

FUNDING GUIDE

About the project

The Institute for Development and Social Initiatives (IDIS) "Viitorul" in partnership with the US-based Partnership for Transparency Fund (PTF) is implementing the project ["Increasing Integrity in Public Procurement"](#). The goal of the project is to support public procurement reforms in Moldova, which will increase the transparency and fairness of public procurement by empowering citizens to hold relevant institutions accountable. This can be achieved by training civil society organizations (CSOs) and investigative journalist organizations to be watchdogs in monitoring public procurement. [A training program was already conducted from 7 October to 17 December 2021.](#)

The project also includes a grant program to monitor public procurement and it aims to formulate recommendations with the goal of improving communication with the authorities, the integrity of public procurement, the efficiency of public budgets, and good governance capacity. The grant will be divided into sub-grants to be awarded to competitively selected CSOs and investigative journalist organizations to engage in actual monitoring of public procurement. CSOs and investigative journalist organizations interested in conducting procurement monitoring can apply for a sub-grant by submitting a monitoring proposal. This Guide explains the objectives of the grant program and how the sub-grants will be awarded.

Objectives for the grant program

- 1) Monitoring procurement at the national, local, or municipal level by CSOs and investigative journalists utilizing a variety of tools.
- 2) Strengthening the capacity of Moldovan Civil Society (CSO) organizations and investigative journalists to effectively and responsibly monitor procurement by advising authorities about potential procurement risks, risk indicators, irregularities, and ways to address them in order to improve the overall situation.
- 3) Facilitating access to open data on public procurement by developing various tools, including digital ones.
- 4) Improving legislation, regulations, policies and procedures by making recommendations to contracting and regulatory authorities, based on findings from the public procurement monitoring process.

What should the project proposal include?

The objective of the project proposal must be focused on the monitoring of public procurement (1) and the objectives (2-4) can complement the monitoring actions. It is also mandatory that monitoring be carried out for ongoing procurement procedures. Also, the monitoring (within the large grants) need to cover all stages of a public procurement and it is recommended to focus on more than one procedure. Completed procurement procedures cannot be included as an object of monitoring.

Eligibility criteria

Public associations (civil society organizations and investigative journalists' organizations) registered in the Republic of Moldova (from all localities and regions of the country).

Public associations may submit applications individually or partnerships may be formed by several non-governmental organizations.

Value and duration of proposed projects

The total amount available for grants is US \$ 200,000. Civil society associations registered in the Republic of Moldova can apply for and apply for grants of at least US \$ 5,000 and up to US \$ 25,000. The implementation period of the project must not exceed 12 months.

The evaluation committee will evaluate the proposals using the selection criteria outlined below. After evaluating the proposals, the evaluation committee will offer grants within the available budget.

The calendar and steps of the call

Period	Action
February 24, 2022	Publication and wide dissemination of information: funding guide, application form and budget template (on IDIS web page www.viitorul.org , on webpage www.civic.md , on social media FB page of IDIS - @IDISViitorul and @AchizitiiMoldova . Also, the information will be including within the project Newsletter nr 4. and disseminated to 367 local authorities from Moldova, 293 media outlets and 108 representatives from the civil society via MailChimp.
February 24 - March 17, 2022	Preparing applications / proposals submitted under the present call. The proposals will be reviewed by IDIS and PTF and questions raised with proponents of the proposals. Final deadline for proposals March 17.
2 and 4 March 2022	Organizing information sessions in which the funding guide will be presented and the questions of the participants - answered. Public announcements will be published and communicated on the IDIS web page specifying the date, time, and the link to the zoom information sessions. For registration, go to this link
March 10 - Deadline for submitting questions and March 11 publication all answers	Deadline for submitting clarification questions by proposal proponents to IDIS / PTF (March 10). Publication on the IDIS website of the answers to all the questions received in writing as well as questions posed during the information sessions (March 11 publication of the answers).
March 17, 2022	Deadline for proposals

17 March – 24 March 2022	Analysis, evaluation, and selection by IDIS / PTF, based on pre-established criteria, of applications for monitoring projects proposed for funding.
24 March – 31 March 2022	Discussions with those who submitted proposals focused on further refining proposals and making (minor) adjustments to applications and budgets (IDIS and PTF, prospective grantees) if it will be necessary.
until 11 April 2022	Signing of sub-grant contracts between IDIS "Viitorul" and the selected applicants (IDIS and PTF).
14 April 2022	Organizing a joint online meeting with all subgrantees for the selection and approval of a methodology and monitoring plan; approval of tools, methods, and approaches to be used by monitors in their communication with contracting authorities and agencies with monitoring and control mandates, including formulating and presenting recommendations (IDIS and PTF).

Subsequently, the subgrantees will have periodically:

- discussions with IDIS "Viitorul" and PTF experts on developments, progress, and impediments within the project implementation process.
- coaching, mentoring, and support sessions offered by a dedicated coordinator based in IDIS but there will also be access to both the IDIS "Viitorul" and PTF teams.
- narrative and financial reporting. Preparation by each sub-grantee of brief reports (narrative and financial) at regular intervals (each quarter) summarizing its findings and actions (to IDIS and PTF).

Ineligible activities

The following (or similar) activities are ineligible:

- activities seeking either exclusively or specifically, individual sponsorships for participation in workshops, seminars, conferences, congresses;
- activities specifically seeking individual scholarships for studies or training courses;
- activities involving the elaboration of theses (Bachelor's, Master's or PhD);
- activities aimed at financing a single conference. Conferences can only be funded if they are part of a series of activities to be implemented during a given monitoring project;
- monitoring projects seeking economic profit or non-profit projects that serve the interests of very limited target groups;
- activities that support political parties.
- policy and legal analysis not related to a specific procurement monitoring proposal

Ineligible costs

The following costs are ineligible:

- payment of bank debts (interest) or debts related to taxes and taxation;
- payments compensating losses or potential future debts/deficits;
- costs declared by the organization and funded under another project or program;
- purchases of land or buildings, renovations or reconstruction of buildings or offices;
- payments compensating for foreign exchange losses;
- individual or group scholarships.

When developing monitoring project proposals, applicants must take all necessary measures to prevent any conflict of interest which could jeopardize the impartial and objective implementation of the project.

Visibility

All project proposals must include communication and visibility activities. The projects will comply with the visibility rules of the Institute for Development and Social Initiatives (IDIS) "Viitorul" and the Partnership for Transparency Fund (PTF). The logos, disclaimer, and other visibility elements will be applied to all materials developed by the beneficiaries.

The application files

Only complete files will be accepted for participation in the call. The file must contain the following required documents:

- Registration certificate
- Application form (for the narrative part). The form can be completed in Romanian or in English. Only applications that comply with this model form will be reviewed and evaluated.
- Organization profile (organization description)
- CVs of the implementation team members and experts.
- Project budget (in USD). Only applications that comply with this model form will be reviewed.

In the case of a consortium: the partnership agreement signed by all parties will be attached to the proposal.

Submission deadline

The deadline for submitting the file is **March 17, 2022, at 23.00 Moldova time**. The subject of the message should include the expression "Submission_application_monitoring_public procurement". The file will be sent to the address mihai.turcanu@viitorul.org and ungureanu.carolina@gmail.com

Questions

Participants should send clarification questions to the email address mihai.turcanu@viitorul.org before March 10, 2022. For interested organizations, IDIS "Viitorul" will organize two information sessions on the application procedure on March 2 and 4, at 10.00 (For registration, go to [this link](#)). The answers to all questions asked will be published on March 11, 2022.

Evaluation process

The following aspects will be examined in the administrative verification process:

- if the deadline for submitting the file has been met;
- if the file includes all the required documents;
- if the provided model forms are used;
- if the application form is complete;

If any of the requested information is missing or incorrect, the file may be rejected. Files that pass the administrative verification will be accepted for the next stage of evaluation.

Evaluation criteria

An evaluation committee will be formed from an odd number of members who will evaluate the files based on the following criteria:

Evaluation criteria	Maximum score
1. Evaluation of the relevance and impact of the project	40
Relevance and compliance of activities with the general and specific objectives	10
Relevance of expected project results	10
Project impact	10
Project sustainability	10
2. Evaluation of the project proposal budget	20
Correlation of the budget with the proposed activities	10
Budget line justifications are realistic	10
4. Capacity and expertise assessment	40
Experience of experts involved in the monitoring project proposal, in the field of public procurement and other relevant areas such as legal, finance, budget, activity, and transparency of public authorities more than 3 years - 20 points, 3 years - 15 points, 2 years - 10 points, up to 1 year - 5 points no experience - 0 points	20
Previous experience of the civil society organization or investigative journalists' organization in the implementation of projects in procurement monitoring and other relevant areas such as legal, finance, budget, activity, and transparency of public authorities more than 3 projects - 20 points, 3 implemented projects - 15 points, 2 projects - 10 points, 1 project - 5 points no project 0 points	20

The evaluation committee reserves the right to request, if necessary, meetings with the civil society organizations that have applied. Refusal to participate in the interview/discussion will preclude the

organization's subsequent participation in the program. IDIS may also request additional documents at this stage.

Funding under this call for monitoring project proposals will be provided within the limits of the available budget.

Communication of results

The list of selected beneficiary organizations will be published on the IDIS "Viitorul" website - www.viitorul.org by April 2022.

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The project "[Increasing the integrity in public procurement](#)" is implemented by Institute for Development and Social Initiatives (IDIS) "Viitorul", in partnership with Partnership for Transparency Fund (PTF). It aims to support procurement reforms in Moldova that will increase transparency and fairness of public procurement through empowering citizens to hold relevant institutions accountable. This will be accomplished through training civil society organizations to serve as watchdogs by monitoring public procurement.