***culture and art*** joint artistic and cultural activities, including music, painting, dance, etc. Artistic/cultural confidence building activities developed jointly with the contribution of artists and talented people from both banks of Nistru River for the benefit of the general public from both banks;
* ***organization of trainings and transfer of experience and knowledge*** in all of the above areas.

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 by promoting cross-river cooperation and partnerships.

The project proposals should contain a range of clearly defined and connected activities, that will be de-linked from electoral political processes, and that will lead to specific outcomes during a defined time frame. If applicants have secured part of the requested funding from other sources, they should include this information in the application form, within the budget section.

1. The application package should contain the following documents

Entities that are interested in applying for the Small Grants Programme should submit a package of documents including:

1. Application Form\* (which will include the requested budget and activities timeline), filled in Russian, Romanian or English. Handwritten Application Forms will not be accepted;
2. Copy of the registration certificate to prove that the applicant is a registered legal entity;
3. Copy of the partnership agreement(s), including an agreement between the applicant NGO and the participant to the Transnistrian Dialogues project, signed by all parties involved;
4. CVs of Project Managers and team members involved in the process of project implementation (compiled in the same format for the whole team);
5. To the extent possible, a brief overview of the activities of the applying entity;
6. 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 of cross-river collaboration.

1. Project budget
* The budget of the project, as part of the application form, should be in US dollars (**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 as it is described in the project proposal;
* The budget requested from the Transnistrian Dialogues project should not exceed the total amount of **8 000 US dollars (USD)**;
* All costs in the budget should be VAT 0%, given that the Project is VAT exempted as being a technical assistance programme;

**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 Liliana Samburschi at the following e-mail: liliana.samburschii@undp.org.

The application documents can be sent either by mail to tenders-Moldova@undp.org titled as “**TN Dialogues SGP-2018”**, or by post, or delivered physically in a sealed envelope (marked **« TN Dialogues SGP-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 3 December 2018,18-00.**

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 **“TN Dialogues SGP-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. **Applications received after the deadline shall be rejected.**

For additional information on the application process, please contact Liliana Samburschii either by phone: 022 839 868 or by e-mail: liliana.samburschii@undp.org.

1. 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 UNDP 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 “Transnistrian dialogues: advancing track 2 cooperation between civil society leaders to generate new solutions in the context of the protracted Transnistria conflict” is verified.

**This stage is carried out by an Evaluation Committee**, which consists of the representatives of donors and international organizations. Projects that receive the highest ranking will be recommended for final approval by the Programme Board.

1. **EVALUATION CRITERIA OF THE PROJECT PROPOSALS**

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| --- | --- | --- |
| **Selection criteria** | **Description** | **Weighting points****(out of total 90)** |
| **Quality and relevance of the project** | * Relevance to the goals and objectives of the project “Transnistrian dialogues: advancing track 2 cooperation between civil society leaders to generate new solutions in the context of the protracted Transnistria conflict”
 | **10** |
| * Identification of the problem and quality of justification
 | **5** |
| * Significance of the project for real needs of direct beneficiaries
 | **5** |
| * Project impact
 | **5** |
| * Originality, innovation
 | **5** |
| * Project sustainability
 | **5** |
| **Methodology of project implementation** | * to what extend proposed activities match the aims, objectives and expected results of the project?
 | **5** |
| * To what extent the activities are specific, measurable, achievable, realistic, time-bound?
 | **5** |
| * How strong is the cross-river partnership and to what extent is the partner involved in the proposed activities?
 | **10** |
| **Capacity of the applicant** | * Competence and experience of the applicant in the area of the project
 | **5** |
| * Applicant’s experience in project management
 | **5** |
| * Degree of expertise of the team that will implement the project (experts, coordinators, etc.)
 | **5** |
| * Availability of the physical resources required for the implementation of the planned activities (premises, equipment, transport etc.)
 | **5** |
| **Project Budget** | * Justification of project expenses
 | **5** |
| * Cost efficiency
 | **10** |

*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.*

**Annexes:**

1. Application Form (in Word Format)
2. Small Grants Programme GP-2018 Announcement