



ASOCIAȚIA OBȘTEASCĂ
DEMOS



OPEN CALL

for regranting proposals within
the EU funded project

Empowerment of youth

entrepreneurship in Moldova

EU Ref. CRIS 2022 /438-554, OPSYS PC-24373

**GUIDELINES FOR GRANT
APPLICANTS**

REF: GMDA-003-22-23-01

JUNE 16

CONTRACTING AUTHORITY:

Consortium of associations:

**Help-Hilfe zur Selbsthilfe e.V., DEMOS,
HOMECARE and Pro Cooperare Regionala**



**Funded by
the European Union**

NOTICE

This is an open call for proposals, where all documents are submitted together. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the applicant' sent together with the full application

1. EMPOWERMENT OF YOUTH ENTREPRENEURSHIP IN MOLDOVA

1.1. BACKGROUND

The Empowerment of Youth Entrepreneurship in Moldova project is designed to support the improvement of the Civil Society role in community development and provision of services to the citizens of Moldova and to strengthen the youth capacities in entrepreneurship through the coordinating activities of involved CSOs. The European Union (EU) has allocated 2 million Euros through the programme Support for Civil Society in the Republic of Moldova for the implementation of this project during 36 months. The consortium of associations consisted of coordinator: Help-Hilfe zur Selbsthilfe e.V. and three co-beneficiaries: DEMOS, HOMECARE and Pro Cooperare Regionala have been selected, after an open call for proposals, as the implementing partners.

The aim of the project is to support the development and promotion of self-employment as a tool for inclusion of the vulnerable young persons into the active labor force of the country and decrease poverty. In this way, young people will become more competitive on labor market and get higher chance to earn their living and support their families.

Specifically, this Call is designed to support the CSOs to provide adequate employment opportunities to youth and other vulnerable persons.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The global objective of this call for proposals is: to increase the overall capacity of involved CSOs.

The specific objective of this call for proposals is: strengthening youth capacities in entrepreneurship.

The priority of this call for proposals is: to support local CSOs to contribute to the overall project objectives through coordinated and monitored provision of assistance to income generation activities of youth and other vulnerable population.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 600,000. The contracting authority reserves the right not to award all available funds.

Indicative allocation of funds by geographical distribution:

Region 1: North Moldova (districts of: Edineț, Drochia, Soroca, Fălești, Florești, Rîșcani, Sîngerei, Briceni, Dondușeni, Glodeni, Ocnîța and Bălți Municipality): **EUR 180,000**

Region 2: Central Moldova and Transnistria (districts of: Anenii Noi, Călărași, Criuleni, Dubăsari, Hîncești, Ialoveni, Nisporeni, Orhei, Rezina, Strășeni, Șoldănești, Telenești, Ungheni, Chisinau municipality¹ and region of Transnistria): **EUR 240,000**

Region 3: South Moldova (districts of: Leova, Cantemir, Cahul, Taraclia, Basarabeasca, Cimișlia, Căușeni, Ștefan-Vodă and the Autonomous Territorial Unit of Gagauzia): **EUR 180,000**

¹ Eligible CSOs may be registered in Chisinau municipality, however implementation of activities must be implemented outside Chisinau.

If the allocation indicated for a specific region cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to other regions.

Size of grants:

Minimum and maximum amount of the Grant that can be awarded per Application are:

minimum amount	maximum amount
EUR 50,000	EUR 60,000

Any grant requested under this call for proposals may cover 100% of the total eligible costs of the action.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call.

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (2.1.1.):

- the applicant', i.e. the entity submitting the application form;

(2) the actions (2.1.3.):

- actions for which a grant may be awarded;

(3) the costs (2.1.4.):

- types of cost that may be taken into account in setting the amount of the grant

2.1.1. Eligibility of applicants (i.e. applicant)

Applicant

(1) In order to be eligible for a grant, the applicant must:

- be a legal person, and
- be non-profit-making, and
- be a specific type of organization such as: non-governmental organization, civil society organization, public association, foundation, and
- be established and registered in² the Republic of Moldova, and

² To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

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- be directly responsible for the preparation and management of the action, not acting as an intermediary, and
 - have experience of at least 2 years in empowering of young people abilities, and
 - have the total turnover in the last 2 years between EUR 10,000 and EUR 100,000, and
 - carry out activities in one or more district of the region for which is applying for, and
 - have a qualified staff for the implementation of the action, and
 - have adequate office space arranged for the activity, and
 - not have registered debts, arrears with overdue payments to banking and / or non-banking financial institutions or debts to taxes and fees to the local and national budget are not accepted, and
 - not have a criminal record, and
 - not be in a state of insolvency, bankruptcy proceedings, reorganization or in any other legal procedures.

(2) In respect to above listed exclusion situations (last three eligibility criteria) provisionally selected applicants or those placed in the reserve list are obliged to declare that they are not in any of the exclusion situations through a signed Declaration on honour.

By the declaration included in the grant application form Section VII ('declaration(s) by the applicant'), the applicant must declare that is not in any of these situations.

(3) In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

2.1.2. Associates and contractors

The following entities are not applicants:

- Associates

Other organizations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in 'Associates participating in the project' — of the grant application form.

- Contractors

The grantees are permitted to award contracts. Associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in the standard grant contract.

2.1.3. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be shorter than 22 months nor exceed 24 months.

Sectors or themes

Proposed actions must contribute to the project objectives as outlined in section 1.2

Location

Actions must take place in the local communities in one of the following regions specified under section 1.3, outside the capital city of Chisinau.

Types of action

The eligible action has been previously approved by the EU within the frame of the project Empowerment of youth entrepreneurship in Moldova. The detail description of the action has been given in the ToR- Methodology for entrepreneurship support enclosed to these guidelines. The objective of this call is selection of at least 10 local CSOs that will be responsible for the implementation of income generation component of the action within the financial and mentoring support of the project.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

Types of activity

The eligible activities of the action are those explained in the enclosed ToR, the main activities are listed below:

- assessment of the position of youth in the targeted local communities with the special emphases on the employment
- information campaign including establishing contacts with the targeted municipalities/cities and other relevant project stakeholders, participation in media campaign and other visibility actions, organization of information meetings, project presentations, distribution of applications and reporting
- registration of applicants in the data base and regular update of the data base
- selection of beneficiaries for entrepreneurship support including cooperation with engaged experts
- specification of the required equipment/material for selected beneficiaries
- awarding and preparation of contracts with the selected beneficiaries
- organization of business and professional trainings
- conducting adequate tender procedures for the procurement of required equipment/material for the final beneficiaries
- monitoring and assistance to the beneficiaries within the registration of their businesses
- monitoring and mentoring of the supported beneficiaries
- organization of the final meeting with supported beneficiaries

Financial support to third parties³

Although the financial support to third parties – vulnerable youth that would like to start and/or develop their own business is foreseen by the ToR – Methodology for entrepreneurship support, applicants may not propose financial support to third parties within their budgets, since the costs of equipment /material required for the start and /or developing of youth entrepreneur’s businesses will be covered by the Contracting Authority, as explained in ToR. The foreseen financial support to third parties is the range from EUR 3,000 to EUR 7,000 (average value EUR 5,000) and will depend on the real needs of each individual case.

Visibility

The applicants must take all necessary steps to publicize the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing in cooperation and under mentoring support of the consortium organizations.

Number of applications and grants per applicants / affiliated entities

The applicant may not submit more than one application under this call for proposals.

The applicant may not be awarded more than one grant under this call for proposals.

2.1.4. Eligibility of costs: costs that can be included

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

The eligible costs must be based on actual costs incurred by the Beneficiary(ies) presented in the form of:

- unit costs: covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- lump sums: covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- flat-rate financing: covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Applicants must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to ‘UNIT COST’, ‘LUMPSUM’, ‘FLAT RATE’ in the Unit column.

Additionally in Annex B, in the second column of worksheet no.2, ‘Justification of the estimated costs’ per each of the corresponding budget item or heading applicants must:

³ These third parties are neither associates nor contractors.

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- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer;
 - clearly explain the formulas for calculation of the final eligible amount;

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a realistic and cost-effective budget.

Eligible direct costs

To be eligible under the Call for Proposals, costs must refer only to activities specified in the section 2.1.3

Eligible costs include:

- salaries of staff engaged in the implementation of the activities, including compulsory taxes according to the legislation of the Republic of Moldova,
- travel costs of the staff engaged in the project implementation
- office consumables necessary for the project implementation
- office equipment necessary for the implementation of the project
- bank commission charges
- tender/procurement preparation
- visibility/communication costs

Ineligible costs

- in-kind contributions
- all costs incurred prior to the signing of Grant
- debts and debts service charges (interest)
- provisions for losses or potential future liabilities
- costs declared by the Beneficiary(ies) and financed by another project or funding sources
- purchases of land or buildings
- currency exchange losses
- credit to third parties
- salary costs of the personnel of national administrations

2.1.5. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation

committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. *Application forms and submission of supporting documents*

Applications must be submitted in accordance with the instructions on the full applications in the grant application form annexed to these guidelines (Annex A). Applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Applicants must apply in one of the languages of the procedure: English (preferably), Romanian or Russian.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the grant application form and the published annex which have to be filled in (budget) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the application the applicant also has to submit the following documents:

1. The statutes or articles of association and extract from the State Register of Non-Commercial Organizations of the applicant.

In addition, for the purpose of the evaluation of the financial and operational capacity, the following documents should be submitted:

1. A copy of the applicant's profit and loss account and the balance sheet for up to the two last financial years for which the accounts were closed.
2. CVs of the staff proposed for the implementation of the foreseen activities.
3. Documents and materials that demonstrate the applicant's experience in carrying out the project (reports, press clippings, articles, copies of visibility materials, etc.) and link to the applicant's web and social media pages (if any);

Documents must be supplied in the form of scanned originals (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents proving the applicant's eligibility, may be attached for the purpose of analyzing the application.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

No additional annexes should be sent.

2.2.2. Where and how to send applications, deadline for submission of applications

The Application Form together with its relating Checklist and Declaration by the applicant (to be found i Section VI and VII of the Annex A Grant Application form) and annexes must be submitted in the following manner:

- Applications must be submitted via email in PDF format (signed, stamped and scanned) and in original editable format. Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format. In case of discrepancies, signed, stamped and scanned versions will prevail.
- The total email size of the application should not exceed 15 MB, as that is the maximum allowed email message size by the Help's server. If the application is larger than 15 MB, documents should be sent in a series of emails, with each email not exceeding 15 MB size thresholds. Each part of the application should be numbered in the email subject field (email subject/number).
- Applications must be submitted to the email address below:
mda03.applications@help-ev.de
- Automatic notification of the delivery would follow upon successful submission of the email application.
- When sending the application, the email subject field must contain the reference number of the Call and the title of the Call for Proposals (GMDA-003-22-23-01 – Empowerment of youth entrepreneurship in Moldova) including the name of the applicant.
- Requests for clarification should be submitted to the email address below:
mda03.clarifications@help-ev.de
- The deadline for the submission of applications is **16.08.2023**.
Any application submitted after the deadline will be rejected.
- Applications must be received before midnight local time on the closing date of the Call for Proposal. Applicants are kindly advised to submit the application timely, as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of the application. Only bids received by Help mail server before the deadline would be accepted.
- Applicants must verify that their application is complete using the Checklist. Incomplete applications may be rejected.
- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to emails different from the one stated in the Call for proposal will be rejected. Hand-written applications will not be accepted.
- Contracting Authority reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Team.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Evaluation Committee appointed by the contracting authority. All applications will be assessed according to the following steps and criteria.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist of the grant application form. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The eligibility verification, based on the supporting documents requested by the Project (see Section 2.2.1) is performed prior to the evaluation of applications:

- The Declaration by the applicant (Section VII of the Grant Application Form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

The Contracting Authority reserves the right to conduct other forms of verification including site visits. In no way does this presume the positive outcome of the selection process nor it guarantees that the applicant will be awarded a grant.

(2) STEP 2: EVALUATION OF THE APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants. The quality of the applications, including the proposed budget and capacity of the applicants will be evaluated using the evaluation criteria in the evaluation grid below.

The evaluation criteria help to:

- evaluate the applicant(s)'s operational capacities in relation to the management capacity, professional experience, competencies and qualifications required to successfully complete the foreseen action
- evaluate the quality of applications in relation to the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness
- select applications which maximize the overall effectiveness of the call for proposals and for which the contracting authority can be confident will comply with its objectives and priorities.
- award grants to projects which maximize the overall effectiveness of the Call for Proposals.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
1. Financial and operational capacity	10
1.1 Does the applicant have sufficient in-house experience of project management?	5
1.2 Does the applicant have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5

2. Relevance	10
2.1 How relevant is the proposal to the objectives of the Call for Proposals and general understanding of the requirements set in the ToR?	5
2.2 How relevant is the proposal to the needs of young entrepreneurs and other vulnerable population in proposed municipalities?	5
3. Potential of the proposal to contribute to youth entrepreneurship	10
3.1 How coherent is the overall proposal? Does it reflect the problem analysis in the proposed municipalities and offers achievable change within the frame of the foreseen activities by ToR?	5
3.2 Is the proposal consistent in relation to the set objectives and expected results of the Call for Proposals?	5
4. Level of involvement of young people	15
4.1 Does the proposal have a clear plan for active involvement of young people in the proposed municipality(ies)?	5
4.2 Does the proposal demonstrate sound understanding of the youth employment challenges in the proposed communities and responds to their needs?	5
4.3 Does the proposal reach out to young people from remote and rural areas?	5
5. Capacity to provide business support/mentoring and guidance to youth business initiatives:	15
5.1 Is the Applicant registered and operational in the local community(ies) proposed for the implementation of the action?	5
5.2 Is the Applicant recognized in the local community/ies and is capable to bring changes in employment opportunities of youth?	5
5.3 Does the Applicant have sufficient technical expertise and knowledge of the issues to be addressed?	5
6. Understanding of the implementation approach	15
6.1 Does the applicant understood the implementation approach indicated in the ToR?	5
6.2 Are there any innovative measures/approaches to the project implementation demonstrated within the proposal?	5
6.3 How coherent is the proposed implementation plan to the foreseen project activities?	5
7. Sustainability of the action	15
7.1 Is the action likely to have a tangible impact on its target group?	5
7.2 Is the action likely to have multiplier effects, including scope of replication, extension, capitalization on experience and knowledge sharing?	5
7.3 Will the proposal generate positive socio-economic impacts for the targeted municipalities, beyond the level of immediate users?	5
8. Cost-effectiveness of the Proposal	10
8.1 Are the activities appropriately reflected in the budget?	5

8.2 Is the ration between estimated costs and the results satisfactory?	5
Maximum score	100

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for the first two subsections under Section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score, one per each of three regions. The highest scoring applications per region will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve lists will be drawn up following the same criteria. These lists will be used if more funds become available during the validity period of the reserve lists.

The Evaluation Committee will undertake site visit to the provisionally selected applicants prior to the final awarding of the grant contract. Applicants will receive notice of the scheduled visit at least 5 days prior to the visit. Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available funds.

2.4. NOTIFICATION OF THE CONTRACTING AUTHORITY

2.4.1. Content of the decision

The applicants will be informed in writing of the contracting authority’s decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint to the Contracting Authority within eight days upon receipt of the decision.

2.4.2. Indicative timetable

	DATE	TIME
1. Information meetings (online)	<p>05.07.2023 (for the applicants from the Region 1)</p> <p>06.07.2023 (for the applicants from the Region 2)</p> <p>07.07.2023 (for the applicants from the Region 3)</p>	10:00-12:00

2. Deadline for requesting any clarifications from the contracting authority ⁴	26.07.2023	16:00
3. Last date on which clarifications are issued by the contracting authority	05.08.2023	-
4. Deadline for submission of applications	16.08.2023	24:00
5. Information to applicants on opening, administrative checks (Step 1)	05.09.2023	-
6. Information to applicants on the evaluation of the applications (Step 2)	15.09.2023	-
7. Notification of award (after the eligibility check) (Step 3)	29.09.2023	-
8. Contract signature	15.10.2023	-

All times are in the time zone of the Republic of Moldova. This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the same websites where the call is published.

2.5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract. By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

- ❖ Awarded applicants for the Region 1: North Moldova (districts of: Edineț, Drochia, Soroca, Fălești, Florești, Rîșcani, Sîngerei, Briceni, Dondușeni, Glodeni, Ocnița and Bălți Municipality) will sign the Grant Contract with the organization DEMOS,
- ❖ awarded applicants for the Region 2: Central Moldova and Transnistria (districts of: Anenii Noi, Călărași, Criuleni, Dubăsari, Hîncești, Ialoveni, Nisporeni, Orhei, Rezina, Strășeni, Șoldănești, Telenești, Ungheni, Chisinau municipality⁵ and region of Transnistria) will sign the Grant Contract with the organization Pro Cooperare Regionala, while those
- ❖ applicants awarded for the implementation of the project in the Region 3: South Moldova (districts of: Leova, Cantemir, Cahul, Taraclia, Basarabasca, Cimișlia, Căușeni, Ștefan-Vodă and the Autonomous Territorial Unit of Gagauzia) will sign the Grant Contract with the organization HOMECARE.

The Programme will predominantly use grant methodology for implementation of the approved projects. The Grantees will be obliged to follow the methodology of the project implementation specified in ToR and perform the foreseen activities including procurement procedure for the supply of equipment / provision of relevant

⁴ Requests for clarification send to: mda03.clarifications@help-ev.de

⁵ Eligible CSOs may be registered in Chisinau municipality, however implementation of activities must be implemented outside Chisinau.

business and professional trainings for the selected beneficiaries. However, due to the complexity and security of the proper utilization of costs, the whole process will be closely monitored by consortium and payments to the selected subcontractors (suppliers/providers) will be conducted by organizations Demos, Pro Cooperare Regionala and Homecare.

Financial implementation

A separate account of the grantee must be used/opened for the implementation of the project in cooperation with consortium.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format)

DOCUMENTS FOR INFORMATION⁶

1. ToR- Methodology for entrepreneurship support
2. Standard grant contract with General Conditions

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⁶ These documents should also be published by the contracting authority.