



CALL FOR PROPOSALS

Supporting democratic school governance in Moldovan schools
BH8628/2020/32

Project	Education for Democracy in the Republic of Moldova
Awarding entity	COUNCIL OF EUROPE Council of Europe Office in Chisinau
Funding	EUR 100 000
Duration	Project shall be implemented by 01 November 2022. Reporting requirements shall be completed by 01 December 2022.
Estimated starting date	01 February 2021
Issuance date	21 December 2020
Deadline for applications	15 January 2021

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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 organisation's registration certificate and statute
 - Latest narrative and financial report
 - List of team members involved in the activity with profile description
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: educationmoldova@coe.int. Emails should contain the following reference in subject: *BH8628/2020/32: Democratic School Governance Grant.*
- Applications must be received **before 15 January 2021 (at midnight CET).**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe (CoE) Project “Education for Democracy in the Republic of Moldova”, funded by the Swiss Agency for Development and Cooperation within the Council of Europe Action Plan for the Republic of Moldova. It aims to co-fund a **national project** aimed at strengthening democratic school governance policies and practices in the Republic of Moldova by piloting the democratic school governance methodological guide in 50 Moldovan schools.

The methodological guide is intended as 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 adopt more effective and meaningful forms of participation of school children and the wider school community in the decision-making processes in schools. The final objective of the democratic school governance methodology is to create opportunities for and empower school children to participate in the functioning of their schools, thereby strengthening their competences for democratic culture and gaining a first experience of democratic participation in their schools and communities.

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

A whole-school approach to democratic governance is important because participation is not a separate activity, it is a dimension running through all school activities – from the classroom to the playground. It is also important because different areas of school activity are interdependent – teachers' meetings with parents', learning through experience with learning from the curriculum, the culture of the classroom with the culture of the school, and the school's interaction with the wider community. For participation to be effective it needs to be coordinated throughout the school and managed as a whole.

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.

The 50 secondary schools will be selected by the CoE in partnership with the Ministry of Education, Culture and Research of the Republic of Moldova. The selected national project shall support piloting the democratic school governance methodological guide in Moldovan schools. The main expected result of the national project: democratic school governance policies and practices in 50 schools are strengthened in line with the democratic school governance methodological guide.

COVID-19 special conditions: the implementation period of the project should start on 01 February 2021 (see indicative timetable under VIII below) and shall not extend beyond 01 November 2022. The initial project implementation period may coincide with the current special conditions enforced in schools due to the COVID-19 pandemic – school and class closures, on-line education, social distancing measures, etc. Therefore, the activities proposed until the end of the current school year 2020-2021 should take these conditions into account

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>

5https://www.unicef.org/publications/files/Child_Friendly_Schools_Manual_EN_040809.pdf

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

and be delivered by means that are in line with official sanitary protocols and ensure the safety of school staff and school children. In-person activities and activities with physical presence in schools should be deployed only when possible and in full respect of existing sanitary protocols and the evolution of the pandemic.

Project proposals shall aim to produce an added value to the CoE efforts in this domain.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The CoE Project “Education for democracy in the Republic of Moldova” supports the integration of the CoE [Reference Framework of Competences for Democratic Culture](#) (CDC Framework) in the education system of the Republic of Moldova. In this context, the Project helps develop the policy framework for the reconceptualised civic education subject “Education for Society”, reinforces the capacity of national institutions and education professionals to implement the revised curriculum and the new approaches in practice, develops a methodology for democratic school governance and pilots it in schools, and develops and publishes information and methodological materials for education decision makers and practitioners.

The CoE’s Reference Framework of Competences for Democratic Culture (RFCDC) represents a conceptual model of competences that are necessary to enable learners to engage as active citizens in democratic and diverse societies. The Framework and its 20 competences for a democratic culture have been integrated in the reconceptualized civic education subject in the Republic of Moldova, whose gradual introduction in lower and upper secondary schools (grades 5 to 12) started in September 2018 and will conclude until 2022. The Project supports this process and contributes to the development of the policy framework for the revised subject and the methodological guidelines for teachers. In parallel, the Project strengthens the capacity of the national education professionals to apply the new teaching, learning and assessment approaches required by the reconceptualised subject: the competence-based approach to education, student centred approaches to teaching, the project-based learning, the formative assessment or assessment by descriptors, etc.

Complementary to these efforts, the Project helps national policy makers develop a methodology of democratic school governance, consistent with the revised curriculum and the RFCDC, and will support the piloting of the methodology in 50 schools in Moldova. Furthermore, the Project will promote the integration of competences for democratic culture in other school subjects and at other education levels to ensure a systemic and sustained approach to developing the competences through the entire formal education system.

The main project target groups are national education policy and decision-making bodies (the Ministry of Education, Culture and Research and its district structures, the Institute of Education Sciences, school inspectors, etc.), national teacher trainers and teacher training institutions (initial and continuous), teachers, methodologists, school directors, schools and school children.

The expected results of the CoE Project “Education for democracy in the Republic of Moldova”:

- A policy framework and implementation guidelines regarding the civic education subject and the democratic governance of schools are developed in line with CoE’s Education for Democratic Citizenship and Human Rights Education (EDC/HRE) principles and the CoE’s Reference Framework of Competences for a Democratic Culture (CDC Framework).
- The national capacities to train teachers and to support them in the implementation of the reconceptualised civic education curriculum are reinforced via revised teacher training programmes, training of national teacher trainers and multipliers and other capacity building activities.
- Children and adolescents have developed the skills and acquired the knowledge to be able to participate in their schools’ and communities’ decision-making processes and they are offered opportunities to engage in community development activities in cooperation with the local public authorities and civil society organisations.

The “Education for Democracy in the Republic of Moldova” Project is being implemented within the Swiss Development Cooperation Programme “Fostering Active Civic Engagement in the Republic of Moldova”. The

second component of the SDC Programme is the Project “Strengthened Participation and Civic Engagement among Young People in Moldova” implemented by the UNFPA Moldova and intended to support youth participation and a network of youth centres in Moldova’s districts. In order to build synergies between the two components of the SDC Programme and ensure continuity between is formal and non-formal civic education strands, it is expected that the 50 pilot schools which will be covered by this Grant will be engaged in the activities of the youth centres functioning in the given regions.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is **EUR 100 000** (one hundred thousand Euros). The CoE intends to award **one grant** of a maximum amount of **EUR 100 000**.

Subject to availability of funds and extension of the Project initial duration, the CoE 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 designed to strengthen democratic school governance in the Republic of Moldova via piloting the democratic school governance methodological guide in 50 Moldovan schools.

2. Means of action

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 01 February 2021 (see indicative timetable under VIII. below) and shall not extend beyond 01 November 2022.

Reporting requirements shall be completed on 01 December 2022 **at the latest**.

Project 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

Project should target in particular the following key stakeholders in lower and upper secondary schools (grades 5 to 12):

- Schools' administration
- Administration Boards, Teacher Councils, Parents Councils and Pupil Councils
- "Education for society" teachers
- School children
- The school community (parents, local authorities, etc.)

The above list is not exhaustive and project 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 100 000** (one hundred thousand Euros) awarded by the Council of Europe. Grantees are expected to contribute minimum 5% of the budget requested from the Council of Europe (for example, if the Grantee requests EUR 100,000 from the Council of Europe, it will contribute minimum EUR 5,000 and so the total project budget will be EUR 105,000).

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:

- Project/action providing financial support to third parties (re-granting schemes);
- Project/action concerning only or mainly individual scholarships for studies or training courses;
- Project supporting infrastructure, repair and renovation works and other hard measures;
- Project/action supporting political parties.

8. Funding conditions:

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

- 80% will be paid when the Grant Agreement between the two parties is signed;
- the balance will be paid 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 Grantee, 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 Grantee, 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 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 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 organisation’s registration certificate and statute
 - Latest narrative and financial report
 - List of team members involved in the activity with profile description

All documents shall be submitted in English or French (with exception of copy of organisation’s registration certificate and statute, and latest narrative and financial report), 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 CoE: <https://www.coe.int/en/web/chisinau/education-for-democracy>

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, with the following reference in subject: “*Questions: Democratic School Governance Grant*”.

3. Deadline for submission

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: educationmoldova@coe.int. Emails should contain the following reference in subject: *BH8628/2020/32: Democratic School Governance Grant*.

Applications must be received **before 15 January 2021 (at midnight CET)**. 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:

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- 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.

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) and c), 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 education for democratic citizenship, human rights education, democratic governance of schools, children's rights and children and youth participation in civic life;
- 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);
- have sufficient 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 Grantee 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

Phases	Indicative timing
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Publication of the call	21 December 2020
Deadline for submitting applications	15 January 2021
Information to applicants on the results of the award procedure	22 January 2021
Signature of the grant agreements	01 February 2021
Implementation period	01 February 2021 – 1 November 2022

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