



The European Union's European Instrument for Democracy and Human Rights Programme for the Republic of Moldova



This project is funded by the European Union



A project implemented by the Institute for Democracy (Comrat) in partnership with the Media Center (Transnistria) and the National Institute for Women of Moldova "Equality" (Chisinau)

APPLICANT'S GUIDELINES GRANTS COMPETITION

A. BACKGROUND

The project "Let All of Us Say NO to Torture in Moldova: Civil Society against Torture" is funded by the European Union (European Instrument for Democracy and Human Rights) and implemented by Institute for Democracy in partnership with the Media Center (Transnistria) and the National Institute for Women of Moldova (Chisinau).

The European Instrument for Democracy and Human Rights (EIDHR) is a European Union programme that aims to promote democracy and human rights worldwide through support to civil society initiatives. The EIDHR was adopted by the European Parliament and the Council in March 2014 (Regulation No. 235/2014) for the period 2014-2020 by replacing and building upon the EIDHR (2007-2013) and the European Initiative for Democracy and Human Rights (2000-2006).

This instrument is designed to support civil society to become an effective force for political reform and defence of human rights. In doing this, it complements the geographical programmes, which focus on public institution-building. The EIDHR offers independence of action, which is a critical feature of cooperation with civil society organisations at national level, especially in the sensitive areas of democracy and human rights. It offers a great flexibility and an increased capacity to respond to changing circumstances or to support innovation. The EIDHR has considerable independence of action since it does not need the consent of the governments of the countries concerned for the financing of activities.

The EIDHR is global in scope. It operates at national, regional and international levels and supports actions carried out in third countries outside the European Union, throughout the world. *Currently, the Institute for Democracy is announcing the sub-grant program for the projects, the implementation of which is planned for November 2019 – October 2020.*

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

The implementation timeframe for project should be of up to 12 months. Projects should start in November 2019 and be finalized October 2020.

The maximum amount the applicants can request under their project proposals budget will not exceed 6.000 euro per one project (each joint sub-grant – minimum 4.000 euro and maximum 6.000 euro without cofinancing).

Only in exceptional cases, the Institute for Democracy will examine the possibility to fund a project with up to 7.000 euro.

It is recommended to the NGO/NGOs to find a co-financing. The existence of a co-financing will be a significant advantage in the selection process.

C. ELIGIBLE PROJECTS AND ORGANIZATIONS

The general objective of sub-grant program is to provide support to civil society projects contributing to the absolute prohibition of torture and ensuring accountability for torture and other ill treatment in the Republic of Moldova.

The Guidelines on EU policy towards third countries on torture, and other cruel, inhuman or degrading treatment or punishment provide the general framework for the EIDHR support in this area. For the purpose of this call for proposals, torture and ill treatment mean any act as defined under international human rights norms and standards and existing jurisprudence. The UN Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT), its Optional Protocol, as well as all the applicable international and regional instruments should be referred to as the wider normative framework of all actions supported under this call.

The specific objective of sub-grant program is to tackle the fight against torture and ill-treatment in a comprehensive and holistic way, mandatorily encompassing the following three interrelated and mutually reinforcing elements:

- a) Prevention of torture and other forms of ill-treatment, generally aiming at preventing the occurrence of torture and cruel, inhuman and degrading treatment. Particular attention will be placed on the effective implementation of all aspects of the United Nations Convention against Torture (UNCAT), as well as its Optional Protocol, and all other applicable international and regional norms and standards; their incorporation in national legislation and effective implementation; advocacy for setting up anti-torture safeguards, the establishment and functioning of domestic or international preventive or monitoring mechanisms; monitoring, advocacy and reporting by NGOs, training sessions for, sensitisation and information campaigns in view of enhancing investigation of torture allegations, against amnesty clauses for torture perpetrators and increasing their prosecution of perpetrators including non-state actors, mobilising public support against torture, etc.; and
- b) Accountability for torture and other ill treatment, aiming at restoring the victim's right to remedy and reparation and to fight impunity by holding the torture perpetrators accountable. These include provision of direct legal support to torture survivors and their families; support to local lawyers and organisations assisting them; case work; training sessions for lawyers and health staff to increase their skills in documenting torture and providing solid forensic evidence of torture; to analyse the root causes for lack of accountability, etc.; and
- c) Support for rehabilitation of victims of torture, aiming at rebuilding, in third countries, the victim's and/or his/her family's lives and restoring his/her right to remedy and reparation. Activities should foresee a comprehensive approach to rehabilitation; providing psychological, medical, social services to direct/indirect torture victims. Activities in this area should seek to strengthen local professional capacity and networking and enhance the sustainability of existing health services.

Proposals that do not cover these elements altogether will be rejected.

The lead applicant may not submit more than 1 application under this call for proposals.
The lead applicant may not be awarded more than 1 grant under this call for proposals.
The lead applicant may not be a co-applicant in another application at the same time.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant.

The co-applicant may not submit more than 1 application under this call for proposals.

The co-applicant may not be awarded more than 1 grant under this call for proposals.

Stages of the joint sub-grants program:

(Stage 1) Announcements about a small sub-grant program. A call for offers for small grants application.

(Stage 2) Filing small grant applications by NGO/NGOs.

(Stage 3) Application analysis and selection of sub-grantees. The NGOs who have filed the best 4 project ideas will be selected.

(Stage 4) NGO/NGOs representatives will take part in a seminar. The seminar covers the requirements to project implementation and reporting.

(Stage 5) Project implementation. After the seminar and the first payment NGO/NGOs start to implement their projects (the duration of each project is 6-12 months).

(Stage 6) After the project, our NGO will prepare the analysis of the project results, the final analytical and financial reports.

Organizations eligible to submit the project proposal should meet all the following criteria:

- (1)** be a legal person; and
- (2)** be non-profit-making; and
- (3)** be a non-governmental civil society organization; and
- (4)** be established in the Republic of Moldova; and
- (5)** be directly responsible for the preparation and management of the sub-grant; and
- (6)** be able, according to their statute, to carry out activities in the area stipulated by the project proposal; and
- (7)** be have experience in carrying out activities.

Organizations are not eligible to apply and to receive financing if they:

- Do not correspond to the above mentioned criteria;
- Are a for-profit and/or a state-owned legal entity;
- Are a branches and/or a sisters organization.

D. PROJECT IMPLEMENTATION AREA

Project offers should contribute to achieving the program objectives.

Some of the recommended spheres of activities include but are not limited to:

- Promoting the international and regional framework on torture prevention through educational, information and/or awareness-raising programmes on the UN Convention Against Torture (UNCAT) and its Optional Protocol (OPCAT) and other relevant international and/or regional human rights instruments and tools (e.g. the Robben Island Guidelines, the Istanbul Protocol), in view of their adoption, ratification, effective domestication and implementation;
- Promoting and monitoring the implementation of other relevant international standards, such as the revised UN Standard Minimum Rules for the Treatment of Prisoners ('the Nelson Mandela Rules'), the UN Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders ('the Bangkok Rules'); the UN Standard Minimum Rules for

the Administration of Juvenile Justice, often referred to as the ‘Beijing Rules’, as well as the UN Basic principles on the use of force and firearms by law enforcement officials;

- Promoting and monitoring prevention of torture and ill treatments in the framework of counter-terrorism, the fight of organised crime, crisis situations or unforeseen increase in migration flows as well as promoting and preventing torture and ill-treatment in the streets and during the early phases of arrest and/or detention, perpetrated by State and non-State actors (e.g. militias, private police, guards, etc.);
- Protecting those individuals acting in challenging environments denouncing torture, ensuring their safety and further subsistence and that of their organisations;
- Assistance to torture survivors or to individuals threatened with torture and their families, (excluding financial compensation for victims), including legal assistance to obtain reparation; psychotherapy and psychiatric assistance; other medical care as well as social rehabilitation, such as advice on social assistance, employment, development of social skills, etc.;
- Providing capacity building to civil society organisations or networks of NGOs to carry out activities to fight against torture and impunity, its root-causes and/or consequences, including submitting shadow reports to the UN system and to relevant regional mechanisms, monitoring and reporting cases of torture, identifying and protecting vulnerable groups with a higher risk of exposure to torture and ill-treatment, etc.
- Capacity building of relevant State officials, such as staff and professionals within the police, the justice system, the prisons’ service, children and youth institutions and medical personnel, on how to prevent, identify and address torture and ill-treatment, including to investigate cases and give protection and tools to resist to those individuals experiencing pressure to execute torture or ill-treatments as part of their work or against their will;
- Strengthening of co-ordination and effectiveness between relevant national institutions (such as Ombudspersons or National Preventive Mechanisms), professional organisations and civil society organisations to combat practices of torture and ill treatment in all settings, including by non-state actors;
- Conduct studies, collection, publication and dissemination of information concerning the production and trade of goods and technology that could facilitate or be used for torture or ill-treatment purposes;
- Raise awareness and contribute to an early identification of torture survivors among asylum seekers;
- Prevention and monitoring of torture and/or ill-treatment in migrants’ centres or other closed institutions;
- Promoting the principle of non-refoulement, and monitoring the adherence by States to this principle.

The project proposal should contain a range of clearly defined and connected activities that will lead to specific outcomes during a defined time frame. If applicants have secured a part of the requested funding from other sources, they should include this information in the application form.

The proposal must also show whether or to what extent this project is based upon or complements other initiatives implemented by the applicant or others in the same area, as well as ways for preventing the duplication of activities. It should explain whether the project will lead to multiplication or spillover effects in other areas. It should also specify whether the project is a pilot project and could be reproduced at a different level or with respect to other initiatives.

E. APPLICATION PROCEDURES

The organizations that are interested in applying for this Grants Competition should submit a package of documents, which include the Application Form and the documents demonstrating the legal status of the applicant, the qualifications of the persons who will be involved in

organizing and administering events, as well as any other 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 goals designated in this Grants Competition.

F. PROJECT BUDGET

1. The budget of the project, as part of the application form, should be in EURO;
2. The budget should contain clear information about the ways the funds will be spent and a detailed breakdown of eligible expenses;
3. The budget should be realistic and cost-efficient;
4. The budget must correspond to the activity plan as it is described in the project proposal.

Eligible direct costs include:

- Costs for experts and personnel who will be involved in project implementation;
- Costs for trainings;
- Costs for consultants and service providers;
- Transportation costs;
- Costs for marketing and promotion materials;
- Costs for the purchase of expendables and other materials required for the project: maximum 10% of all costs;
- Costs for events (meals, accommodation, information campaigns and awareness raising, copying, printing, etc);
- Other costs that are necessary for efficient implementation of the project (communications, office rent, postal and banking services): maximum 20% of all costs.

NOTE: In the budget of the project proposal, the applicant should indicate their own contribution, the contribution of the partners, if any. In kind contributions are not actual costs and cannot be considered as co-financing from the partner for project implementation. In kind contributions (premises, equipment, vehicles, etc.) of the organization or partner of the project implementation are to be indicated in the Application Form «Project Description» section.

Ineligible costs are:

- costs 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;
- individual sponsorship for participation at workshops, seminars and conferences;
- individual educational scholarships;
- covering the current costs of an organization, unless it is clearly related to the project goals;
- costs that have already received funding from other sources, including the EU.

G. THE APPLICATION PACKAGE SHOULD THE FOLLOWING DOCUMENTS

1. Application Form (which will include the requested budget and activities timeline)
Handwritten Application Forms will not be accepted;
2. Copy of the registration certificate to prove that the partners are registered legal entities;
3. Copy of the Statute of the organizations;

4. Mandate for co-applicant;
5. CVs of Project Manager/s, accountant and key staff, involved in project's implementation (compiled in the same format for the whole team);
6. A brief overview of the activities of the organization (including, if applicable, recommendation letters from donors, developed materials: researches, strategies, training aids, newsletters, brochures: newspaper articles, audio-/video clips, photo reports, etc.);
7. Other relevant materials.

The Application Form and Applicant's Guidelines are posted on the Institute for Democracy website (<http://www.indem.org>) and Media Center website (<https://mediacenter.md>).

These documents can also be received by sending a request at the e-mail: id.moldova@yahoo.com

DEADLINE FOR SUBMISSION OF PROPOSALS: SEPTEMBER 30, 2019

The documents can be sent either by mail at: id.moldova@yahoo.com titled as "Anti-Torture-2019". Incomplete applications shall not be examined.

For additional information on the application process: e-mail - id.moldova@yahoo.com

G. 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, and etc. This stage is carried out by the Institute for Democracy and the Media Center Team.

Stage II: evaluation of project proposals.

This stage is carried out by an Evaluation Committee. The projects that receive the highest total number of points will be recommended for final approval. Points will be awarded based on the extent to which the project proposals respond to the stated objectives and priorities of the sub-grants programme.

I. EVALUATION CRITERIA OF THE PROJECT PROPOSALS

For Stage I: We will verify whether the Application Form is duly filled in, the package is complete (Copy of the registration certificate to prove that the partners are registered legal entities; Copy of the Statute of the organizations; Mandate for co-applicant; CVs of Project Manager/s, accountant and key staff, involved in project's implementation; A brief overview of the activities of the organization), the project is a joint one, includes confidence building content.

For Stage II: Evaluation Grid

Section	Maximum Score
(1) Do the sub-grantees have sufficient experience of project management?	10
(2) Do the sub-grantees have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
(3) Does the lead applicant have stable and sufficient sources of finance?	5

(4) How relevant is the proposal to the objectives and priorities of the sub-grants program?	10
(5) How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)?	10
(6) Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices as building up sustainable cross-river partnerships?	5
(7) Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	10
(8) Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
(9) Is the action likely to have a tangible impact on its target groups?	10
(10) Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?	5
(11) Are the expected results of the proposed action sustainable?	10
(12) Are the activities appropriately reflected in the budget?	15
Maximum total score	100

The lead applicant (or, if the project is approved, the implementing organization) will act as the main organization and the only direct contact with the Institute for Democracy. The implementing organization is responsible for establishing an operationally efficient partnership that will ensure the implementation of the project at an appropriate level.

For additional information on the application process: id.moldova@yahoo.com

The Institute for Democracy reserves the right to stop financing in the following cases:

1. The grantee fails to conscientiously implement the terms of the grant agreement;
2. The donors of the Institute for Democracy do not provide full funding covering the budgets of the grantees.