



## CALL FOR PROPOSALS

**Supporting democratic school governance in Moldovan schools**

BH8898/2023/36

<b>Project</b>	Education for Democracy in the Republic of Moldova II
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Council of Europe Office in Chisinau
<b>Funding</b>	EUR 150 000
<b>Duration</b>	Project shall be implemented by 30 September 2025. Reporting requirements shall be completed by 30 October 2025.
<b>Estimated starting date</b>	1 October 2023
<b>Issuance date</b>	10 August 2023
<b>Deadline for applications</b>	5 September 2023

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## APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)

## HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach a provisional budget (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
  - Scanned copy of applicant's registration certificate and statute
  - Applicant's 2022 annual activity report
  - Applicant's 2022 financial report
  - List of team members involved in the project and their CVs
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [educationmoldova@coe.int](mailto:educationmoldova@coe.int). Emails should contain the following reference in subject: *Democratic School Governance Grant*.
- Applications must be received at the latest at 23:59 CET on **5 September 2023**.

## I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “[Education for Democracy in the Republic of Moldova II](#)”. It aims to co-fund a **national project** aimed at strengthening democratic school governance policies and practices in the Republic of Moldova by providing tailored support to up to 40 schools to implement the [methodological guide on the democratic school governance](#).

This guide is a practical introduction to the process of democratic school governance. It explains the concept of democratic school governance, describes its principles and characteristic practices, and sets out a step-by-step method by which schools can gauge current levels of stakeholder involvement in school life and plan more effective and meaningful forms of participation. The aim of the guide is to help schools increase the level of stakeholder participation in their daily life and governance. It focuses particularly on the part played by parents and children, and what can be done to help and encourage each of these groups become more actively involved in daily life and decision-making in their schools.

The guide has its origins in the long-standing Council of Europe programme, *Education for Democratic Citizenship and Human Rights Education*<sup>1</sup>, and, in particular, the ideas and principles formally set out in the Council of Europe *Charter for Education for Democratic Citizenship and Human Rights Education*.<sup>2</sup> It draws on a number of Council of Europe publications, including *The school: A democratic learning community*<sup>3</sup> and *Democratic governance of schools*<sup>4</sup>. It also draws on the UNICEF *Child-Friendly Schools Standards*<sup>5</sup> and the Save the Children *Toolkit for Monitoring and Evaluating Children’s Participation*<sup>6</sup>.

Horizontal principles such as human rights, gender mainstreaming, and sustainable development will be integrated into the project design and implementation. The project will cater special attention to the inclusion of children from disadvantaged backgrounds, girls, children from rural and remote areas and children from minority backgrounds.

In April 2011 – November 2022, the methodological guide on the democratic school governance was piloted in 49 secondary schools selected randomly based on following criteria: type of school, language, location, etc. Schools were assisted to decide on the areas that they want to explore and improve in a participatory and inclusive manner, i.e., involving all school community, including children and parents. In the process of piloting of the methodological guide circa 40 procedures and tools were developed to improve the democratic governance of schools in all nine areas of participation. The most relevant (27) were included in a [Compilation of Good Practices](#) on democratic governance of schools.

The Ministry of Education and Research of the Republic of Moldova intends to approve the methodological guide for nation-wide implementation. The selected national project shall support individual schools (up to 40) to adopt and properly implement the methodological guide on the democratic school governance in all nine areas of participation. Interested schools (selected through an open competition) will be offered assistance through coaching, training, information and materials. The participating schools will establish a Network of Democratic and Inclusive Schools which will serve as a platform for peer exchange and sharing of experience and best practices. The main expected result of the national project: democratic school governance policies and practices in up to 40 schools are strengthened in line with the methodological guide on the democratic school governance.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

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1 <https://www.coe.int/en/web/edc/what-is-edc/hre#:~:text=%E2%80%9CEducation%20for%20democratic%20citizenship%E2%80%9D%20means,their%20democratic%20rights%20and%20responsibilities>

2 <https://www.coe.int/en/web/edc/charter-on-education-for-democratic-citizenship-and-human-rights-education>

3 <https://rm.coe.int/16802f726f>

4 <https://rm.coe.int/democratic-governance-of-schools/16804915a4>

5 <https://www.unicef.org/documents/child-friendly-schools-manual>

6 <https://resourcecentre.savethechildren.net/document-collections/toolkit-monitoring-and-evaluating-childrens-participation>

## II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Council of Europe is currently implementing the Project “Education for Democracy in the Republic of Moldova, Phase II”. The Project is implemented by the Council of Europe from January 2023 to December 2026 in cooperation with the Ministry of Education and Research of the Republic of Moldova in line with the priorities of the Council of Europe Action Plan for the Republic of Moldova 2021-2024. The Project aims to contribute to an inclusive, peaceful, and democratic Moldovan society with engaged citizens.

Building on the results, the lessons learned, and the capacities built by the Project “Education for Democracy in the Republic of Moldova, Phase I” (2019-2022) implemented by the Council of Europe, the Project continues to strengthen the capacity of the Moldovan education system to develop competences for life in democratic and inclusive societies through formal education. The Project:

- further supports the integration of Council of Europe’s flagship [Reference Framework of Competences for Democratic Culture](#) in the primary and secondary cycles, including the upper secondary technical education and vocational education and training (VET),
- further strengthens national teacher education capacities and the professional competences of teachers,
- supports the implementation in schools of the methodology on the democratic school governance.

Project’s specific objectives are:

- National policy and methodological frameworks to prepare young people for democratic citizenship and support their participation in decision-making processes at the local and national levels are further strengthened.
- Professionals and institutions in the education sector prepare young people for life in democratic societies and support the participation of young people in public life.
- Girls and boys practice competences for democratic culture and actively participate in decision-making processes in formal and non-formal settings.

Project’s expected results are:

- The national policy framework for developing competences for democratic culture through formal education is further aligned to Council of Europe standards.
- Teachers strengthen their professional capacities to apply new methodology and approaches in teaching competences for democratic culture in a supportive institutional environment.
- An increased number of boys and girls have access to various tools / platforms / opportunities in formal and non-formal settings to develop and practice competences for democratic culture, to participate in decision-making processes and in community development initiatives.

The “Education for Democracy in the Republic of Moldova II” Project is being implemented within the Swiss Development Cooperation Programme “Fostering Active Civic Engagement in the Republic of Moldova” and in synergy with programme partners - the United Nations Population Fund in the Republic of Moldova (UNFPA) and the Zurich University of Teacher Education (PHZH). Further synergies between the formal education activities implemented by the Council of Europe, the UNFPA Moldova and PHZH in the field of non-formal education and youth work are to be built in order to ensure a continuum between formal and non-formal education and the development of the same competences for democratic participation in young people.

## III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is **EUR 150 000** (one hundred fifty thousand Euros). The Council of Europe intends to award **one grant** of a maximum amount of **EUR 150 000**.

Subject to availability of funds and extension of the Project initial duration, the Council of Europe reserves the right not to award all available funds, and/or to redistribute the available funds in a different manner depending on the project proposals received and on the outcome of the call for proposals.

## IV. REQUIREMENTS

## 1. General objective

The grant will fund a project to strengthen democratic school governance in the Republic of Moldova via tailored support to up to 40 schools to implement democratic school governance policies and practices, in line with the [methodological guide on the democratic school governance](#).

## 2. Means of action

The project will strive to adopt a **whole school approach** to working in schools, which is essential to a sustainable, participatory and inclusive process of change in participating schools.

Project may include;

- Expert assistance in drafting schools' internal policy documents in the field of democratic school governance through a participatory and inclusive process, and in line with existing legislation;
- Expert assistance to facilitate the effective functioning of schools' decision-making structures, such as the Administration Boards, Teacher Councils, Parents Councils and Pupil Councils;
- Trainings and workshops for school directors, teachers, school children and parents (general, peer-to-peer, seminars, etc.);
- Other events and actions to support school children participation in the life of their schools and their communities;
- Awareness raising events and campaigns in schools and in the community on key topics covered by the "Education for society" subject (e.g. democracy, human rights, children's rights, solidarity, diversity, tolerance) or on topical issues such as bullying, including cyber-bullying, fake news/media literacy, inclusive education, etc.

## 3. Implementation period

The implementation period of the project should start on 1 October 2023 (see indicative timetable under VIII. below) and shall not extend beyond 30 September 2025.

Reporting requirements shall be completed on 30 October 2025 **at the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard projects started prior to the date of submission of the applications, or prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application could be eligible (provided the agreement concerned so provides).

## 4. Target stakeholders

Projects should target in particular the following key stakeholders:

- Schools' administration
- School Administration Boards, Teacher Councils, Parents Councils and Pupil Councils
- "Education for society" teachers and other teachers
- School children
- The school community (parents, local authorities, civil society organisations, youth centres, educational, cultural and sports institutions, etc.)

The above list is not exhaustive, and projects may propose to target other relevant stakeholders, while keeping in mind the general objective of the Project.

## 5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of **EUR 150 000** (one hundred fifty thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project.

**6. Further to the general objective, preference will be given to:**

- Project/action proposed by non-governmental organisation with extensive experience in the field of education for democratic citizenship, human rights education, democratic governance of schools, children's rights and children and youth participation in civic life;
- Project/action targeting main areas of responsibility and decision-making in Moldovan schools and the wider school communities, both formal and informal;
- Project/action involving the schools' administration, Administration Boards, Teacher Councils, Parents Councils and Pupil Councils, etc.
- Project promoting the standards and approaches of the Council of Europe and integrating the horizontal principles of human rights, gender mainstreaming and sustainable development.

**7. The following types of action will not be considered:**

- Projects/actions providing financial support to third parties (re-granting schemes);
- Projects/actions concerning only or mainly individual scholarships for studies or training courses;
- Projects/actions supporting political parties.

**8. Funding conditions:**

The funds for each grant should in principle be distributed as follows:

- 80% will be paid to the Grantee when the Grant Agreement between the Parties is signed;
- the balance will be paid to the Grantee based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

**9. Reporting requirements:**

- **narrative reporting** requires a full narrative report on the use made of the grant and a copy of the register of the persons present during each of the activities, including names and signatures of participants;
- **financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (Euros or local currency), in English, stating the payments made for the implementation of the activities, certified by the responsible financial officer of the Grantees, accompanied by “appropriate original supporting documents” (see below). The Council of Europe reserves the right to ask for summary translations of invoices into English. If for legal reasons the original documents must be retained by the Grantees, certified copies must be submitted with the financial statement.

“Appropriate original supporting documents” refers to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantees use such practice, and reliable evidence of payment (authorised payment order and bank statement).

As regards round tables / conferences, presenting “appropriate original supporting documents” requires presentation of a programme indicating the title, dates, venue, and agenda of the event; the names of persons facilitating the event, a signed list of participants, the contracts with the owner of venue of the event (e.g. hotel) for the rent of premises, food and beverages of participants, invoices from the owner of the venue of the event for the above services, and a report on the results of the event (see narrative reporting above).

As regards consultancy services, presenting “appropriate original supporting documents” requires presentation of evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted).

As regards travel fees / lodging of experts and participants, presenting “appropriate original supporting documents” requires presentation, where relevant, of contracts with a travel agency for travel fees and lodging, invoices of the travel agency indicating destinations, dates, ticket costs, and names of the travelling persons, a programme of the event indicating the names of the experts and signed lists of participants.

The above description is not comprehensive. Any doubt regarding the interpretation of the notion of “appropriate original supporting documents” should lead the Grantee to consult the Council of Europe.

## **V. HOW TO APPLY?**

### **1. Documents to be submitted:**

Each application shall contain:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
  - Scanned copy of applicant's registration certificate and statute
  - Applicant's 2022 annual activity report
  - Applicant's 2022 financial report
  - List of team members involved in the project and their CVs

**All documents shall be submitted in English (with exception of copy of applicant's registration certificate and statute, applicant's 2022 annual activity report, applicant's 2022 financial report, and CVs of team members), failure to do so will result in the exclusion of the Grantee.**

**Applications that are incomplete will not be considered.**

### **2. Questions**

General information can be found on the website of the Council of Europe:

<https://www.coe.int/en/web/education/education-for-democracy-in-the-republic-of-moldova-ii>

Other questions regarding this specific call for proposals must be sent **at the latest one week before the deadline** for the submission of proposals, in English or Romanian, and shall be exclusively sent to the following address: [educationmoldova@coe.int](mailto:educationmoldova@coe.int), with the following reference in subject: “*Questions: Democratic School Governance Grant*”.

### **3. Deadline for submission**

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: [educationmoldova@coe.int](mailto:educationmoldova@coe.int). Emails should contain the following reference in subject: *Democratic School Governance Grant*.

Applications must be received at the latest at 23:59 CET on **5 September 2023**. Applications received after the above-mentioned date will not be considered.

#### **4. Change, alteration and modification of the application file**

Any change in the format, or any alteration or modification of the original application file, will cause the immediate rejection of the application concerned.

### **VI. EVALUATION AND SELECTION PROCEDURE**

The projects presented will be assessed by an Evaluation Committee composed of three members, including staff members of the Council of Europe.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#).

The applicants, and their projects, shall fulfil all of the following criteria:

#### **1. Exclusion criteria:**

Applicants shall be excluded from the grant award procedure where they or, in the case of legal persons, their owner(s) or executive officer(s):

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- b. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- c. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established;
- e. are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- f. have been involved in mismanagement of the Council of Europe funds or public funds.

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix I, Item 12-14**).

The Council of Europe reserves the right to ask applicants at a later stage to supply the following supporting documents:



- for the items set out in paragraphs a), b), c) and f), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
- for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment.

## **2. Eligibility criteria:**

In order to be eligible for a grant, an applicant must:

- be legally constituted as a non-governmental organisation in the Republic of Moldova;
- have been active for at least 5 years in the field of formal and/or non-formal education for democratic citizenship, human rights education, democratic governance of schools, children's rights and children and youth participation in civic life;
- have financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and to participate by way of its own resources (including human resources or in-kind contributions);
- have operational and professional capacity, including staff, to carry out activities described in its project proposal;
- have a bank account in the name of the organisation.

**Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.**

## **3. Award criteria**

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objective of the call (30%)
- the extent to which the action meets the requirements of the call (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- the relevance of the experience of the applying organisation(s) and staff (30%).

## **VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS**

On completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), formalising their legal commitments. **Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

## **VIII. INDICATIVE TIMETABLE**

<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	10 August 2023
<b>Deadline for submitting applications</b>	5 September 2023

<b>Information to applicants on the results of the award procedure</b>	22 September 2023
<b>Signature of the grant agreements</b>	1 October 2023
<b>Implementation period</b>	1 October 2023 – 30 September 2025

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