



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

Issuance Date: December 6, 2011

Deadline for Questions: December 19, 2011, 08:00 am Kyiv, Ukraine local time

Closing Date and Time: January 23, 2012, 05:00 pm Kyiv, Ukraine local time

Subject: Request for Applications (RFA) Number RFA-117-12-000001
Reference: Strengthening Political Accountability and Civic Engagement in Moldova (SPACE-Moldova) Program

The United States Agency for International Development (USAID) is seeking applications (proposals for funding) from U.S. or non-U.S. non-profit or for-profit nongovernmental organizations (NGOs), and other qualified non-U.S. organizations to implement the Strengthening Political Accountability and Civic Engagement in Moldova (SPACE-Moldova) Program. Please refer to the Program Description (RFA Section C) for a complete statement of goals and expected results. The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended.

Subject to the availability of funds, USAID plans to provide a maximum of \$6 million to be allocated over a four-year period. A cost share is not required under this funding opportunity. USAID intends to award a single cooperative agreement as a result of this solicitation.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation Part 31 for for-profit organizations), may be paid under the award.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

- Section A – Application Instructions;
- Section B – Selection Criteria;
- Section C – Program Description;
- Section D – Certifications, Assurances, and Other Statements of the Recipient; and
- Section E – Annexes

REGIONAL MISSION FOR

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<http://moldova.usaid.gov>

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this www.grants.gov opportunity. Any amendments to this RFA can be downloaded from www.grants.gov. It is the responsibility of the recipient of the application document to ensure that it has been received from www.grants.gov in its entirety.

Applicants shall upload applications to www.grants.gov and shall also submit hard copies:

1. Electronic submission. Complete application packages shall be submitted electronically through www.grants.gov, and shall be submitted in two separate parts: (a) technical and (b) cost or business application. Both the technical and cost portions of the application shall have a cover page that will identify the applicant, provide the name, title and contact information of the applicant's employee responsible for negotiations (address, phone and fax numbers, and e-mail address), reference the RFA number and Program Title, state application submission date and whether the volume is an original or a copy. Applications **must be in MS Word** format in Font size 12 single-spaced with 1" margins on top, bottom, left and right. Budget spreadsheets **must be in MS Excel** format, signed pages in MS Word or PDF format.

2. Hard copy submission. Applications and modifications thereof shall be submitted (via a commercial courier or in person) in envelopes with the name and address of the applicant and the RFA number (referenced above) inscribed thereon, to:

USAID/Ukraine/RCO
Attn: Jason Gilpin, Contract Specialist
19 Nyzhniy Val Street
Kyiv 04071 Ukraine
Tel: (380-44) 537-4600

Note: Faxed applications are not acceptable.

Complete application packages (both electronic and hardcopy) must be received by USAID/Ukraine/RCO no later than the closing date and time indicated at the top of this cover letter at the place designated for receipt of applications. Applicants should take account of the expected delivery time required by the application transmission methods, and are responsible to ensure timely delivery. Applicants shall confirm with the undersigned that their submissions were successfully received by the required due date and time. Applicants are requested to submit the technical and cost portions of their applications in separate volumes so that they may be reviewed separately. Applicants should retain for their records one copy of all enclosures which accompany their application.

Award will be made to that responsible applicant(s) whose application(s) best meets the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant cooperative agreement cannot be made until funds have been fully appropriated, allocated, and

committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

In the event of any inconsistency between the sections comprising this RFA, it shall be resolved by the following order of precedence:

- (a) Section B - Selection Criteria;
- (b) Section A - Application Instructions;
- (c) Section C - Program Description; and
- (d) this Cover Letter.

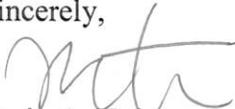
For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

USAID reserves the right to fund any or none of the applications submitted. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of your application.

Any questions concerning this RFA should be submitted in writing to Mr. Jason Gilpin, Contract Specialist, via email at jgilpin@usaid.gov by the deadline specified above.

Thank you for your interest in USAID programs.

Sincerely,



Karin A. Kolstrom
Regional Agreement Officer
USAID Regional Mission for Ukraine, Moldova and Belarus

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SECTION A - APPLICATION INSTRUCTIONS

I. GENERAL PREPARATION AND SUBMISSION GUIDELINES

a. All applications (both hard and electronic copy) received by the deadline specified in the Cover Letter of this RFA (**January 23, 2012, 05:00 pm Kyiv, Ukraine local time**) will be reviewed for responsiveness and programmatic merit in accordance with the guidelines herein. Section B addresses the evaluation procedures for the applications. Applications shall be submitted in two separate parts: (a) technical, and (b) cost or business application. In addition to electronic submission via www.grants.gov, **one (1) original and four (4) hard copies of the technical application** and **one (1) original and one (1) copy of the cost application** shall be submitted as described in the cover letter of this RFA. Both the technical and cost portions of the application shall have a cover page which includes the point of contact for the organization, including name, title, address, phone and fax numbers and e-mail address.

b. Applications which are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered at USAID's sole discretion depending on the status of USAID's application review process as of the time of receipt and/or the quality of other applications received.

c. Technical applications should be specific, complete and presented concisely. A lengthy application does not in and of itself constitute a well thought-out proposal. Applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Applications should take into account the evaluation criteria found in Section B.

d. To facilitate the competitive review of the applications, USAID reserves the right to reject any applications not conforming to the format prescribed below.

e. Preparation of Applications

1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk. Applications (hard copy and electronic copy) **must be** in **MS Word** format in Times New Roman Font size 12 single-spaced with 1" margins on top, bottom, left and right. Budget spreadsheets **must be** in **MS Excel** format, signed pages in MS Word or PDF format. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and certifications and print or type its name on the cover page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

3. Applicants which include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes should:

- (i) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages____."; and

- (ii) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

- f. Applicants should acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the closing date and time for receipt of applications.

- g. Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing not later than the specified deadline for submission of questions (**December 19, 2011, 08:00 am Kyiv, Ukraine local time**) to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of an agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

II. TECHNICAL APPLICATION FORMAT AND CONTENTS

The technical application will contain a cover page and consist of seven (7) sections divided by tabs as described below. The technical application shall be no more than 33 pages - excluding cover page, tabs and annexes - and give a clear and measurable description of what the applicant organization proposes to achieve as well as why, where, when and how. The aggregate length of sections (a) through (d) shall not exceed 30 pages. Section (e) Past Performance Information shall not exceed 3 pages. Section (f) Annexes does not have an overall page limit, however, applicants must comply with the page limitations (if any) for specific documents to be included as described below.

Technical Application Format

Cover Page

- (a) Technical Approach (included within the 30-page limit)
- (b) Management Approach and Staffing Plan (included within the 30-page limit)
- (c) Monitoring and Evaluation (included within the 30-page limit)
- (d) Institutional Capacity (included within the 30-page limit)
- (e) Past Performance Information (not to exceed 3 pages)
- (f) Annexes (document-specific limits)

Requirements to the contents of each section are as follows:

Cover Page

At the minimum, the Cover Page shall identify the applicant, provide the name, title and contact information of the applicant's employee responsible for negotiations (address, phone and fax numbers, and e-mail address), reference the RFA number and Program Title, state application submission date and whether the volume is an original or a copy.

(a) Technical Approach (included within the 30-page limit)

The Technical Approach should comprehensively address how the applicant is planning to achieve the objectives outlined in the Program Description over the life of the program. This section should describe in detail the proposed technical strategy and approach including evidence of its effectiveness, such as references. The application should set forth in sufficient detail the conceptual approach, methodology, and techniques for the implementation and evaluation of program activities.

- The applicant is expected to reflect its understanding of the issues, challenges and opportunities in regards to participation in political processes in Moldova, as well as the role of stakeholders in development of the sector.
- The applicant is encouraged to propose innovative implementation designs to reach the expected results, in keeping with existing U.S. Government (USG) strategic approaches and programmatic guidance, and an aggressive but realistic schedule of performance milestones as steps towards reaching those results.
- The technical application should demonstrate creative and innovative, yet feasible, approaches to achieve results under each of the three indicated objectives.
- The technical application should clearly describe how the sets of proposed activities are synchronized to maximize impact and achieve the overall program objective.
- The technical approach must include a detailed draft work plan (including a plan for rapid launch of program activities) for achieving the expected program results clearly outlining links between the proposed results, conceptual approach, and performance indicators, and propose a realistic timeline for achieving the program results. The draft Year 1 Annual Work Plan shall be provided as Annex A of the Technical Application (see below).

- Applicants are expected to show how they will cooperate and coordinate with all relevant stakeholders to implement this project.

(b) Management Approach and Staffing Plan (included within the 30-page limit)

The application must include a detailed description of the management approach for implementing the proposed program including the approach to addressing potential implementation problems. The applicant shall specify the composition and organizational structure of the entire implementation team (including home office support and any sub-partners and/or sub-grantees) and describe the role of each key position (summary descriptions of roles, responsibilities, and qualifications). The application must also include a staffing plan that clearly lists field personnel by position title, and employment categories (USN, TCN or CCN). CVs for expatriate, short-term technical assistance shall be included, as well as these individuals' anticipated contributions to project efforts. Note: offerors are not required to name Moldovan staff, other than key personnel, or provide CVs thereto, but should include in the staffing plan the desired complement of local personnel, including position titles, desired qualifications, and how their inclusion would best achieve the results of this project. A functional organizational chart shall be included in Annex B of the Technical Application. Resumes and letters of commitment for individuals proposed for the key personnel positions shall be provided in Annex C of the Technical Application.

Applicants should describe the method for determining the relevance and identifying sub-recipients/sub-grantees during the life of the program and the criteria for selecting partner organizations and/or sub-recipients/sub-grantees recipients through an open competition process. If relevant, applicants shall outline which organization/sub-recipient will carry out the various tasks specified in the technical approach and evaluation plan. If the Applicant plans to collaborate with other organizations, government agencies or indigenous organizations for the implementation of the program, the input to be provided by each agency or organization shall be described. [Note: applicants with existing relationships with indigenous organizations will not be scored any higher than those who do not.]

(c) Monitoring and Evaluation (included within the 30-page limit)

The M&E section should contain the applicant's strategy for conducting monitoring and evaluation of the program's progress in achieving the expected results and objectives. This section should also identify a plan for collecting baseline and follow-on data. An illustrative Performance Monitoring and Evaluation Plan (PMEP) should be provided as Annex D of the Technical Application (see below). Please see the relevant section of the Program Description for more details.

d) Institutional Capacity (included within the 30-page limit)

The applicant must offer evidence of ability to efficiently manage and administer the proposed program. Applicants must offer evidence of their technical, programmatic and administrative resources and expertise to implement and administer the proposed program (i.e. technical and programmatic coordination, procurement and grants administration; financial administration), and monitoring and evaluation expertise.

(e) Past Performance Information (not to exceed 3 pages)

Applicants must list all contracts, grants and cooperative agreements which the organization, both as the primary applicant as well as a substantive sub-grantee, has implemented involving similar or related programs over the past three years. Please include the following: brief description of the project/assistance activity; contract/grant name and number (if any); beginning and ending dates; name and address of the organization for which the work was performed; current telephone number and e-mail address of responsible representative of the organization for which the work was performed.

(f) Annexes

Annex A – Draft Year 1 Annual Work Plan

The draft Year 1 Annual Work Plan shall not exceed 5 pages.

Annex B – Organizational Chart

Annex C - Resumes and Letters of Commitment for Key Personnel

Resumes of key personnel shall not exceed 3 pages each and contain at least three (3) references with accurate and current contact information. Letters of Commitment from all individuals proposed for the key personnel positions will show their willingness and availability for the period of the cooperative agreement, should the Applicant receive an award.

Annex D – Illustrative Performance Monitoring and Evaluation Plan (PMEP)

The proposals shall contain an illustrative Performance Monitoring and Evaluation Plan (PMEP) for measuring results outlined in Section V of the Program Description. Applicants are to propose additional indicators, both objective-level and results-level indicators, which will assist in managing project performance. The draft PMEP shall not exceed 5 pages.

III. COST APPLICATION FORMAT

The cost or business application is to be submitted under a separate volume from the technical application. Certain documents are required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. While there is no page limit for this portion, applicants are encouraged to be as concise as possible while providing the necessary detail for USAID to make an informed decision. The following sections describe the documentation that applicants for assistance awards must submit to USAID prior to award. The cost application shall contain a cover page that will identify the applicant, provide the name, title and contact information of the applicant's employee responsible for negotiations (address, phone and fax numbers, and e-mail address), reference the RFA number and Program Title, state application submission date and whether the volume is an original or a copy.

a. Budget

The budget should be submitted using Standard Forms 424, 424A and 424B which can be downloaded at http://www07.grants.gov/agencies/aforms_repository_information.jsp, and accompanied by a spreadsheet with a summary and breakdown of all costs by cost element and objectives according to each partner organization (or sub-awardee) involved in the program in the format provided in Annex 1. The budget should be accompanied by a detailed budget narrative providing support for all proposed costs. At a minimum the budget and supporting documentation should:

- describe costs associated with expatriate, home office, and local in-country labor, i.e. identification of positions, daily or hourly compensation, hours/days to be worked, fringe benefits, etc.
- provide details of travel, per diem and other transportation expenses for in-country and international travel to include number of trips/travellers, expected itineraries, cost of travel, number of per diem days and per diem rates.
- describe other direct costs, such as, equipment, supplies, communications, vehicles, office rent, subcontracting, etc., stating unit of measure, number of units, basis for the estimate and programmatic need for the expenditure. [Note: the authorized geographic code for procurement of goods and services under this award will be 000 and 110 – see Section A.VII. Title of property shall vest in the recipient.]
- provide support for any indirect costs and fringe benefits charged by the prime and all sub partners.

b. Other Documentation

In addition to the requirements for the budget described above, the business or cost application submission should also include the following:

- signed Certifications, Assurances, and Other Statements of the Recipient as applicable (see Section D);
- a copy of the most recent Negotiated Indirect Cost Rate Agreement (NICRA) if available; and
- a copy of the Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance.

Applicants who are new to USAID (have never received a grant, cooperative agreement or contract) shall also submit the following information:

- copies of audited financial statements for the last three years, which a Certified Public Accountant or other auditor satisfactory to USAID has performed;
- copies of projected annual budget and cash flow, and organization charts; and
- copies of applicable policies and procedures (e.g., accounting, purchasing, property management, personnel).

Applicants should also submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the applicant:

- has adequate financial resources or the ability to obtain such resources, as required during the performance of the award;
- has the ability to meet the award conditions, considering all existing prospective commitments, both non-governmental and governmental;
- has a satisfactory record of performance. Generally, relevant unsatisfactory performance in the past is enough to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance or the applicant has taken adequate corrective measures to assure that it will be able to perform its functions satisfactorily;
- has a satisfactory record of integrity and business integrity;
- is otherwise qualified to receive an award under applicable laws and regulations.

Please also note that the Recipient of the award, unless exempt, must be registered in the Central Contractor Registration (CCR) system (see standard provision CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER in section VII below).

IV. BRANDING STRATEGY AND MARKING PLAN

USAID's framework legislation, the Foreign Assistance Act of 1961, as amended, section 641, requires that all programs under the Foreign Assistance Act be identified appropriately overseas as "American Aid." 22 C.F.R. 226.91(f) requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy and Marking Plan. When requesting a Branding Strategy and Marking Plan, the Agreement Officer will establish a reasonable time frame for submittal, review, and negotiation. If the Apparently Successful Applicant(s) fail(s) to submit or negotiate an acceptable Branding Strategy within the time specified by the Agreement Officer, that/those Applicant(s) become(s) ineligible for award.

USAID will not competitively evaluate the proposed Branding Strategy and Marking Plan. The Agreement Officer will review the proposed Branding Strategy and Marking Plan for adequacy to ensure that it complies with the Agency branding and marking guidance that can be found at <http://www.usaid.gov/branding/> and at <http://www.usaid.gov/policy/ads/300/320.pdf>. During the review of the Apparently Successful Applicant(s)'s Branding Strategy and Marking Plan, the Agreement Officer will coordinate as necessary with the Activity Manager, the Technical Evaluation Panel and the communications specialist. Following completion of the review, the Agreement Officer will negotiate any required changes with the Apparently Successful Applicant(s), approve the Branding Strategy and Marking Plan, and include them as part of the assistance award. The Agreement Officer will ensure that any estimated costs associated with branding and marking are included in the Total Estimated Amount of the grant or cooperative agreement or other assistance award.

V. COOPERATIVE AGREEMENT AWARD

The Agreement Officer may conduct negotiations with one or more applicants but reserves the right to make an award without discussions. USAID's objective is to award a cooperative agreement to the organization or consortium whose application is in USAID's sole discretion the most likely to achieve USAID's goals as described in the RFA. The awardee will be the applicant whose application is determined by the Agreement Officer to be the most advantageous to the United States Government.

Negotiations or discussions conducted after receipt of an application do not constitute a rejection or counteroffer by the Government. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting cooperative agreement unless explicitly stated otherwise in the agreement.

To be eligible for award of a cooperative agreement, in addition to other conditions of this RFA, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, age, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. The names of individuals and entities designated as being associated with terrorism can be found at the web site of the Office of Foreign Assets Control within the Department of Treasury at: <http://treasury.gov/ofac>.

VI. AUTHORITY TO OBLIGATE THE GOVERNMENT

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed Agreement or a specific written authorization from the Agreement Officer.

VII. AWARD PROVISIONS

a. The resultant cooperative agreement will contain Standard Provisions (mandatory and required as applicable) applicable to the Successful Applicant. The text of these provisions can be viewed at:

Standard Provisions for U.S., Nongovernmental Recipients,
<http://www.usaid.gov/pubs/ads/300/303maa.pdf>

Standard Provisions for non-U.S., Nongovernmental Recipients,
<http://www.usaid.gov/policy/ads/300/303mab.pdf>

b. In addition to the Standard Provision discussed above, the resultant cooperative agreement will also contain following special provisions:

1. ENVIRONMENTAL COMPLIANCE REQUIREMENTS

1a) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

1b) In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

1c) No activity funded under this award will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

2) An Initial Environmental Examination (IEE) # **DCN: 2011-MOL-008** has been approved for activities expected to be implemented under this award. USAID has determined that a **Categorical Exclusion** applies to the proposed activities.

3a) As part of its initial Implementation Plan, and all Annual Implementation Plans thereafter, the Recipient, in collaboration with the USAID Agreement Officer's Technical Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved Regulation 216 environmental documentation.

3b) If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

3c) Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

2. AUTHORIZED GEOGRAPHIC CODE

The authorized Geographic Codes for procurement of goods and services under the proposed award are 000 (United States) and 110 (NIS) except for the following:

Origin of commodities procured in Moldova:

Pursuant to a blanket waiver signed on November 24, 2010 by the Administrator, code 935 origin is authorized for up to \$5,000,000 worth of commodities procured from the cooperating country with the exception of restricted commodities set forth in 22 CFR 228 and ADS 312 (e.g., motor vehicles, pharmaceuticals, and agricultural commodities).

3. THIRD COUNTRY TRAINING

Third-country training must **not** take place in countries that are

- Considered unfriendly by the U.S. Department of State and to which travel by U.S. citizens is prohibited; or
- Identified as terrorist countries by the Department of State.

4. PROCUREMENT OF PROFESSIONAL, TECHNICAL OR CONSULTANT SERVICES PROVIDED BY THIRD COUNTRY NATIONAL (TCN) INDIVIDUALS

Pursuant to a waiver to 22 CFR 228 signed by the USAID Administrator, Geographic Code 935 is authorized for the procurement of professional, technical or consultant services provided by Third Country National (TCN) individuals.

5. PUBLIC NOTICES – SUPPLEMENTARY GUIDANCE

Pursuant to the Standard Provision “PUBLIC NOTICES (March 2004)”, the following language must be included in all press releases concerning this project. Certain exceptions may be granted in cases of public sensitivity, if approved by the AOTR.

“The American people, through the U.S. Agency for International Development (USAID), have provided assistance worldwide for nearly 50 years. In Ukraine, USAID’s assistance focuses on three areas: Health and Social Transition, Economic Growth and Democracy and Governance. Since 1992, USAID has provided \$1.7 billion in technical and humanitarian assistance to Ukraine. For additional information about USAID programs in Ukraine, please call USAID’s Development Outreach and Communications Office at: +38 (044) 492-7101 or visit: <http://ukraine.usaid.gov>.”

VIII. APPLICABLE REGULATIONS & REFERENCES

22 CFR 226, http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html

OMB Circular A-122, http://www.whitehouse.gov/omb/circulars_a122_2004

OMB Circular A-21, http://www.whitehouse.gov/omb/circulars_a021_2004

Federal Grants and Cooperative Agreement Act, 31 U.S.C. 6306,
<http://uscode.house.gov/download/pls/31C63.txt>

ADS Series 300 Acquisition and Assistance, <http://www.usaid.gov/pubs/ads/>

Federal Acquisition Regulations, <https://www.acquisition.gov/far>

SECTION B - SELECTION CRITERIA

TECHNICAL EVALUATION

The criteria set forth below will be used by the technical review panel to evaluate applications submitted in response to this RFA. These criteria have been tailored to the requirements of this particular RFA and reflect the USAID expectations in terms of application content requirements described in the Application Instructions (Section A). Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. The selection criteria below are listed in relative order of importance, with maximum number of points assigned to each criteria and sub-criterion.

A. Technical approach (65 points)

1. Extent to which the Applicant demonstrates knowledge and understanding of the issues, challenges and opportunities in regards to participation in political processes in Moldova (*15 points*);
2. Appropriateness of the suggested approach(es) to the Moldovan context in accomplishing the four program objectives identified (*15 points*);
3. Extent to which the proposed activities provide for a balanced ratio of political development, civic engagement and research (*5 points*);
4. Creativity and use of innovative, transparent, and participatory approaches and strategies to achieve the program's objective and results (*15 points*);
5. Extent to which the proposed technical approach will meaningfully address youth and women during implementation (*10 points*);
6. Synergetic linkages with other past and present relevant USAID-funded programs, as well as projects funded by other donors and implemented by other international and domestic organizations (*5 points*).

B. Management Approach and Staffing Plan (20 points)

1. Extent to which the proposed composition and organizational structure of the project team, including division of labor and responsibilities, is feasible to achieve the program objectives, ensure a rapid mobilization and program launch, and is flexible to respond to unforeseen circumstances and developments (*10 points*);
2. Extent to which the proposed key personnel meets the qualification requirements of the RFA (*10 points*).

C. Monitoring and Evaluation (5 points)

1. Clarity of the illustrative Performance Monitoring and Evaluation Plan (PMEP) for planning, managing, and documenting how baseline and performance data will be collected and used to inform and guide future implementation decisions (*5 points*).

D. Institutional Capacity (5 points)

Extent of organizational knowledge and capability of the applicant in planning, managing, and monitoring complex development programs promoting accountability through multiple integrated approaches.

E. Past Performance (5 points)

The applicant's past performance will be evaluated in accordance with ADS 303.3.6.3(a)(1) with particular emphasis on applicants' demonstrated ability to simultaneously and transparently manage tasks involving collaborative efforts drawing upon the full range of available skills and experience of the applicant.

COST EVALUATION

The cost application(s) will not be scored, but will be reviewed for realism, reasonableness, allowability, and allocability of proposed costs. Award will be made to the responsible applicant whose application offers the greatest value, both technical and cost factors considered. USAID reserves the right to determine the final funding level of the resultant award.

The cost evaluation is intended to determine whether the estimated costs accurately reflect the costs that would be incurred during the actual performance of the program. In addition, the cost evaluation will: a) verify the Applicant's understanding of the RFA requirements; b) assess the degree to which the cost proposal reflects the approaches in the technical application; c) assess the degree to which the costs included in the cost proposal accurately represent the work effort included in the technical application; and d) assess cost-effectiveness of the proposed approach. Cost effectiveness involves maximizing the percentage of the costs allocated to program delivery vs. administrative costs, i.e. salaries, equipment, facilities, etc.

SECTION C - PROGRAM DESCRIPTION

STRENGTHENING POLITICAL ACCOUNTABILITY AND CIVIC ENGAGEMENT IN MOLDOVA

I. Introduction

The purpose of the **Strengthening Political Accountability and Civic Engagement in Moldova (SPACE-Moldova)** Program is to improve the quality of political representation in Moldova through the development of more accountable political parties at the national and local levels that represent citizens' interests; strengthening pressure points to encourage parties to reform; expanding linkages between political parties and civic groups to increase demand for improved representation of the public interest by political parties and elected officials; and supporting the transparency of electoral processes. SPACE Moldova will work with political parties on one hand, and both registered and unofficial civil society groups on the other.

II. Background Information

Moldova's post-communist development has been beset by a number of challenges since 1991, including Transnistrian secession, followed by a short war that remains unresolved, a political tradition of strong central power and citizen apathy, and a lack of experience and capacity at all levels of government. The Party of Communists from the Republic of Moldova (PCRM) returned to power and took over as Moldova's governing party in February 2001. Widespread popular dissatisfaction with the government and the economy led to a PCRM victory in which the party gained 71 of the 101 seats in Parliament. Since then, popular support for the PCRM has slowly eroded with each set of elections, though the PCRM continues to hold a stable base among older and Russian-speaking voters and is still the party with the greatest number of representatives in the Parliament and regional governments even now, in 2011, after a multitude of parliamentary and local elections.

Moldovan political competition during election campaigns has been widely characterized by abuses of administrative resources, intimidation and harassment of opposition candidates and campaign staff, limited media access for opposition candidates, and unequal opportunities for political parties. In each of Moldova's election campaigns, electoral administration has proved a challenge, with inaccuracies in voter lists, inconsistencies in the electoral code and shortcomings in the vote count especially being brought to light in the past three years.

Public discontent with the Moldovan electoral system boiled over in the days following parliamentary elections held on April 5, 2009. Since then, due to the inability of either one single party or coalition to muster the constitutional requirement of 61 votes to elect a president, the Parliament had been dismissed twice and repeat Parliamentary elections were held in July 2009 and November 2010. In an attempt to break the political deadlock caused by the Parliament's inability to elect a president, the GOM held a referendum on September 5, 2010 to ask voters to approve the direct popular vote for president, but the referendum failed due to turnout that was lower than the required threshold.

Parliamentary elections held in November 2010 resulted in a governing coalition (the Alliance for European Integration) comprised of three major parties, again falling short of the super-majority required to elect a President. With this distribution of political representation, the country is at a political standstill, reform is greatly hindered, and a compromise Presidential candidate that would gain the necessary votes has yet to be identified. Observers consider that the only thing that is holding the coalition together at this point is their mutual opposition to PCRM, but this opposition may prove ephemeral if the Communist Party decides to negotiate with some of the individual coalition partners or if tension within the ruling coalition increases.

The local elections that took place in June 2011 also did not bring the governing parties an overwhelming victory over the PCRM. Although coalition parties do control the majority of council seats in about 2/3 of the districts, individually the PCRM managed to gather over 40 percent of the votes in over half of the districts, which is close to the level of support the PCRM garnered in the last parliamentary elections held in November 2010. Given the current state of affairs, political parties and the society seem to be heading towards yet another potential early parliamentary election.

III. Problem Statement

The recent intensification of political competition in the country has fostered substantial advances in party organization, and all parties in the current Parliament now have mostly functional regional and local structures. USAID Moldova has been supporting political processes programming in Moldova since 2003. This programming has been implemented by the International Republican Institute (IRI) and the National Democratic Institute (NDI). Prior to the 2009 elections, Moldova's main challenge in the political sector was a lack of political competition and the concentration of both the legislative and executive powers under the Communist Party (PCRM). Responding to this environment, USAID's programming in this area was aimed at developing political parties' abilities to engage and compete in the electoral process. In the latest national (Parliamentary) and local elections, political discourse was present and evident – although the quality of this discourse is still questionable. Nonetheless, advances in electoral competition have done much to increase political plurality and public interest in politics, potentially laying the groundwork for the development of more mature and sustainable parties and political processes. Moreover, competition in the 2011 local elections emphasized the need for bridging the gap between the local issues of ordinary citizens and the priorities of party organizations. The parties largely continue to treat their candidates for both mayor and councilor positions as a temporary means of achieving power, losing sight of the longer-term roles of these elected officials vis-a-vis efficient local governance.

Moldovan political parties are highly centralized structures and very dependent on their top leadership. The closed party list system reinforces centralization within parties, and complex, while limited, party finance legislation helps to ensure that nominations are based more on monetary contributions rather than merit¹. Significant shortcomings in political party legislation create minimal incentives for more transparent financing of political parties. Decision making occurs only at the very top, with little to no transparency and/or input from regional and local

¹ The Audit of Democratic System of Republic of Moldova: Anthology of Analysis on Governance, IDIS-Viitorul, Chisinau, 2011, pg. 130.

levels. This leaves little internal democracy within parties and limits the competition of ideas and persons in the system.

Parties have weak ideological coherence, with poor ideological bases and few concrete programmatic ideas. They have regularly demonstrated that they can win citizens' support by espousing popular policy positions, as opposed to informed positions and platforms. As the citizens demand little in terms of accountability or representation, political parties and their leaders see no need for change.

Parties have both limited awareness and limited interest regarding the importance of ongoing dialogue with constituencies about issues that need representation. Parties also lack awareness of how party platforms – campaign programs, in reality – translate into serving citizens. Citizens, in turn, lack a clear understanding of the roles of political parties in democratic societies, the purpose of political parties competing in elections and how that should translate into representation. As a result, parties are distanced from citizens, as the focus in the party is to satisfy the leadership rather than respond to and represent citizens' needs and interest, and citizens' engagement is limited to participation in elections, without established avenues of participation outside election periods. As a result, there are no established checks and balances related to political representation.

While there has been a notable increase in interaction between political parties and civic groups at the national level in recent years, broad-based participation is less evident at the grassroots level. National civil society organizations are mainly perceived as elite-driven and biased towards certain political groupings. Lack of professional, clientele relationships between political parties and civic groups have only contributed to minimizing civil society contributions to political parties' policy agendas and dialogues. Citizens do not see political parties as a representative vehicle for them to express their concerns and find solutions.

Citizen groups and individual citizens need to gain and promote a wide understanding of the fact that they are the ones that political parties represent and serve. Moldovan citizens still lack the knowledge, skills and capacity to serve as checks on political parties; therefore the society needs to be empowered to demand that parties orient themselves around issues of national interest, develop informed platforms, and represent citizens' needs and interests, which are essential in a democratic representative system.

In this situation, it is important to underscore that no institutional changes will occur within political parties unless there is incentive for them to change. That has to come from both a mindset change within the parties themselves and Moldovan citizens at large. Moldovan political parties do not yet serve as a vehicle to represent citizens' interests in the political process. Parties still lack the knowledge, skills and attitudes that would enable them to move beyond campaigning and begin acting as genuine representatives of citizens' beliefs, needs and interests. The citizenry still lacks the skills and tools to act as pressure points on parties and require them to better represent and serve citizens' needs and wants.

In the context of the USG's commitment to contribute to democratization in Moldova, a new political process development program has been developed to provide the impetus and incentives to political parties to serve as advocates for and representatives of Moldovan citizens.

IV. Programmatic Approach

As discussed above, currently the main development problem in the political process arena in Moldova is that citizens have no genuine vehicle to represent their interests in the political process. In order to address this challenge, the Strengthening Political Accountability and Civic Engagement (SPACE) Program will focus on addressing the long term developmental needs of a democratic political system by increasing parties' professional capacity at all levels and enhancing ties between political parties and citizens, with a focus at the grassroots level. This approach should result in stronger linkages between political parties, civil society and governing institutions; promote party accountability; and increase the participation of citizens and emerging leaders in the political process. In addition, pressure points from within and outside parties will be cultivated and strengthened in order to build the momentum for democratic reform in society and motivate parties to become more representative institutions. Therefore both the internal and external pressure on political parties are expected to serve as the impetus for parties to transform into transparent, internally democratic and representative democratic institutions.

The new SPACE Program will tackle both the demand and the supply side of the equation. The program will work with citizens to build their understanding of the role political participation plays in a democratic society and providing them with both the knowledge and skills to demand more responsiveness and accountability from political parties. It has been 20 years since Moldova became independent; however, this does not mean that members and leaders of political parties, civil society, think tanks, women and youth have fully changed their mindset and built an understanding of democratic values and the role of a citizen in a democracy. In a young democracy like Moldova, more understanding is needed of the role of a political party in society, an understanding of political ideologies and the spectrum of political thought, what citizens should expect from a government, and citizens' roles in a democracy. This side of the program will build on previous USAID programs including the Moldova Citizen Participation Program (CPP) and the Moldova Civil Society Strengthening Program (MCSSP) and, where appropriate, will work together with ongoing programs, including the Moldova Local Government Support Program (LGSP).

The program will work with both officially registered groups and non-registered groups; groups inside the parties (including youth organizations, women's organizations, doctors' associations, mayors' associations) and outside the parties (including think tanks, especially in the development of policy positions). USAID considers that current civil society partners in Moldova have sufficient capacity to adequately participate in program activities. As such, general capacity building for civil society partners, such as in the areas of organization development, financial management, strategic planning, etc., are not envisioned under this program. However, USAID has identified two areas where the SPACE activity will provide capacity support for civic partners: 1) civic partners, considered to include both formal and informal organizations, may require skills in specific technical areas to effectively p to act as pressure points and watchdogs over the political sector; and 2) in accordance with USAID's mandate to increase the participation of local organizations in the delivery of assistance, particular emphasis will be placed on ensuring that local partners are able to fully and independently assume implementation responsibility for all activities under Objective 4 by the end of the program. At the same time, the program will

work with the political parties to encourage and develop avenues for citizens' input into political parties' activities and agendas.

The new SPACE Program will seek out target groups who can act as agents of change. While it is widely recognized that women and youth are essential interlocutors, the program will seek to expand the boundaries of traditional programming to newer groups such as business associations, professional associations and mayoral groups. Wherever possible, activities will not be strictly classroom-based training but rather coaching, peer-to-peer, and action oriented events.

Given the institutional incentives discussed above, it is clear that no institutional changes will occur within political parties unless there is incentive for them to change. That has to come both from a mindset change within the parties themselves and the Moldovan citizenry at large. Simply training parties to conduct outreach activities and represent constituencies when genuine constituencies don't really exist will be ineffective. Change within political parties will not happen without a critical mass within these constituencies who have a clear idea that parties should represent them and will demand more from them. New approaches in political party assistance of promoting dialogue and cooperation between civic groups and political parties and developing centers of pressure within and outside the political parties do have the potential to drive positive changes in Moldova's political process over the course of this program, however. Once pressure points are cultivated both within and outside the political parties, it is posited that these groups will push parties toward becoming more transparent and democratic, and therefore more representative of citizens' interests in the political process.

At the same time, the program will work with parties to help them develop ideological platforms and ideological electoral bases, with real constituencies that they would listen to and engage with, with mechanisms and structures that reflect the main reason of why people go out and vote for parties: the belief that parties will represent and serve citizens both in elected offices and outside of them. The program will also assist political parties to become more democratic and effective by working with them on institutional development, setting up internal systems and effective resource management to best take advantage of what is available to them and build transparent and accountable internal practices. By working with parties to develop more representative and relevant policies and platforms and by building the capacity of local branches to engage with citizens and with their national party offices, the program will be implicitly contributing to internal democratic reform by creating demand for representation and accountability from within local party branches.

Given the past two years of continual elections, Moldovan political parties have received numerous campaign-related trainings and have become fairly proficient in this regard. Activities in the forthcoming program will shift the focus from competing in elections towards governance skills and internal party building.

Moldovan political parties will be playing a leading role in the development of program interventions, as all activities will be developed in consultation with Moldovan stakeholders, in order to best identify areas of assistance and activities to meet their needs. The Recipient will work with Moldovan counterparts in looking critically at their organizations and assessing their strengths and weaknesses to help them identify what these party-specific development needs are. All training activities will be designed with the aim of institutionalizing this capacity within the

parties themselves, working with each party to build the skills necessary to replicate trainings and impart expertise to a broader base of party members. Trainings will aim to work with groups of trainees on a continual basis, in order to build skills and graduate them from basic training to more advanced modules. This will also enable parties to track skill development among their members. Local and regional training resources will be used to the extent relevant and possible.

The SPACE Program will work with political parties to develop the capacity to seek and interpret and understand the use of polling, focus groups, analytical research material and other data. The new program will foster professional relationships between the Moldovan analytic community (including think tanks, civil society organizations that have developed policy expertise and independent analysts) and political parties and also provide parties with the resources and the skills to access and interpret these analytical materials to develop more sound policies. The Program will support the conduct of quarterly public opinion polls to inform the development of party platforms, courses of action and potential development interventions. The results of the polls will be publicized to the extent possible, as decided in agreement with USAID.

The quarterly survey tool will also be used to evaluate the impact of program interventions on party development and citizen engagement and project performance; thus survey questions will be developed in conjunction with USAID and relevant implementing partners.

The SPACE program will sustain USG investments in the integrity and transparency of the electoral process through support for monitoring and civic engagement by domestic non-political actors. The purposes of such monitoring – both during the electoral campaigns and on Election Day – include reducing opportunities and incentives for electoral fraud, identifying shortcomings and problems in the electoral process with the intention of facilitating free and fair elections, and legitimizing a peaceful transfer of power. After national elections, analysis of observation findings and unbiased constructive criticisms of governance will play a crucial role in building stronger accountability of elected officials to citizens. In the long run, such oversight, especially of the campaign discourse and policies promoted by elected officials, will play a key role in ensuring that the program is addressing the main problem of the sector: citizens' representation by political parties. The program will also engage in developing skills and organizational capacity of local organization/s involved in monitoring and observation, including strengthening and maintaining their core team/s of observers, as well as enhancing their ability to work on joint projects and form coalitions. Support for civil society initiatives to provide independent, objective oversight of governance processes and hold elected officials accountable for their policy and other proposals developed during campaign periods will further bolster the overall goals of the SPACE Program in encouraging the development of more accountable and representative political parties. The program will, to the extent practicable, engage all parliamentary parties as well as major extra-parliamentary parties in all program activities; activities will be tailored to their specific status within or outside Parliament and/or Government. All program activities will target regions/communities beyond the capital city of Chisinau. Understanding that important work must take place in the capital, the program must also strike a balance by adding a regional focus. Activities with beneficiaries in the regions will be conducted in those regions to promote greater connection between parties and these regions and encourage direct engagement with the communities.

The USG recognizes the Transnistrian region as part of Moldova. The program will make a good faith effort to engage actors in Transnistria when possible.

V. Program Objectives and Expected Results

The final goal of the SPACE program is to foster representative political parties that serve as a vehicle for citizen voices in the political process and a citizenry empowered to hold political parties accountable in the process of governance. This cannot happen merely by working with the parties themselves in isolation. By design, assistance to political parties (the “supply side”) under Objective 1 will be linked to civil society actors (the “demand side”) advocating for greater accountability of political parties and their elected leaders under Objective 2. Activities under Objective 3 will build citizen understanding of political processes, and employ participatory methods for citizens to put newly acquired skills into practice. As a result, this will also contribute to increased citizen demand for improved representation. Activities under Objective 4 will allow citizen groups to safeguard the transparency of electoral processes and the accountability of elected officials. In order to achieve this, the new program will engage in the four objectives described below:

***Objective 1 (30%):** Development of a democratic political system in Moldova is enhanced through more accountable political parties at the national and local levels that represent citizens’ interests.*

Objective 1 is focused on building political parties skills and capacity to represent citizens. Activities under this objective will focus on institutionalizing needs assessment and training capacity within the parties rather than on the implementation of sporadic, one-off training programs. Additional activities such as the provision of consultative services, peer-to-peer coaching and training-of-trainers programs should also be considered and used wherever possible. The Recipient will address the fundamentals of democratic party structures and effective methods for broad member participation in decision-making, through exposure to best practices and standards for internal democracy and transparency in political parties. In order to promote improved representation within political parties, inside groups (i.e. women, youth, businessmen, mayors, etc.) will be empowered to act as internal pressure points. Complementary approaches should be considered for parties’ institutional development needs at the national level, as well as at the central, regional and local levels.

Activities include but are not limited to:

- Developing methodologies and providing assistance to parties to assess their institutional and capacity building needs at the central, regional and local levels. The results of this activity are to be widely shared within the parties themselves and will be used as basis in determining the individual party’s developing assistance needs.
- Training, consultations, coaching for national and regional party structures on topics determined by the parties as a result of the needs assessments discussed above, which could include but should not be limited to internal party democracy, constituent outreach, communications, negotiation, platform development, policy elaboration, and local issue-based campaign development (not limited to elections).
- Provide leadership, organizational, public policy and analytical skills for party activists at all levels and foster the professionalization of party functions at all levels.

- Provide parties with the skills and methodologies to provide ongoing training to branches and activists on a national scale.
- Work with youth, women, mayoral, territorial, business and professional auxiliaries within the parties on developing their leadership skills, their abilities to design and implement targeted constituent outreach strategies, their abilities to promote professional and personal development and growth within the parties, as well as their skills and abilities to promote and drive internal party democracy.
- Work with central and regional party headquarters to set up systems and practices for meaningful contributions and efficient cooperation among them.
- Empower regional/local party structures with the knowledge, skills and tools to promote responsible relationships between the central, regional and local party structures and citizenry.
- Developing strategic outreach plans with political parties that include building know-how on setting up constituent outreach offices, identifying geographic locations for these pilot offices, providing necessary advice and training on building staff skills to respond to community needs at central, regional and local levels, and suggestions on including other services that can benefit the community within these outreach offices, such as the provision of pro-bono legal advice.
- Working with political parties to understand the value and the use of survey research, polling and policy analysis, and encourage their use within parties in developing issue-based platforms and policies. Working with political parties to identify needs for survey research, policy analysis, focus group studies and other analytical products and facilitating linkages between the two in order to build a professional customer client relationship.

Expected Results:

- Internal party organization at both the national and local level is improved through the development of local party chapters as well as effective policies and platforms, and enhanced internal democracy.
- Institutional capacity of political parties to identify and represent their defined constituencies is increased.
- Outreach is improved through increased frequency and quality of parties' contacts with citizens, the creation of constituency offices and public hours.
- National party structures refine and strengthen the ideological bases for their party charters and are thus able to better articulate issue-based policy platforms.
- Parties are increasingly willing and able to identify their policy research, analysis and polling needs and use these materials as a basis for platform development.
- Parties have institutionalized training units that provide nationwide trainings for their members.
- Local party structures have an increased understanding of issue-based permanent campaigns beyond elections through cooperation with formal and informal citizen activist groups.
- Local elected officials have a better understanding of their roles and responsibilities and increased accountability to their communities.
- Centers of influence within party structures (youth, women, mayors, territorial and professional auxiliaries) play an increased role in constituent outreach, formulating issue-based platforms, and internal party decision-making.

- Increased participation of women and youth in political processes leads to more inclusive representation.

Objective-level Indicators include but are not limited to:

- Transparent, inclusive, and accountable internal democratic procedures followed by political parties
- Internal and external resources, and research products engaged in political parties strategic planning and development
- Political parties institutional capacity to target, engage and represent stakeholders and constituencies

Objective 2 (25%): Political parties become more democratic and representative of citizen interests through increased pressure.

Objective 2 works on the “demand” side of the equation in order to engage those actors who can push political parties to become more representative. These actors, or centers of influence, are internal to the party structure, as discussed under Objective 1, and are also external forces – like registered and unofficial civic groups, think-tank groups, and others that add to the pressure for reform. The Recipient will conduct activities to foster constructive dialogue between the political parties and political representatives on one side and the civic activist groups on the other side, and will assist the two sides to efficiently work together to assess, formulate, and prioritize community public policy interests and plan action. This will build on existing capacity and will include strengthening society’s knowledge and understanding of political participation and accountability, as well as constructive participation in political platform and issue-based policy formulation and fostering demand for reform. The activities implemented under this objective will build on the roles that civic groups can play as watchdogs, advocates and catalysts for reform in an effort to bolster their ability to appropriately influence political parties to be more representative of and accountable to their constituencies.

In addition to improving linkages with internal and external pressure points, the Program will also support the conduct of quarterly public opinion polls that will not only inform the development of party platforms, but also be used to evaluate the impact of program interventions on party development and citizen engagement; thus survey questions will be developed in conjunction with USAID and relevant implementing partners.

Activities include but are not limited to:

- Facilitate dialogue between political parties and civic groups to identify key priority issues for the public at large and ways to address them in platform and/or policy formulation
- Facilitate dialogue between political parties and civic groups in order to support public discourse and assert pressure on parties for fundamental democratic reform
- Facilitate dialogue between members of political parties and civil society representatives on one hand and political parties and/or central/regional governing bodies on the other to identify key priority issues for the public at large and ways to address them.
- Facilitate citizen dialogue with central and/or local governing bodies or individuals to identify key priority issues for the community and ways to implement them.

- Assist in developing strategic plans for Moldovan parties that help them to represent expectations of society's expectations of political parties and meet the good practices of European sister parties.
- Carry out nationwide quarterly polls that survey Moldovan public opinion on social, economic and political topics and publicize the results of general interest to the society.
- Support policy dialogues on political party finance reform between parties, civic coalitions and think tanks (in cooperation with the ongoing electoral administration program implemented in Moldova), in close coordination and cooperation with all relevant USG and non-USG stakeholders.

Expected Results:

- Centers of influence outside party structures (civic groups, think tanks and other actors) play an increased role in formulating issue-based platforms, and influencing internal party decision-making.
- Formal and informal civil society groups increasingly engage political parties, building dialogue to promote issues critical for constituents. Civic groups and citizens effectively advocate for political party reforms.
- Citizens gain greater trust in political parties as representative of their interests.
- Public opinion on social, economic and political trends in Moldova is measured and publicized, resulting in improved policy dialogue and better informed Moldovan parties and citizens.

Objective-level Indicators include but are not limited to:

- Degree to which formal and informal civil society groups engage political parties in building dialogue to promote issues critical for constituents
- Degree to which formal and informal civil society groups engage with political parties to build dialogue with the citizens and to promote citizen participation in political decision-making
- Political parties communication structures that engage communication with the pressure points outside political parties.

Objective 3 (25%): Linkages between political parties and civic groups are expanded to increase demand for improved representation of the public interest by political parties and elected officials

Civic education is an important element in party democratization programs. The education of voters as to the purposes of the parties and the meaning of democratic representation will change citizens' expectations. Parties and their representatives will then be forced to respond to the changed expectations or risk being cast aside at the next elections, provided these elections are democratic. Activities under this objective will also help aggregate and represent grassroots demands for improved representation by political parties. Programming under this objective will also include a small grants program.

Activities include but are not limited to:

- Develop a political education project to promote political accountability as a concept. The project will also deepen citizens' understanding of political ideologies across the spectrum, introduce various democratic systems, build awareness of citizens' roles in democratic societies, and build awareness of political parties' roles in a democracy. Participants will be selected through a competitive process.
- Citizen education activities will be developed around the key areas of political knowledge, participation, and transparency, based on a participatory methodology for participants to not only learn new information, but also use it in practice.
- Develop advocacy development initiatives teaching citizen groups how to communicate with local government and advocate for community interests.
- Assist political parties and citizen groups in holding public hearings that would serve to increase citizen participation in political processes at the local level. This activity will be demand-driven by local interest groups and/or local governments.
- Develop constituency scorecards in conjunction with civic groups in order to evaluate parties on their outreach and response to citizens. Develop communication strategies to highlight these findings.
- Work with citizen activist groups to monitor the implementation of public hearing results and raise awareness in local communities. Local small scale projects will be supported to encourage participants' engagement in advocacy/monitoring efforts at the local level. This activity shall leverage linkages built with the communities involved in USAID's CPP project and may involve a small grants component. Linkages with the local government development program will be explored and built upon, where possible.

Expected Results:

- Citizens have greater understanding of the role of political parties in a democratic society.
- Citizens have increased expectations of political parties in their role as representatives.
- Citizens have an increased understanding of political parties' and/or local authorities' functions in a democratic society.
- Citizens gain greater trust in political parties as representative of their interests.

Objective-level Indicators include but are not limited to:

- Targeted groups and communities understanding of the political system
- Targeted citizens understanding of and skills for consumption of political information
- Targeted groups and communities political participation and engagement to promote political accountability.

Objective 4 (20%): Integrity and transparency of the electoral process is sustained through monitoring and civic engagement.

Any upcoming electoral event in Moldova will likely be highly contested, requiring sound electoral administration and the oversight and monitoring of civil society organizations to hold electoral administration bodies and contestants accountable and inform citizen oversight of electoral and governance processes. SPACE activities in the area of transparency of electoral processes will be linked to regularly scheduled elections (the 2014 parliamentary elections and 2015 general local elections) and will focus on election oversight by civil society organizations,

and will be closely linked with activities of any electoral administration-related program focusing on building the capacity of electoral management bodies to implement electoral activities if such a program is in place. Ongoing monitoring of elected officials at different levels will help to foster more long-term accountable governance relations.

Activities include but are not limited to:

- Support for domestic monitoring activities in order to ensure professional reporting, development of communication plans, and professional outreach during regularly scheduled elections.
- Assist in the coordination and undertaking of political debates during regularly schedule campaign periods.
- Development and use of a comprehensive sustainable long-term civic monitoring methodology.
- Support for civic monitoring activities beyond the election that track electoral promises and then compare these to governance/legislative decisions taken.

Expected Results:

- Moldovan civil society groups are engaged in fostering transparency and election oversight.
- Moldovan civil society groups are engaged in fostering candidates' and citizens' increased dialogue and debate during electoral campaign periods
- Moldovan civil society groups at the national and local level increasingly hold political parties and the locally elected officials accountable via monitoring and watchdog activities.
- Moldovan civil society groups have the capacity to lead election oversight activities independently.

Objective-level Indicators include but are not limited to:

- Electoral and governance processes are effectively monitored and results are widely publicized with the society.

VI. Linkages

The Recipient is expected to work in coordination with and complement other donor programs in the area of political development and civic engagement. The USG is the largest donor in this program area in Moldova. Private foundations such as the German party foundations (including the Konrad Adenauer (KAS), and Friedrich Ebert (FES) Foundations) engage parties on a limited basis, pairing local parties with ideologically like-minded political parties in Germany for training and exchanges.

Both UNDP and the Council of Europe are providing support to the Parliament of the Republic of Moldova, developing the Parliament's infrastructure and strengthening its functions through technical assistance and training to both the staff and MPs. UNDP will continue its project to

assist the Central Election Commission of Moldova in establishing an electronic voter registry and improving the organization's structure and practices. Sida, the Soros Foundation and the East Europe Foundation have in the past engaged in short-term election-focused activities and not in the political process as a whole. In Moldova OSCE/ODIHR has, in the past, engaged only in observation of the elections (long-term and short-term). Although there is no direct overlap between the SPACE program and these programs, the Recipient is expected to closely monitor developments and activities in these areas to be able to take advantage of related opportunities or address challenges that may appear during the period of program implementation.

Wider coordination in this sector is effectively managed through participation of USAID and partner staff in UNDP Electoral Assistance Coordination Meetings, UNDP Parliamentary Support Coordination Meetings, and OSCE Election Observation Coordination Meetings. The partner will work with other donor programs to develop mechanisms to ensure close cooperation and coordination of activities and approaches to avoid overlap as necessary. The Recipient is expected to examine on a regular basis the implementation approach of the USAID SPACE program with respect to other donors' programs in order to make adjustments to better respond to the demands and needs of the sector.

In addition to linking with programs and activities implemented by other donors, this program should seek out and take advantage of linkages with other USAID programs and sectors, including:

- Civic Participation Program (CPP) – USAID's program ended in 2011; however, the target communities that worked with this program have already been exposed to the practices of democratic participation and engagement with local authorities and/or civil society organizations. Building on the work of this program, the SPACE Program could engage CPP beneficiary communities in activities under Objectives 2 and 3 of the program.
- Moldova Electoral Administration Capacity Development Program (MEACD) – Together with the MEACD Program, the SPACE program will work with parties and civic groups to build an awareness and understanding of issues surrounding political party financing and continue to build on the momentum for reform.
- Moldova Civil Society Strengthening Program (MCSSP) – The SPACE program will work with the Civil Society Strengthening Program where appropriate on supporting civil society's capacity to demand improved representation. Although the new SPACE Program will have a civil society component, the civil society program activities in the political processes program and the Mission's Civil Society Strengthening Program stand-alone civil society program have different objectives. The SPACE Program will be specifically aimed at improving and increasing citizens' demand for improved representation of the public interest by political parties and elected officials, and will work with civil society organizations as one means of achieving the improved accountability of political parties to citizens.
- Media Program – The new SPACE Program should build on the Media Program's network of local TV broadcasters to promote local level issue-based political debates, politicians' responsiveness and citizen engagement, and also to foster understanding of democratic principles of representation and governance at all levels.

- Economic Growth Programs – The new SPACE Program is intended to reach out to new target groups who may not previously have been seen as relevant to political process programs, namely the private sector. Business and professional associations have a clear interest in reform and can act as pressure points as part of Objective 2 of the program. Linkages with the USAID CEED-II and ACED programs shall be fostered.
- Local Governance – Once the Local Government Support Program is procured, the SPACE Program will explore potential linkages and possibilities to promote democratic decision-making, public accountability of local public authorities and through increased citizen participation and engagement with local officials.

VII. Cross-Cutting Issues

Gender Sensitivity

In recent years, the Moldovan government has put in place a range of laws and programs aimed at promoting the advancement of women and securing gender equality in practice. These include the law on Gender Equality (2006), the Law on Prevention and Combating Domestic Violence (2008) and the National Program on Gender Equality 2010-2015 (2009). The most recent Government program includes a chapter explicitly devoted to gender policies. In addition, a Department of Policies on Gender Equality and Prevention of Violence within the Ministry of Labor, Social Protection and Family and a Government Committee on Gender Equality has been created, and gender focal points have been appointed in various ministries.

Nevertheless, a number of concerns remain. According to the latest USAID Gender Assessment, conducted in February 2011, the most pressing gender issues include women's economic empowerment, high incidence of domestic violence, the interconnected issues of migration and trafficking in persons, and the low level of female representation in political parties and elected office.

The vulnerability of women is perpetuated by the continuing exclusion of women from decision-making authority in the public sector. From the statistics review, there are currently only 21 women among 101 parliamentarians, as opposed to the 40% recommended by the Council of Europe. This underrepresentation at the national level is mirrored at the regional and local levels: prior to the 2011 local elections, women represented 26.5% of local council members, 13.2 % of district council membership, and 18% of mayors. The Public Perception sociological study performed by Soros Foundation in Moldova in 2010-2011 found that every third respondent expressed that women are less capable and should not hold leadership positions and functions, and that there is no place for women in politics.

Moldova has set an ambitious course aiming to pursue deeper integration with the European Union. Since participation in political life and in the decision making process is a fundamental right of women and men in a democratic state, especially in Europe, balancing the share of participation in the political process and elections as an entry point of both sexes is one of the most important prerequisites. Moreover, by balancing the share of participation and increasing the share of women participating in politics and in the decision making process the state not only guarantees the expression and fulfillment of this fundamental right but also ensures that the interests of both sides will be reflected in policy and thus strengthen government institutions and

the government itself. As a part of its adoption of the Development Millennium Development Goals (MDGs), the Government has committed to increase the representation of women to 40% of local councils, 25% of district councils, 25% of mayors, and 30% of MPs by 2015. Only through concerted action by political parties, as well as by the public at large, will Moldova succeed in increasing the participation of women in political processes.

The program will work to foster leadership within women's groups within political parties and on developing the professional skills of these women for them to be able to act as effective pressure points for reform, to ensure that they are actively involved in policy formulation and decision-making.

Local Capacity Building

Building the capacity of local organizations to assume greater responsibility for the strategic planning, implementation, and overall leadership of development assistance efforts is a priority for USAID. USAID/Moldova implements activities aimed at general capacity building of civil society and the private sector. SPACE will coordinate, as relevant with these programs to ensure that assistance is complementary.

In addition, USAID considers that, by the end of the performance period, local organizations should be fully capable of directly implementing activities under Objective 4. Sustainable local organizations capable of leading election observation efforts are critical to Moldova's democratic development. The Recipient will identify and incorporate in program implementation a range of approaches and practices that will ensure that local capacity is built by the end of the program.

Anti-Corruption

USAID's 2005 Anti-Corruption Strategy charges Missions with incorporating anti-corruption goals into all programs. The Moldovan political system is believed to be characterized by political corruption at all levels, which also confirmed by the IRI February 2011 poll showing 57% percent of respondents having an unfavorable attitude toward political parties. The Global Corruption Barometer indicates that Moldovan political parties were rated at 3.8 on a scale of 1 to 5 with 5 being considered as extremely corrupt institutions. Insufficient or absent legislation regulating political party activities has resulted in non-transparent party financing, campaign financing and practices of buying political influence and political decisions. The existing closed party list system is also supportive of increased corruption, enabling the widespread practice of seat buying in national and local party lists. As a result, there is also a considerable lack of accountability toward citizens and there is no genuine political party-constituency relationship.

The SPACE Program will seek to address corruption as a crosscutting theme across the spectrum of proposed program activities. Specifically, the program will help civil society to engage in advocating for political accountability from elected officials at the local level; improving the transparency of the political system through civic oversight of electoral and governance processes; and improving cooperation between civil society, governing institutions and political parties. The program will work to curb corruption by supporting transparent and professional decision making in the political sector and constant communication with constituencies.

Public-Private Partnerships

Where possible the Recipient should identify and incorporate potential public-private partnerships into its activities.

VIII. PROGRAM REPORTING AND EVALUATION

The Recipient will provide the following reports to the USAID Agreement Officer Technical Representative (AOTR), as specified below, in accordance with 22 CFR 226.51 and 226.52.

Financial Reporting

The recipient shall submit quarterly financial reports in accordance with 22 CFR 226.52, Financial Reporting. The recipient will use the SF-425, Federal Financial Report, and shall submit one copy electronically no later than 30 (thirty) days after the end of each reporting period to:

- 1) the AOTR, Agreement Officer, and OFM at KYVFinAnalyst@usaid.gov; and
- 2) the U.S. Department of Health and Human Services at <http://www.dpm.psc.gov>.

In accordance with 22 CFR 226.70-72, the original and two copies of all final financial reports shall be submitted to M/FM/CMP-LOC Unit.

In addition, fifteen days prior to the end of each quarter, the recipient shall submit accruals information to the AOTR. Accruals information shall consist of current status of the expenditures and accrued amounts from the inception of the award through the end of the upcoming Quarter or the award end date and shall be submitted in the following format:

- Name of Recipient: _____
- Award Number: _____
- Total Obligated Amount: _____
- Total Estimated Cost of the Award: _____
- A. Total Cumulative Amount Disbursed by USAID to date: _____
- B. Total Estimated Expenses as of end of the Quarter: _____

Annual Work Plans

Within 30 days of the signing of Cooperative Agreement, the Recipient will present the initial work plan to the USAID AOTR for review and approval. The AOTR will provide written comments on the draft plan within 30 days of receipt and when the plan is finalized, the AOTR will provide written approval.

The work plan should include a list of tasks to be completed during the year, grouped under the objective that they seek to support. For each task, the Recipient should 1) explain in brief its connection to the objective; 2) define the necessary steps to complete the tasks; 3) assign responsibilities for completing those steps; 4) provide any quantitative or qualitative targets; and 5) a timeline for the implementation of the task. The plan should indicate the legal/regulatory issues that the Recipient will target for that year.

The work plan must include a Performance Monitoring and Evaluation Plan (PMEP), which must establish specific both results-level and objective level indicators, impact indicators, annual targets, progress benchmarks for the life of the award, and the date by which all baseline data will be established. All people-level indicators must be disaggregated by gender.

Annual work plans for subsequent years are due to the AOTR 60 days before the end of the preceding award year. Annual work plans should include all the sections as the initial work plan discussed above. In addition, the subsequent annual work plans shall review the activities of the year that is ending, the activities that were implemented, the results achieved, and problems that existed and how they were resolved. These subsequent annual plans shall propose program adjustments to reflect any lessons learned. As with the first annual plan, the AOTR will review the plan and provide comments and recommendations for changes no later than 30 days after receipt of the draft. The Recipient shall incorporate AOTR comments and recommendations into the final version of work plan and submit it for AOTR written approval within 15 days. In addition, all substantial changes in the work plan require prior written approval of the AOTR.

Performance Monitoring and Evaluation Plan (PMEP)

In order to assist in managing project performance, the Performance Monitoring and Evaluation Plan (PMEP) shall contain project objectives and results, performance indicators, data sources and collection methods, baseline information or a timeline for collecting it, annual targets, and references to staff responsible for data collection and analysis. Performance indicators should be direct, objective, practical, adequate, and useful in managing for results. PMEP data should meet reasonable quality criteria of validity, reliability, timeliness, precision and integrity, and disaggregated by gender whenever possible. PMEP data should be based on fiscal year calendar.

The PMEP shall have the following suggested structure:

1. List of key project objectives, expected results and project outputs (output is a count of services delivered or items produced) and outcomes as well as brief description of the linkages between the project outputs and its expected results;
2. Definition and detailed description of the performance indicators to be tracked including: unit of measure and disaggregation by gender, as appropriate and feasible; justification/management utility; annual baselines/targets; schedule for data collection; responsibility for data collection and availability of data at USAID; and, detailed plans for data analysis, review and reporting.

Within 30 days after the award is made, the Recipient will submit the Final PMEP to USAID together with the Annual Work Plan. The Recipient and USAID will agree upon the final choice of performance indicators useful for timely management decisions and credibly reflecting the actual performance of the project. Recipient should explain how the PMEP will be implemented. PMEP data should meet reasonable quality criteria of validity, reliability, timeliness, precision and integrity, and disaggregated by gender whenever possible. In designing the PMEP, the Recipient should also weigh human and financial resources necessary to implement it.

The PMEP is subject to final approval by USAID and is separate from the regular financial and other reports.

USAID is required to report on indicators in the Foreign Assistance Framework. USAID reserves the right to propose the Recipient to integrate into the PMEP a number of indicators to help USAID measure the immediate program results. PMEP should include indicators from the Foreign Assistance Framework (FAF), Objective Governing Justly and Democratically (GJD – 2), Program Area Political Competition and Consensus-Building (2.3), Program Element Political Parties (2.3.3). The Recipient shall set up annual targets, collect actual data and report on the following FAF indicators based on fiscal year calendar.

All information collected for the PMEP shall be compiled and submitted to USAID with the annual and final reports. Annual reports shall be due by the end of the fiscal year – by September 30 of each year. Additionally, the progress in meeting the expected program results will be monitored through Annual Implementation Plans.

Mid-term Evaluation

At the mid-point of the project, USAID may conduct an evaluation to measure project impact and determine whether programmatic adjustments are needed, taking into account any changes in the implementation climate. If such a decision is taken, the Recipient will be notified at least two months in advance of planned evaluations.

Monthly Activity Schedule

USAID expects the Recipient to submit (electronically) to the AOTR by the 25th calendar day of each month, a calendar of planned events for the upcoming month. USAID will post events on the Mission’s website, as appropriate, and use the monthly calendar to plan site visits in a timely manner.

Progress Reports

The Recipient will submit three quarterly and one annual progress reports per year to the AOTR. The Recipient shall submit progress reports which present activities and analyses of the Recipient (and partners, if relevant) within 30 days after the end of the quarter/year.

The report may be submitted by email and shall contain the following information at a minimum:

1. A brief description of the political context and/or enabling environment of the country in which program activities are implemented. This section may include significant political developments and/or relevant events reported in the press or by local informants which affect the overall implementation environment. This section is important for establishing the overall environment for implementation and is useful for considering how changes in the environment that may affect program implementation.
2. A summary of activities conducted. This section should highlight which partner has conducted activities, and include a description of progress towards results and relevant trends.
3. An analytical description of overall program progress towards results that reflects and synthesizes achievements of the Recipient (and partners, if relevant). This should not be a

mere description of activities, but rather a broader analysis that examines the progress in the context of program objectives and expected results.

4. Data on all indicators established in the monitoring and evaluation plan for the award activities. Data should be disaggregated by gender and other historically disenfranchised populations where relevant.
5. A comparison of accomplishments to the goals and objectives established for the period;
6. Problems encountered, reasons why established goals were not met, if appropriate, and how challenges or problems will be overcome during the next reporting period;
7. A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, cost savings, and any other pertinent information;
8. Priorities for programming during the next reporting period.

Annual progress reports will also include data collected to measure progress against the Performance Monitoring and Evaluation Plan (PMEP). Each annual progress report will include progress against work plan projections and will cover activities completed during the preceding year. The report covering the 4th quarter of the fiscal year will be submitted as annual report and will provide USAID *annual* data on the agreed upon performance indicators, as well as any additional qualitative results information the Recipient would like to include to demonstrate the results achieved vis-à-vis the project's objectives during that particular reporting period. The annual reports will be due by the end of the fiscal year – September 30th.

Final Report

Pursuant to 22 CFR 226.51(b), a final performance report will be required under this award. The Recipient shall submit a draft final report for USAID review 30 days before the award expiration date. USAID will review and comment within 30 days of receipt. A *final performance report* in a hard copy and electronic copy shall be submitted no later than 90 calendar days after the end of the Cooperative Agreement. The final performance report will:

1. Contain an overall description of the activities under the Program during the period of this Cooperative Agreement, and the significance of these activities;
2. Describe the methods of assistance used and the pros and cons of these methods;
3. Present life-of-project results towards achieving the project objectives and the performance indicators, as well as an analysis of how the indicators illustrate the project's impact on the development of political accountability in Moldova;
4. Summarize the program's accomplishments related to the program's objectives, as well as any unmet targets and the reasons for them;
5. Elaborate the issues and problems that emerged during program implementation and the lessons learned in dealing with them; and
6. Provide comments and recommendations regarding unfinished work and/or future needs and directions for further engagement in the program area, as well as recommendations for what issues no longer require donor assistance.

The Recipient shall submit the original and one copy of the USAID approved final report to the AOTR and one additional copy shall be submitted to the Bureau for Program and Policy

Coordination, Development Experience Clearinghouse PPC/DEI. E-Mail all documents via the web at: <http://dec.usaid.gov>. Paper copies or non-electronic materials should be sent to:

*Development Experience Clearinghouse
M/CIO/KM
RRB M.01
U.S. Agency for International Development
Washington DC 20523*

The title page of all reports forwarded to USAID must include a descriptive title, the author's name, grant number, the project number and title, the grantee's name, the name of the USAID office, and the publication or issuance date of the report.

IX. SUBSTANTIAL INVOLVEMENT

USAID considers collaboration with the Recipient crucial for the successful implementation of this program. Substantial involvement under this award shall include the following:

1. Review and approval of the Annual Work Plans including the Performance Monitoring and Evaluation Plan (PMEP) by the AOTR. Any significant changes to the approved Implementation plan or the PMEP, as well as extension for their submission, will require additional approval of the AOTR.
2. Review and approval of key personnel and any key personnel changes by the AOTR.
3. Approval of program descriptions, selection criteria and funding levels under the Recipient's grants program prior to solicitation, as well as approval of the actual selection of all sub-recipients prior to award by the AOTR.

X. KEY PERSONNEL

USAID considers Chief of Party and Deputy Chief of Party to be key personnel positions essential to the work being performed under this cooperative agreement.

1. The Chief of Party (COP)

Qualification requirements for the COP are as follows:

- Master's degree in political science, international development, and/or related field.
- A minimum of ten (10) years of domestic and international experience work experience in promotion of democracy, political development and participation, and/or related fields.
- A minimum of ten (10) years of experience in efficiently managing and leading a professional and administrative staff. Prior experience in coordinating with partner and donor organizations is highly desired.
- Technical expertise and experience in designing and conducting long-term and short-term development programs.
- Proven ability to communicate skills and experience to others effectively as a trainer or advisor.

- Proven ability to facilitate dialogue and work constructively with a diverse range of actors and to accommodate divergent interests and agendas in a multi-cultural environment.
- Proven ability to establish and maintain effective and collaborative relationships with political party leaders, civil society groups, opinion leaders, and the media at the national and local level.
- Relevant professional experience managing and implementing successful, large, multi-year donor projects.
- Previous resident work experience in Eastern and Central Europe is highly desired.
- Native level English language proficiency is required.

2. The Deputy Chief of Party (DCOP)

Qualification requirements for the DCOP are as follows:

- Bachelor's degree in political science, international development, and/or related field. Master's degree highly desired.
- A minimum of five (5) years of work experience in promotion of democracy, political development and participation, civil society development and engagement and/or related fields; domestic experience is required; international experience is highly desired.
- Technical expertise and experience in designing and conducting long-term and short-term development programs.
- Proven ability to facilitate dialogue and work constructively with a diverse range of actors and to accommodate divergent interests and agendas in a multi-cultural environment. Proven ability to communicate skills and experience to others effectively as a trainer or advisor.
- Proven ability to establish and maintain effective and collaborative relationships with political party leaders, civil society groups, opinion leaders, the media, government officials, and representatives of the international community at the national and local level.
- Prior experience in coordinating with national and international organizations is highly desired.
- Native proficiency in Romanian is required. Fluency in English is required.

SECTION D - CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of

the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed

commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part IV – Certification of Compliance with the Standard Provisions Entitled “Condoms” and “Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking.”

Applicability: This certification requirement only applies to the prime recipient. Before a U.S. or non-U.S. non-governmental organization receives FY04-FY08 HIV/AIDS funds under a grant or cooperative agreement, such recipient must provide to the Agreement Officer a certification substantially as follows:

“_____ [Recipient's name] certifies compliance as applicable with the standard provisions entitled “Condoms” and “Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking” included in the referenced agreement.”

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Applicant/Subgrantee _____

Typed Name and Title _____

Signature _____

Part V – Survey on Ensuring Equal Opportunity for Applicants

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

Survey on Ensuring Equal Opportunity for Applicants,
<http://www2.ed.gov/fund/grant/apply/appforms/surveyeo.pdf>

Part VI – Other Statements of Recipient

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.

(7) Number of people employed by the recipient.

(8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com. The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. Letter of Credit (LOC) Number

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. Type of Organization

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or (b) If the recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

SECTION E - ANNEXES

ANNEX 1 - COST APPLICATION FORMAT

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>TOTAL</u>
PERSONNEL:					
Expatriate					
Home Office					
Local (CCN/TCN)					
FRINGE BENEFITS:					
Expatriate					
Home Office					
Local (CCN/TCN)					
TRAVEL:					
In-Country					
International					
EQUIPMENT:					
.....					
SUPPLIES:					
.....					
CONTRACTUAL:					
.....					
OTHER DIRECT COSTS:					
.....					
OTHER (i.e. subgrants):					
.....					
TOTAL DIRECT COSTS:					
INDIRECT COSTS:					
.....					
TOTAL INDIRECT COSTS:					
TOTAL ESTIMATED COST:					

**ANNEX 2 - ENVIRONMENTAL COMPLIANCE FACESHEET AND INITIAL
ENVIRONMENTAL EXAMINATION (IEE)**

[attached]



USAID
FROM THE AMERICAN PEOPLE

DCN: 2011-MOL-008

**U.S. Agency for International Development
REQUEST FOR CATEGORICAL EXCLUSION
Strengthening Political Accountability and Civic Engagement in Moldova
USAID Mission to Ukraine, Moldova and Belarus
USAID/Moldova Office**

PROJECT NAME:	Strengthening Political Accountability and Civic Engagement in Moldova
ASSISTANCE OBJECTIVE:	Governing Justly and Democratically
PROGRAM AREA:	Political Competition and Consensus-Building
COUNTRY:	Moldova
ORIGINATING OFFICE	USAID/Moldova Office
DATE:	10/06/11
IEE AMENDMENT:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
DCN OF ORIGINAL IEE:	N/A
PURPOSE OF AMENDMENT:	N/A
IMPLEMENTATION START:	March 1, 2012
IMPLEMENTATION END:	February 28, 2017
LOP AMOUNT:	\$10,000,000
AMENDMENT FUNDING AMOUNT:	N/A
CONTRACT/AWARD # IF KNOWN:	N/A
<p>Environmental Media and/or Human Health Potentially Impacted (check all that apply): None <input checked="" type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Land <input type="checkbox"/> Biodiversity <input type="checkbox"/> Human health <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Environmental Action Recommended:</p> <p>Categorical Exclusion: <input checked="" type="checkbox"/> Positive Determination: <input type="checkbox"/> Negative Determination: <input type="checkbox"/> Deferral: <input type="checkbox"/> Neg. Deter. with Conditions: <input type="checkbox"/> Exemption: <input type="checkbox"/></p>	

B. BACKGROUND AND ACTIVITY/PROGRAM DESCRIPTION

1. Proposed Federal Action: The project aims to improve the quality of political representation in Moldova through (1) the development of more accountable political parties that represent citizens' interests at the national and local levels; (2) strengthening internal and external actors to encourage parties to become more democratic and representative of citizen interests; (3) expanding linkages between political parties and civic groups to increase demand for improved representation of the public interest by political parties and elected officials; and (4) supporting integrity and transparency of electoral processes.

2. Program Overview

Objective 1: Development of a democratic political system in Moldova is enhanced through more accountable political parties at the national and local levels that represent citizens' interests.

USAID will support political party institutional development and building their capacity to conduct internal needs assessment and training programs. Activities may include assessments, trainings, consultations, peer-to-peer coaching and training-of-trainers programs offered to political parties.

Objective 2: Political parties become more democratic and representative of citizen interests.

USAID will support those registered and unofficial citizen groups, think tanks and the like who can push political parties to become more democratic and representative. Activities may include trainings, group consultations, peer-to-peer coaching, workshops, roundtables, designing and running advocacy campaigns, and the like. USAID will also support the conduct of quarterly public opinion polls to inform the development of party platforms and inform decision making.

Objective 3: Linkages between political parties and civic groups are expanded to increase demand for improved representation of the public interest by political parties and elected officials.

USAID will support citizens' civic education to make political parties more democratic and representative of citizen interests through political education and promotion of accountability as a concept. Activities may include trainings, group consultations, group coaching, workshops, and roundtables. Activities under this objective will also help aggregate and represent grassroots demand for improved representation by political parties through public hearings and small projects of local interests.

Objective 4: Integrity and transparency of the electoral process is sustained through monitoring and civic engagement.

USAID will support elections oversight activities of civil society organizations (CSOs) and ongoing monitoring of local/national government performance. Activities may include design of methodologies, individual and group trainings and consultations, workshops, roundtables, press conferences, and preparation of publications.

Overall, the technical assistance under the SPACE Program will be provided in the form of consultations, training sessions, workshops, and roundtables. USAID funds will be used to cover project staff salaries and travel costs, the production and distribution of training and awareness materials, and possibly small- and/or sub-grants to be used for elections monitoring, monitoring of political party and/or government activities, design and implementation of public awareness, polling and advocacy campaigns, and other activities.

C. COUNTRY AND ENVIRONMENTAL INFORMATION (BASELINE INFORMATION)

a. Country Information (Baseline Information on the Need for the Project)

Moldovan political parties are still highly centralized structures and very dependent on their top leadership. Decision making lies only at the very top, with little to no transparency and/or input from regional and local levels. As a result, parties are distant from citizens, as the focus in each party is to satisfy the leadership rather than respond to and represent citizens' needs and interests. Parties have both limited awareness and limited interest regarding the importance of ongoing dialogue with constituencies about issues that need representation.

The closed parliamentary list system reinforces centralization within parties, and the complex and limited party finance legislation often leads to nominations being based more on monetary contributions rather than merit.

Thus, political corruption is widespread. As a result, parties are personality-driven, with weak ideological coherence, and few concrete programmatic ideas. Parties are not oriented toward citizens, but rather toward their own leaders and business benefactors.

b. Baseline Environmental Information

Moldova's legal framework for environmental and public health protection is quite extensive. The list of legislation that can be considered relevant to this activity includes: the Code of Administrative Offences (1985), the Land Code (1991), the Water Code (1993), the Environmental Protection Law (1993), the Health Protection Law (1995), the Environmental Audit Regulations (1998), the Labor Code (2003), and the National Environmental Security Program (2007).

D. EVALUATION OF ACTIVITY WITH RESPECT TO ENVIRONMENTAL IMPACT POTENTIAL AND IDENTIFICATION OF MITIGATION MEASURES

Objective 1: Development of a democratic political system in Moldova is enhanced through more accountable political parties at the national and local levels that represent citizens' interests.

Table 1. Objective 1 Illustrative Activities and Potential Environmental Impacts

Illustrative Activities	Potential Impacts
1.1 Develop methodologies and provide technical assistance for the assessment of institutional and capacity building needs of parties at the central, regional and local levels.	No adverse impacts are likely
1.2 Support training sessions, consultations, coaching for national and regional party structures on topics determined by the parties as a result of the needs assessments referenced above, which could include but should not be limited to internal party democracy, constituent outreach, communications, negotiation, platform development, policy elaboration, and local issue-based campaign development.	No adverse impacts are likely
1.3 Support training sessions to build leadership, public policy and analytical skills of party activists and foster the professionalization of party functions at all levels. Help parties acquire skills and methodologies to conduct training sessions for branches and activists on a national scale.	No adverse impacts are likely
1.4 Support training and coaching sessions to assist with development of strategic outreach plans for political parties that include building know-how base on setting up constituent outreach offices, providing necessary advice on building staff skills to respond to community needs at central and regional levels, and including recommendations on including services that can benefit the community, such as the provision of pro-bono legal advice.	No adverse impacts are likely
1.5 Provide political parties with an understanding of the value and the use of survey research, polling and policy analysis, and encourage their use within parties in developing issue-based platforms and policies. Working with political parties to identify needs for survey research, policy analysis, focus group studies, etc. and facilitating linkages between the two in order to build a professional customer client relationship.	No adverse impacts are likely

Objective 2: Political parties become more democratic and representative of citizen interests through increased pressure from internal and external actors.

Table 2. Objective 2 Illustrative Activities and Potential Environmental Impacts	
Illustrative Activities	Potential Impacts
2.1 Train and coach youth, women, mayoral, territorial, business and professional auxiliaries within the parties on their leadership skills, design and implementation of targeted constituent outreach strategies, promotion of professional and personal development and growth within parties, as well as their skills and abilities to promote and drive internal party democracy.	No adverse impacts are likely
2.2 Assist political parties and citizen groups in organizing and holding public hearings that would serve to increase citizen participation in political processes at the local level. This activity may include prior group training sessions in a particular area, coaching sessions for groups holding the public hearings and even facilitating the deployment of the events.	No adverse impacts are likely
2.3 Support training sessions and more individual coaching on development of strategic plans with Moldovan parties that help them to meet the requirements of European sister parties and assist in strengthening these linkages.	No adverse impacts are likely
2.4 Carry out nationwide quarterly polls that survey Moldovan public opinion on social, economic and political topics and publicize the results of general interest to the society.	No adverse impacts are likely
2.5 Facilitate citizen dialogue with local governing bodies or individuals to identify key priority issues for the community and ways to implement them. Facilitate working with citizen activism groups to monitor the implementation of public hearing results and raise awareness in local communities.	No adverse impacts are likely

Objective 3: Linkages between political parties and civic groups are expanded to increase demand for improved representation of the public interest by political parties and elected officials.

Table 3. Component 3 Illustrative Activities and Potential Environmental Impacts	
Illustrative Activities	Potential Impacts
3.1 Support the implementation of a long-term learn-by-doing project that deepens understanding of political ideologies across the spectrum, introduces various democratic systems, builds awareness of a citizen's role in a democracy, and builds awareness of a political party's role in democracy. This would be achieved through training sessions but also coaching and assistance for participants to conduct their own projects for improved understanding of the citizens' role in a democracy.	No adverse impacts are likely
3.2 Facilitate the selection of citizen groups and provide them with guidance in developing and conducting citizen education activities to share political knowledge, participation, and tolerance.	No adverse impacts are likely
3.3 Facilitate the selection of citizen groups and provide them with assistance and guidance on improving communication with local governments, developing advocacy initiatives, and advocating for community interests.	No adverse impacts are likely
3.4 Provide assistance in the development and implementation of local small scale projects to support participants' engagement in local advocacy/monitoring efforts.	No adverse impacts are likely

Objective 4: Integrity and transparency of the electoral process is sustained through monitoring and civic engagement.

Table 4. Objective 4 Illustrative Activities and Potential Environmental Impacts	
Illustrative Activities	Potential Impacts
4.1 Provide support for domestic monitoring activities to ensure professional reporting, development of communication plans, and professional outreach together with the partner local monitoring organizations.	No adverse impacts are likely
4.2 Provide support for post-election civic monitoring activities that track electoral promises and then compare them to the government actions.	No adverse impacts are likely
4.3 Assist in the coordinating and conducting political debates during electoral campaign by providing guidance to parties on how to organize participation of and assistance to the civil society on public monitoring and/or engaging.	No adverse impacts are likely

E. RECOMMENDED ENVIRONMENTAL ACTION

1. Recommended Environmental Determinations:

Categorical Exclusions:

- A categorical exclusion pursuant to 216.2(c)(2)(i) for education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (e.g. construction of facilities) is recommended for activities 1.1-1.5, 2.1-2.5, 3.1-3.4, 4.1, and 4.3 from the Section D tables.
- A categorical exclusion pursuant to 216.2(c)(2)(iii) for analyses, studies, academic or research workshops and meetings is recommended for activities 2.5 and 4.2 from the Section D tables.
- A categorical exclusion pursuant to 22 CFR 216.2(c)(2)(v) for document and information transfers is recommended for activities 1.1-1.5, 2.1-2.5, 3.1-3.4, 4.1, and 4.3 from the Section D tables.

Per 22 CFR 216.2(c)(1), neither an IEE nor an EA is required for activities which are determined to fall within one or more of the classes of activities listed in 22 CFR 216.2(c)(2).

2. Monitoring and Reporting

1. The Agreements Officer's Technical Representative (AOTR), with the support of the Mission Environmental Officer (MEO), is responsible for monitoring compliance of activities by means of field inspections and reviews of records and scheduling any corrective actions.
2. If at any time the project is found to be out of compliance with the Request for Categorical Exclusion (RCE), the AOTR shall immediately notify the MEO who in turn shall notify the Bureau Environmental Officer (BEO).
3. A summary report of the Mission's compliance relative to this RCE shall be sent to the BEO on an annual basis, normally in connection with preparation of the Mission's annual environmental compliance report required pursuant to ADS 203.3.8.5 and 204.3.3.
4. The BEO or his/her designated representative may conduct site visits or request additional information for compliance monitoring purposes to ensure compliance with this RCE, as necessary.

F. MANDATORY INCLUSION OF ENVIRONMENTAL COMPLIANCE REQUIREMENTS IN SOLICITATIONS, AWARDS, BUDGETS, AND WORKPLANS

- Appropriate environmental compliance language shall be included in solicitations and awards.

G. LIMITATIONS OF THE IEE

This IEE does not cover activities involving:

1. Classes of actions normally having a significant effect on the environment pursuant to 22 CFR 216.2(d)(1):
 - i. Programs of river basin development;
 - ii. Irrigation and water management;
 - iii. Agricultural land leveling;
 - iv. Drainage projects;
 - v. Large scale agricultural mechanization;
 - vi. Resettlement projects;
 - vii. New land development;
 - viii. Penetration road building and road improvement;
 - ix. Power plants;
 - x. Industrial plants; and
 - xi. Potable water and sewerage projects;
2. Activities affecting endangered species, introducing exotic species;
3. Activities resulting in wetland or biodiversity degradation or loss;
4. Support to extractive industries (e.g. mining and quarrying);
5. Support for activities that promote timber harvesting;
6. Construction, reconstruction, rehabilitation, or renovation work;
7. Activities involving support for regulatory permitting;
8. Activities involving privatization of industrial or infrastructure facilities;
9. Activities supporting project preparation, project feasibility studies, engineering design, in support of any activity listed in 22 CFR 216.2(d)(1);
10. Assistance for the procurement (including payment in kind, donations, guarantees of credit) or use (including handling, transport, fuel for transport, storage, mixing, loading, application, cleanup of spray equipment, and disposal) of pesticides or activities involving the procurement, transport, use, storage, or disposal of toxic materials. "Pesticides" cover all insecticides, fungicides, rodenticides, etc. covered under the Federal Insecticide, Fungicide, and Rodenticide Act;
11. The procurement or use of genetically modified organisms; and
12. Development Credit Authority or Global Development Alliance programs.

Any of the above actions would require an amendment to the IEE approved by the BEO.

H. REVISIONS:

Pursuant to 22 CFR 216.3(a)(9), if new information becomes available that indicates that activities covered by the RCE might be considered "major" and their effect "significant," or if additional activities are proposed that might be considered "major" and their effect "significant," this recommendation for Categorical Exclusion will

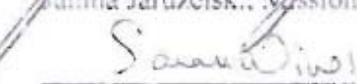
be reviewed and, if necessary, revised by the MEO with concurrence by the BEO. It is the responsibility of the USAID AOTR to keep the MEO and BEO informed of any new information or changes in the activity that might require revision of the RCE.

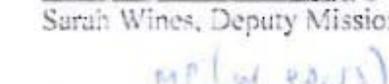
I. RECOMMENDED ENVIRONMENTAL THRESHOLD DECISION

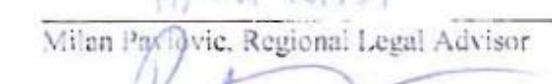
- A categorical exclusion pursuant to 216.2(c)(2)(i) for education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (e.g. construction of facilities) is recommended for activities 1.1-1.5, 2.1-2.5, 3.1-3.4, 4.1, and 4.3 from the Section D tables.
- A categorical exclusion pursuant to 216.2(c)(2)(iii) for analyses, studies, academic or research workshops and meetings is recommended for activities 2.5 and 4.2 from the Section D tables.
- A categorical exclusion pursuant to 22 CFR 216.2(c)(2)(v) for document and information transfers is recommended for activities 1.1-1.5, 2.1-2.5, 3.1-3.4, 4.1, and 4.3 from the Section D tables.

USAID APPROVAL OF ENVIRONMENTAL ACTION(S) RECOMMENDED:

Approval:  Nov 1, 2011
 Janina Jaruzelski, Mission Director Date

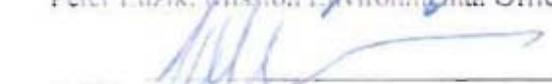
Clearance:  11/1/11
 Sarah Wines, Deputy Mission Director Date

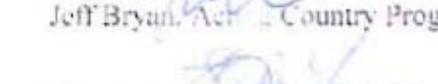
Clearance:  10/28/11
 Milan Puclovic, Regional Legal Advisor Date

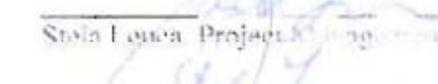
Clearance:  10/26/11
 Peter Duff, Supervisor, Program Officer Date

Clearance:  10/25/11
 Peter Luzik, Mission Environmental Officer Date

Clearance:  10/25/11
 Jeff Bryan, Acting Country Program Officer Date

Clearance:  23 Oct 2011
 Stela Leuca, Project Management Specialist Date

Clearance:  25 October 2011
 Stela Leuca, Coordinator/Preparer Date

Concurrence:  16 Nov 2011
 William Gibson Date
 Acting E&E Bureau Environmental Officer

Distribution:
 IEE File
 Mission Environmental Officer
 AOTR File