# Call for Applications for Small Grants (Institutional development)

# for Civil Society Organizations (CSO)/OPD’s under the Joint Programme “Mainstreaming a disability inclusive humanitarian response to the Ukrainian refugee crisis”, within

# Eliminating Violence Against Women and Girls (EVAW) Area

# implemented by UN WOMEN Moldova CO

|  |  |
| --- | --- |
| **Advertisement No.** | UNW-ECA-MDA-HA-CfP-005 |
| **Location:** | Chisinau, Republic of Moldova |
| **Issue date:** | 23 December 2022 |
| **Type of contract:** | Small Grants Agreement |
| **Languages required:** | English, Romanian, Russian |
| **Application deadline:** | 20 January 2023, 23:00, Chisinau local time  [tender.md@unwomen.org](mailto:tender.md@unwomen.org) |
| **Information meeting** | On-line on 5 January 2023 between 10.00-11.00 a.m.  The link to the online meeting will only be provided to the registered participants.  <https://unwomen.zoom.us/meeting/register/tJEldOGoqTIsG9M8y3dWDTQhqzH-AIBO3mgw> |
| **Starting date:** | February 2023 |
| **Duration of the implementation:** | Up to 7 months, from February 2023 to August 2023 |
| **Project:** | Mainstreaming a disability inclusive humanitarian response to the Ukrainian refugee crisis |
| **Purpose of the activity:** | Strengthen community services and build capacities of specialized NGOs as local service providers to persons with disabilities (and refugees), including through mentoring and coaching support. |
| **Budget:** | Maximum budget: USD 10,000 |

**BACKGROUND**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in Moldova is guided by its new Country Strategic Note 2023-2027, aligned with the UN Sustainable Development Cooperation Framework for Moldova (2023-2027),  [UN Women Global Strategic Plan](https://www.unwomen.org/en/digital-library/publications/2021/09/un-women-strategic-plan-2022-2025), National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women’s Leadership and Governance; 3) Women’s Economic empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on Gender equality.

Since March 2022, in the context of the war in Ukraine and refugee crisis, UN Women implements several initiatives aimed to support Government, local authorities and civil society organizations with response efforts to immediate humanitarian needs of women and girls and efforts focusing on GBV services and protection along with peace development nexus.

As of 30th August 2022, over 7 million refugees have fled Ukraine into neighboring countries including the Republic of Moldova since Russian troops entered Ukraine on February 24. According to UNHCR, almost 600,000 persons (mostly women and children) have arrived in Moldova, out of which 24% remained in the country, of whom, 65% are women and 36% are children.

Persons with disabilities are often among the most vulnerable and disproportionately affected groups during forced displacement situations such as the ongoing conflict in Ukraine. Within the population of persons on the move with disabilities, subgroups like older refugees and women and girls with disabilities are particularly vulnerable. It is also known that forced displacement processes can create disabilities or worsen existing ones.

People fleeing from conflicts are at higher risk of conflict related to sexual violence, sexual exploitation, and abuse by humanitarian actors, trafficking for the purpose of sexual exploitation, as well as pre-existing and increased displacement related risks of intimate partner violence. Risks of GBV are exacerbated in the context of informal shelter, reception and transit facilities, refugee accommodation centers, private arrangements for accommodation and transportation from the border and movement to other countries. While the UN and humanitarian organizations responding to the crisis are recording the needs of refugees from Ukraine, they are not collecting (as yet) disaggregated data and thereby making it difficult to assess the scale of the needs of Ukrainian refugees with disabilities crossing the borders to Moldova. However, UNHCR’s recent study which sampled Ukrainian refugees across Europe, found that 13% of families sampled had at least one member with a disability and 9% had at least one member with a serious medical condition.

UN statistics suggest women and children make up 90% of the total of Ukrainian refugees – though a higher proportion of refugees are men (15% to 18%) in Moldova – and older people make up 12%. This higher percentage of men is significant as, under the current Ukrainian Martial Law, only older men, men with disabilities, men who have a child or family member with disabilities or who are foster careers can leave Ukraine. This means that Moldova is likely to be supporting a disproportionately higher number of refugees with disabilities and their families.

With the vast majority of refugees in Moldova being women and children, hence the protection of women and girls is of utmost concern. A significant proportion consists of women-head of households, single women, adolescent girls, older women, who are at heightened risk of GBV. Urgent actions are required to prevent gender-based violence (GBV) and respond to its life-threatening consequences.

Despite Moldova having signed up to CRPD, operationalizing the commitment through inclusive and accessible policies, systems, service delivery and budgets have been poor. Inherent practices such as institutionalization and a medical approach to disability still remain the norm and high levels of stigma is observed towards people with disabilities. Unpublished information suggests these approaches are further reflected in the humanitarian response to Ukraine refugee crisis in our country.

It is worth noting that the Republic of Moldova is among the top 5 poorest nations in Europe and now the country has already suffered an economic shock that is arguably worse than that in the 1990s (with inflation running at 30%). This is likely to deteriorate severely this winter, as Moldova is 100% reliant on Russia for its gas supplies.

The humanitarian response to the Ukraine refugee crisis in Moldova is not fully inclusive of persons with disabilities. Lack of disability inclusive policies and systems as well as services that are not accessible within the humanitarian frameworks have resulted in Ukrainian refugees with disabilities facing challenges relating to transport, sexual and gender-based violence, medical care, accommodation, access to schools, cash transfers, food and communication. The challenges noted above are a direct result of the lack of understanding of the scale of the issue and not having the tools and resources to implement a fully disability inclusive humanitarian response to support the Ukrainian refugees fleeing the war. Some of the underlying challenges that needs to be addressed for Moldova to make the humanitarian response more inclusive are to generate disability disaggregated data on the needs of Ukrainian refugees with disabilities, build capacity of decision makers and key actors, ensure voices of Ukrainian refugees with disability and Organizations of persons with disabilities are heard, deinstitutionalize the disability response and build on the rights based model and strengthen a well-coordinated refugee response where mainstream service delivery, planning and budgeting mechanism which takes to account the needs of Ukrainian refugees with disabilities and their additional disability related costs.

**RATIONALE**

The programme is needed to ensure that the Republic of Moldova has a fully inclusive approach to the Ukrainian refugee crisis. At present, Ukrainian refugees with disabilities fleeing to Moldova are experiencing a number of challenges to access the services they need. The humanitarian coordination and programming are not fully inclusive of persons with disabilities. Due to lack of awareness and understanding, persons with disabilities are still not perceived as part of the general population by the humanitarian community meaning that their access to mainstream humanitarian services and assistance is not systematically monitored. Interventions for persons with disabilities are often perceived as being limited to specialized services, to be addressed by specialized actors, without consideration to their mainstream needs. This lack of awareness means that persons with disabilities and their families are not meaningfully engaged in the process of humanitarian assistance, resulting in a very limited understanding of the needs and priorities of these individuals. Therefore, the programme has a real opportunity to put in place the foundations towards mainstreaming disability inclusion in the humanitarian response in Moldova.

Under this call, UN Women intends to support the organizational development of civil society organizations at local and national level as local service providers to persons with disabilities (and refugees), including through mentoring and coaching support. The envisaged grants will contribute to a transformative change to the CSOs that will be supported to develop gender-sensitive internal policies and integrate gender equality in their internal structures and will subsequently promote the culture of tolerance, equality, and non-discrimination in the country.

**General Overview of the Advertisement**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Moldova Office plans to award small grants to eligible [Civil Society](https://www2.fundsforngos.org/category/civil-society/) [Organizations](https://www2.fundsforngos.org/tag/organisations/) with up to USD 10,000. Small Grants are intended exclusively to finance a limited range of eligible activities to support the **development or strengthening of CSOs’ institutional capacities active in the area of disability service provision.**

UN Women invites eligible applicants to submit Small Grants applications for the eligible activities, as elaborated in this advertisement. UN Women will consider awarding several Small Grants based on available funds under EVAW area.

This advertisement forms the basis for applying for Small Grants. It must neither be construed as a Small Grant agreement nor as a confirmation of a Small Grant awarded by UN Women to any entity. Consequently, UN Women is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this advertisement. UN Women will not approve such costs as part of any Small Grant budget, and an awardee must not use the Small Grant to cover such costs.

**Eligibility criteria**

The applicant must be a [Civil Society](https://www2.fundsforngos.org/category/civil-society/) [Organization](https://www2.fundsforngos.org/tag/organisations/)[[1]](#footnote-2) (CSO) legally established and operating across the country. The applicant may apply if it:

* is a legally registered CSO in operation for at least 3 (three) years;
* is not on the Consolidated UN Security Council Sanctions List[[2]](#footnote-3);
* is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing;
* has not had funding received from UN Women entirely or partly written off by UN Women;
* is not currently engaged as an Implementing Partner (IP) or Responsible Party (RP) for UN Women;
* has not been engaged as an IP/RP for UN Women at any time after 21 November 2019;
* is not a governmental entity;
* is not an UN organization;
* is not an established CSO with the capacity to be engaged as an Implementing Partner/Responsible Party (an organization could be a Responsible Party if at the moment it has the internal capacity well developed and all the mandatory policies in place: anti-fraud policy; Sexual Exploitation and Abuse (SEA) policy; Internal control framework; procurement policy);
* has sufficient capacity to collaborate with various stakeholders: public, private and/or development partners (implemented at least 3 projects or initiatives);
* has sufficient financial stewardship, including having adequate financial policies and procedures in place to manage the small grant (has a minimum capacity to manage financial resources);
* past performance has been deemed satisfactory by UN Women (if it has received small grants previously or been engaged as an IP/RP before 21 November 2019);
* is committed to work on advocacy for persons with disabilities (and refugees) and for gender equality and eliminating violence against women and girls,
* being a member organization of the National Coalition Life Without Family Violence will be a strong asset.

The applicant must be operating in one or more of the following areas:

* Working with people with disabilities
* Human rights and Women’s empowerment;
* Ending violence against women and girls;
* Non-profit organizations which are delivering essential services for people with disabilities;
* Non-profit women-led organization;
* Non-profit youth-led organizations;
* Community-based organization active in the area of disability;

**Eligible activities**

**1.** **Introducing and improving organizational systems, tools, and processes (Governance\Management Structure**

**and Financial and Administrative Management areas) to strengthen organisation from institutional perspective**

Indicative activities could be but **not limited** to the following:

* Analysis and adjustment of the organization’s Statute, especially in the light of latest legislative modifications (for ensuring transparent oversight of the organization decision making; update the roles of the board and audit committee, etc.);
* Development/adjustment of organization’s organigram and updating job descriptions, etc.;
* Development of organization’s Strategy and Activity plan with integrated gender equality perspective for at least the period 2023-2025;
* Development of a Gender sensitive Communication, PR and Visibility strategy;
* Development of a Manual of internal policies and procedures of the organization, or separate policies and procedures on areas like:
  + human resources (employment of staff, contractual services, leaves, payments, professional development, performance evaluation, bonuses, etc.);
  + data privacy and data protection;
  + code of conduct for staff and partners, inclusively on prohibition of sexual exploitation and abuse, and sexual harassment; non-discrimination and gender equality;
  + filing of documents;
  + transparent financial management (reporting, auditing, payments, etc.);
  + transparent and efficient procurements (procurement plan, ceilings, announcing and evaluation of offers, etc.), by integrating gender equality perspectives;
  + anti-fraud and anti-corruption policies/provisions;
  + conflict of interests, etc.
* Development of advocacy strategy and advocacy plan;
* Development of fundraising strategy;
* Website development or upgrading.

**2. Building capacity of workforce in overall technical/managerial skills:**

* Participation in national and international trainings for strengthening the technical and managerial capacities of the staff of the organization. Tentative training areas could be but not limited to: project writing, project management, results-based management, financial management for CSOs and fundraising, public communication, advocacy, volunteering, languages/computer literacy, etc.;

**3. Building capacity of workforce to support stronger movement towards gender equality and rights of people with disabilities:**

The organizations may attract external expertise to build capacity and skills of its staff and volunteers to promote effectively the rights of people with disability on community/regional/national level on topics including, but not limited to:

* Address stigma and misconceptions related to disabilities to remove barriers to the physical environment for refugees with disabilities;
* Conducting situational analysis preceding the interventions on local level;
* Applying into practices of comprehensive human/victim-centered, multi-disciplinary, “do not harm”, “leave no one behind” and innovative approaches;
* Developing/enhancing strategically focused advocacy, lobbying, communication and media campaigns to address harmful practices related to disability area (including conceptualizing and conducting awareness-raising campaigns to effectively address misconceptions and transform attitudes, beliefs and societal norms);
* Involving women activists/platforms, unofficial networks and partnering with local public administrations in protection and promotion of rights of people with disabilities;
* Acting as watchdogs to monitor people with disabilities’ rights implementation into practice.

**4. Supporting with equipment** such as copiers, scanners, printers, laptops, and computers as long as the cost of such equipment is limited to 30% of the proposed small grant budget.

**5. Train national stakeholders on prevention and elimination of multiple forms of discrimination** (disability, gender, age) to identify entry points for meaningful engagement of refugee women with disabilities from Ukraine in design, formulation, implementation, evaluation of inclusive refugee response, in order to increase their institutional capacities to deliver gender sensitive services by applying innovative tools as design thinking, positive deviance, and the principle of intersectionality etc.

The implementation of the small grant must be completed by 31 August 2023 for the purposes of this call.

**Limitations**

For the purposes of this call, UN Women’s small grants are limited to a **maximum of USD 10,000 per CSO** **per 7-month period.**

**Application**

* An application must contain all relevant information showing that the applicant and the proposed activities are eligible. Applications must be submitted electronically in either English, Romanian or Russian languages. Any application not submitted in the specified working language will be excluded from consideration. Hand-written applications will not be accepted.
* Please use the attached Application Form (Annex 1), Implementation Plan and Budget (Annex 2) and Declaration Form (Annex 3) when submitting your application.
* Please submit a registration certificate evidencing that the applicant is a registered CSO that has been in operation for three years and the CV/ activity reports of the organization.
* UN Women will reject any application that doesn’t contain enough information to show that the application or the activities are eligible.
* UN Women will organize an information meeting open to all interested potential applicants. The meeting will be organized on-line on **5 January 2023 between 10.00-11.00 a.m.** Please register for the meeting from the following link: https://unwomen.zoom.us/meeting/register/tJEldOGoqTIsG9M8y3dWDTQhqzH-AIBO3mgw. The link to the online meeting will only be provided to the registered participants.
* The application must be received by UN-Women [**tender.md@unwomen.org**](mailto:tender.md@unwomen.org)not later than **20 January 2023, 23:00, Chisinau local time.** UN Women will not consider applications sent by any other means.
* Proposals received after the deadline may not be accepted for consideration.

**Review Criteria**

The applicant must:

* propose eligible activities that develop or strengthen the institutional capacity of the applicant and are consistent with the purposes of this call: to support the development or strengthening of a CSO’s institutional capacity;
* not propose to use the small grant to provide an activity/output on behalf of UN Women, civil construction work, engineering work, purchases of vehicles or other tangible or intangible property, except for copiers, scanners, printers, laptops, and computers;
* not propose to use more than 30% of the small grant to purchase copiers, scanners, printers, laptops, and computers; in case of solicitation of equipment, the short arguments should be provided on how this would contribute to (used in their further work on) advocacy for gender equality and eliminating violence against women and girls;
* propose a timeline and eligible activities that does not extend over 31 August 2023, including pandemic, political, security, logistical considerations;
* not propose to cover its indirect costs/support costs[[3]](#footnote-4) with the small grant;
* not make a direct profit from the small grant;
* not propose to cover costs incurred or committed prior to a signed Small Grant Agreement;
* propose eligible activities sustainably supporting the applicant;
* propose eligible activities where the applicant has the capacity to reach the target audience; and,
* propose a budget that is cost-effective given the eligible activities, the number of targeted beneficiaries, and the proposed location.

**Award**

UN Women will evaluate applications that meet all the criteria.

UN Women will award the small grants to the applicants that best prove commitment to gender equality and are ready/plan to engage in gender equality and women empowerment programmes.

Successful applicants are informed in writing of UN Women’s decision to award the Small Grant. The award is conditional on the applicant agreeing to the terms and conditions set forth in UN Women’s Small Grant Agreement and the award is automatically rescinded if the applicant doesn’t agree to these terms and conditions.

**Small Grant Reporting**

The Grantee must submit combined financial and progress reports as set forth below indicating the expenditure and progress on the performance of the Allowed Activities set forth in the Small Grant Utilization Plan.

* Small grant of USD 10,000 or less: The Grantee must submit a final combined financial and progress report at the end of the Small Grant Agreement or when the Allowed Activities are completed, whichever occurs first, within the date set forth in the Small Grant Agreement;
* If the Grantee does not submit the combined financial and progress reports within the given deadlines, the Head of Office may decide to request the Grantee to refund the small grant, in part or in full;
* The Programme Manager reviews the mid-term and final combined financial and progress report/s to establish: (a) if the small grant has been utilized for the purposes set forth in this Policy and the Small Grants Agreement; (b) if the performance of the Allowed Activities set forth in the Small Grant Utilization Plan are progressing satisfactory during the term of the Small Grant Agreement; and if the Allowed Activities set forth in the Small Grant Utilization Plan have been completed at the end of the Small Grant Agreement. The Programme Manager may consult with finance Personnel with respect to financial issues.

**Annex 1**

**Application Form**

|  |  |
| --- | --- |
| **CSO/Applicant details** | |
| **Name and registration number (please submit proof of registration)** |  |
| **Mandate of the CSO (according to the organizational by-law)** |  |
| **CSO staff focal point and alternate** | *(Please insert full name, title, e-mail address, telephone number)* |
| **Application details** | |
| **Proposal title** |  |
| **Small Grant Amount** | (*Please provide the amount MDL*) |
| **Duration and proposed start date** | *(Please state the duration in months)* |
| **Background** |  |
| **Main objectives/Results to achieve** |  |
| **Thematic Focus and Priorities** |  |
| **Geographical area** | *(Please indicate locality and district of the coverage by the organizational activities)* |
| **Activities (list them 1.,2.,), related expected timeframe and expected outcomes** |  |
| **How are these activities specifically support the development or strengthening of the CSO’s institutional capacity?** |  |

**Annex 2**

**Implementation Plan and Budget**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planned activities** | **Implementation Period[[4]](#footnote-5)** | | | | | | **Budget description[[5]](#footnote-6)** | **Total planned budget for the activity**  **(in MDL)** |
| 1 | 2 | 3 | 4 | 5 | 6 |  |  |
| **1.1 Activity X** |  |  |  |  |  |  | Project personnel |  |
|  |  |  |  |  |  |  | Training/Workshop |  |
|  |  |  |  |  |  |  | Equipment |  |
|  |  |  |  |  |  |  | Other activities (please specify) |  |
| **Total Activity 1.1** |  | | | | | | |  |
| **1.2 Activity Y** |  |  |  |  |  |  | Project personnel |  |
|  |  |  |  |  |  |  | Training/Workshop |  |
|  |  |  |  |  |  |  | Equipment |  |
|  |  |  |  |  |  |  | Other activities (please specify) |  |
| **Total Activity 1.2** |  | | | | | | |  |
| **Total requestd grant amount** |  | | | | | | |  |

**Annex 3**

**Declaration by the Authorized Representative of the Applicant Organization:**

Through submitting this application, I confirm that:

1. The Organization expresses its commitment to become a vocal advocate for gender equality and supporting women’s leadership and political participation.
2. The Organization is not on the Consolidated UN Security Council Sanctions List;
3. The Organization is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing;
4. The Organization is not currently engaged as a Partner of UN Women through a Project Cooperation Agreement;
5. The proposal for the small grant does not aim to cover the Support Costs of a project implemented by the Organization;
6. The Organization will not make a direct profit from the small grant;
7. The Organization is not proposing to cover costs incurred or committed prior to a signed Small Grant Agreement.

Date:

Name:

Stamp and signature:

1. Non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. The definition of CSOs includes but are not limited to community-based organizations (CBOs), non-governmental organizations (NGOs), youth-led organizations, LGBTI organizations, faith-based organizations and academic institutions but the definition of CSOs does not include business or for-profit associations. [↑](#footnote-ref-2)
2. <https://www.un.org/securitycouncil/content/un-sc-consolidated-list> [↑](#footnote-ref-3)
3. **Support costs** - mean those indirect costs that are incurred to operate the CSO as a whole or a segment thereof and that cannot be easily connected or traced to the Allowed Activities to be performed with the small grant, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.

   **Direct costs** - mean costs that can easily be connected and traced to the Allowed Activities to be performed with the small grant. For example, if an employee or consultant is hired to work on the Allowed Activities, either exclusively or for an assigned number of hours, their labor with respect to the Allowed Activities is a direct cost.

   **Allowed activities** - means introduction or improvement of organizational systems, tools and processes, training of workforce in technical and managerial skills and purchase of adequate Equipment. [↑](#footnote-ref-4)
4. List activities that will be implemented under the Grant and indicate the implementation period of each activity. [↑](#footnote-ref-5)
5. Specify amounts budgeted by cost categories expressed in the currency of the grant (MDL). [↑](#footnote-ref-6)