

**CALL FOR PROPOSALS**

Citizens monitoring of the 2025 Parliamentary elections in the polling stations abroad

Grant Proposal VC3951/2025

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| **Project** | Improving electoral practice in the Republic of Moldova (IEPRM) 2025-2028 |
| **Awarding entity** | **Council of Europe** |
|  | Secretariat of the Parliamentary Assembly  Parliamentary and Electoral Cooperation Division  Council of Europe Office in Chisinau |
| **Funding** | VC 3951 |
| **Duration** | Project shall be implemented by30 November 2025.  Reporting requirements shall be completed by31 December 2025. |
| **Estimated starting date** | 19 May 2025 |
| **Issuance date** | 21 March 2025 |
| **Deadline for applications** | 11 April 2025 |

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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:
* Copy of the registration documents, including the certificate as a non-profit organisation (in Romanian);
* Brief Profile of the Organisation of 1 page max. (in English);
* CVs of staff members involved in the proposed project implementation (in English);
* Bank statement for 2024, including bank details (in English);
* Send these documents in electronic form (Word and/or PDF) to the following e-mail address: [elections.moldova@coe.int](mailto:elections.moldova@coe.int) .

Emails should contain the following reference in subject: ***Grant Proposal VC3951/2025 Election observation***

* Applications must be received **before 11 April 2025 (at 23:59 CET+1)**.

1. **INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project [“Improving electoral practice in the Republic of Moldova (IEPRM) 2025-2028”](https://www.coe.int/en/web/electoral-assistance/republic-of-moldova). It aims to co-fund national electoral assistance projects focused on monitoring the electoral campaign and E-Day developments for 2025 parliamentary elections in the Republic of Moldova in polling stations established abroad.

This electoral monitoring is planned for August-September 2025, assuming the elections are tentatively scheduled for the end of September 2025. Special attention is paid to enhancing the capacity of civil society organisations (CSOs) active in the electoral field (e.g. election observation, campaign environment and candidate behavior, transparency of political financing, misuse of administrative resources during electoral campaign, media monitoring, preliminary verification of voter lists, and voters rights). The goal is to enable CSOs to monitor and report on elections in accordance with the Council of Europe and international standards, as well as the electoral legislation of the Republic of Moldova.

Project proposals should add value to the Council of Europe’s efforts in this domain.

1. **BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT**

The Project “Improving electoral practice in the Republic of Moldova (IEPRM) 2025-2028” is funded by the Council of Europe as part of the Council of Europe Action Plan 2025-2028 for the Republic of Moldova.

The Project aims to increase public trust, credibility and legitimacy in elections and elected representatives through an enhanced transparency, inclusiveness and integrity of electoral process.

The Project will continue the previous efforts undertaken in 2023-2024 in supporting the electoral stakeholders in further improving electoral practices in the Republic of Moldova, in line with international standards, Venice Commission recommendations, International Observation Election Missions, and the government’s commitment to free and fair elections.

Project objectives:

1) Enhance the integrity, transparency, professionalism and fairness of electoral processes by the election administration in line with the Council of Europe standards and good international practices.

2) Contribute to more inclusive and participatory electoral processes.

3) Promote the further implementation of European standards in electoral legislation and practice.

To this end, the Project has a duration of 48 months, from 01 January 2025 to 31 December 2028, as part of the new Council of Europe Action Plan for the Republic of Moldova.

The main Project target groups are the Central Electoral Commission of the Republic of Moldova, the Centre for Continuous Electoral Training, National Institute of Justice, civil society, domestic observers, women and young voters, media/journalists, political party representatives, judges and prosecutors, representatives of the law-enforcement bodies, and others.

1. **BUDGET AVAILABLE**

The indicative budget for this call for proposals is €50.000,00 (fifty thousand Euros). The Council of Europe intends to award 1 (one) grant of a maximum amount of €50.000,00 (fifty thousand Euros).

Subject to fund availability and Project extension, 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.

1. **REQUIREMENTS**
2. **General objective**

The grant will fund a project aimed at supporting civil society organisations in citizens observation of electoral processes during the upcoming 2025 Parliamentary elections in the Republic of Moldova.

The project will contribute to strengthening the involvement and building the capacities of the CSOs to conduct both long-term and short-term election observations in the electoral district and polling stations established abroad.

The Grantee will also be required to ensure that the proposed project activities comply with the Republic of Moldova’s election law, as well as the Council of Europe and international standards for democratic elections.

The thematic priority for this Call for Proposals is to support CSOs in promoting free, fair, and transparent elections through citizens observation of the 2025 Parliamentary Elections in polling stations established outside of Republic of Moldova. This priority was identified within the framework of the “Improving electoral practice in the Republic of Moldova” project and endorsed by the Project Steering Committee on 18 December 2024.

The general goal is to select a project that will support the civil society to:

* Monitor the integrity of the electoral process in the polling stations abroad, particularly signature collection, candidate campaigning abroad, campaign financing by Moldovan citizens living abroad, and preliminary registration of voters abroad (including of those who will be registered and eligible to vote by mail).
* Monitor the electoral campaign and E-Day for 2025 Parliamentary elections outside the Republic of Moldova.

1. **Means of action**

The Project may include, but is not limited to, one or more of the following actions:

* Long-term monitoring and reporting on the election campaign abroad, including legal electoral framework implementation, election administration performance, campaign environment, campaign finance, misuse of administrative resources, voter lists, and election-related complaints.
* E-Day monitoring and reporting: deploying short-term observers to monitor the electoral process in polling stations abroad, collecting quantitative and qualitative data, and reporting on Moldovan electoral officials’ adherence to democratic standards and election law.;
* Trainings for long-term and short-term observers: providing comprehensive training on election observation methodology, electoral procedures for the Parliamentary elections, observers' rights and obligations, and reporting mechanisms in line with the Republic of Moldova’s election law, Council of Europe and international standards and good practices.

1. **Implementation period**

The implementation period of the project is to commence on 19 May 2025 (see indicative timetable under VIII. below) and shall not extend beyond 30 November 2025.

Reporting requirements shall be completed by 31 December 2025, **at the latest**.

Projects completed prior to the date of submission of the applications will be automatically disqualified. As regard projects initiated prior to the application submission date, or the grant signature date, only costs incurred after the date of grant application submission may be considered eligible (provided the grant agreement concerned stipulates such eligibility).

1. **Target stakeholders**

Project should target in particular the CSOs specialised in human rights and electoral issues.

Project may also target other relevant stakeholders, while keeping the Project’s general objective in mind.

1. **Budgetary requirements**

Project proposals shall include a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of €50.000,00 (fifty thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, reflecting the proposed activities.

The Grantee must contribute to the project through its own or third-party resources. Co-financing can be financial or human resources, in-kind contributions or project-generated income.

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

* Projects/actions proposed by Moldovan non-governmental, apolitical and non-profit organisations with demonstrated experience in observing/monitoring at least 30% of overseas polling stations during national elections.
* Projects/actions including long-term election observation and E-Day observation, training, reporting.

1. **The following types of projects/actions will not be considered:**

* Providing financial support to third parties (re-granting schemes).
* Providing only or mainly individual scholarships for studies or training courses.
* Supporting political parties.

1. **Funding conditions:**

Grant funds will in principle be distributed as follows:

* 80% will be paid to the Grantee or the Lead Grantee - in case of a consortium - upon signing the Grant Agreement.
* The remaining balance based on actual expenditures incurred, after the Council of Europe acceptance of final narrative and financial reports.

1. **Reporting requirements:**

* **Narrative -** a full report on the use made of the grant and a copy of the participant register (including names and signatures) for each activity.
* **Financial -** a statement in the Grant Agreement’s currency (Euros or local currency), in English, stating the payments made for the implementation of the activities, certified by the Grantee’s financial officer, accompanied by “appropriate original supporting documents” (see below). The Council of Europe reserves the right to request English invoice summaries. Certified copies must be submitted with the financial statement if originals must be retained by the Grantee.

“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 Grantee uses 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 or the Lead Grantee in case of a consortium to consult the Council of Europe.

1. **HOW TO APPLY?**
2. **Documents to be submitted:**

Each application shall contain:

* A completed and signed **Application Form** (see **Appendix I**), together with the below supporting documents, must be submitted in electronic form (preferably Word and/or PDF).
* A completed and signed provisional budget must be submitted in electronic form (using the Excel template reproduced in **Appendix II**).
* Other supporting documents:
* Copy of the registration documents, including the certificate as a non-profit organisation (in Romanian).
* Maximum one-page organisational profile (in English).
* CVs of staff members involved in the proposed project implementation (in English).
* 2024 bank statement, confirming bank details (in English).

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

1. **Questions**

General information can be found on the website of the Council of Europe: <https://www.coe.int/en/web/electoral-assistance/republic-of-moldova>

Other questions regarding this call for proposals must be sent by e-mail, **no later than one week before** the proposal deadline, in English and shall be exclusively sent to the following address: [elections.moldova@coe.int](mailto:elections.moldova@coe.int), with the subject line: *Questions Grant Proposal VC3951/2025 Election observation.*

1. **Deadline for submission**

The application form, **completed and signed by Applicant/Applicants (in case of consortium)**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF), by e-mail to the following address: [elections.moldova@coe.int](mailto:elections.moldova@coe.int), with the subject line: *Grant Proposal VC3951/2025 Election observation*.

Applications must be received **before 11 April 2025 (at 23:59, CET+1)**. Applications received after this date will not be considered.

1. **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.

1. **EVALUATION AND SELECTION PROCEDURE**

The project proposals submitted will be assessed by Council of Europe Evaluation Committee of 3 staff members.

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](https://wcd.coe.int/ViewDoc.jsp?Ref=SG/Rule(2015)1374&Language=lanEnglish&Ver=original&BackColorInternet=99CCFF&BackColorIntranet=99CCFF&BackColorLogged=99CCCC).

The applicants, and their projects, shall fulfil all 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**).

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.

1. **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.
* Be entitled to carry out in/outside the Republic of Moldova activities described in its project proposal.
* Have been active for at least 5 years in the field of human rights and monitoring elections in country and outside the Republic of Moldova.
* Have sufficient 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)[[1]](#footnote-1).
* Have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal[[2]](#footnote-2).
* Have a bank account.

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

1. **Award criteria**

Applications will be assessed against the following criteria:

* Project relevance and added value with regard to the objective of the call (25%).
* Extent to which the action meets the requirements of the call (25%).
* Quality, accuracy, clarity, completeness and cost-effectiveness of the application and estimated budget (15%).
* Relevance of the experience of the applicant(s) and staff (35%).

1. **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 Grantee(s) 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.**

1. **INDICATIVE TIMETABLE**

|  |  |
| --- | --- |
| **Phases** | **Indicative timing** |
| **Publication of the call** | 21 March 2025 |
| **Deadline for submitting applications** | 11 April 2025 |
| **Information to applicants on the results of the award procedure** | 30 April 2025 |
| **Signature of the grant agreement** | 13 May 2025 |
| **Implementation period** | 19 May -30 November 2025 |

**\* \* \***

1. The Council of Europe shall have full discretion in determining whether applicants are considered to have sufficient financial capacity in light of the complexity of the project/action proposed. [↑](#footnote-ref-1)
2. The Council of Europe shall have full discretion in determining whether applicants are considered to have sufficient operational and professional capacity in light of the complexity of the project/action proposed. [↑](#footnote-ref-2)