

**Annex III – Small Grant Report Form**

**THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE GRANTEE**

**Name of the Grantee:** NGO Society of Persons with Disabilities “TAUR”

**Grantee Vendor ID:** 1012620006314

**Year: 2021**

**Project Code & Title:** 2021-07-28/412-FIN-AI/UN Women / Small Grant in Republic of Moldova under Women in Leadership and Governance Area

**Responsible Officer(s):** Nadejda Cudreavţeva

**Period covering this report:** 19/07/2021 – 30/09/2021

- This report must be completed by the Grantee and accepted by UN Women in accordance with Small Grants Policy
- The information provided below must correspond to the information that appears in the Small Grant Utilization Plan

**1. Result Report**

(Results to be reported at the end of the Small Grant Agreement. Supporting evidence must be available.)

<b>GRANTEE SPECIFIC OUTPUT STATEMENT</b>	<b>Narrative Reporting on output status</b> (maximum 500 words)
<p>Grantee has developed/strengthened the institutional capacity to ensure proper integration of gender equality in its programs through building knowledge and skills of women and men staff of the organization to become gender promoters.</p>	<p>With the support of the Small Grant, NGO TAUR aims to increase its capacities on three main areas:</p> <p>1. Improvement of the organizational system by performing a thorough analysis of the beneficiaries needs and develop strategic planning, and by development of main internal regulations and policies;</p> <p>In order to improve the organizational system, 2 experts were hired. The 1<sup>st</sup> expert performed a beneficiaries’ needs assessment by interviewing people with disabilities using a questionnaire both online and offline and staff members using focus-group discussions. In total 48 persons were interviewed during September 2021. Collected data will be used for strategic planning workshop, which will be provided by the same expert in October 2021. The 2<sup>nd</sup> expert analyzed the CSOs internal policies and together with TAUR administration agreed to develop 3 main internal policies – 1) Rules of organization and operation; 2) Policy on register nomenclatures and record of internal documentation; 3) Internal Regulations – which include annexes with necessary forms. All policies will include the Gender perspective approach</p> <p>The first 2 policies are already developed and delivered to NGO TAUR.</p> <p>2. Develop the capacity of the CSO Board and management personnel in the areas of financial management, fundraising, public relations and social entrepreneurship;</p> <p>Activities implemented during reporting period are as follows:</p> <p>For CSO Board and management personnel capacity development, four experts were selected and contacted. Discussions with the experts are ongoing for planning the training workshops, agenda, methods of work, etc. We will involve as much as possible all interested and active beneficiaries, including with disabilities to all planned trainings both online and offline.</p> <p>3. Strengthening the organization's and administration capacities by equipping NGO TAUR office with necessary work tools.</p> <p>Due to project support, 2 notebooks (laptops), 1 multifunctional printer and accessories were purchased and installed in the TAUR office, increasing the administration operational capacities – documentation and projects elaboration, stocking, holding online meetings, increasing PR and communication capacities, etc.</p>

OUTPUT INDICATOR(S)	Data Source and data collection methods	Baseline	Target	Actual value
1.1.1 Development of a needs assessment study	<i>Final document</i>	0	1	90%
1.1.2 Number of staff beneficiaries involved in the needs assessment study	<i>List of participants</i>	0	35	48
1.2.1 Workshop on NGO Strategic development	<i>Workshop agenda and content materials</i> <i>Workshop evaluation</i>	0	1	0
1.2.2 Number of staff enhanced capacity on Strategic development	<i>List of participants</i>	0	7	0
1.3.1 Development of internal regulations and policies	<i>Final internal regulations and policies documents</i>	0	3	2
2.1.1 Trainings on financial management and fundraising, public relations, social business implementation with the participation of women with disabilities	<i>Trainings' agenda and content materials</i> <i>Trainings evaluation</i>	0	4	0
2.1.2 Number of staff enhanced capacity on financial management and fundraising, public relations, social business implementation with the participation of women with disabilities	<i>Lists of participants</i>	0	10	0

## 2. Progress Report - cumulative, including the current period

(Succinct narrative account of status of implementation of activities. For activities that are off track & delayed, include reasons why)

PLANNED ACTIVITIES	Timeline					Status of Activities (select from: Completed; On track & ongoing; Off track & delay; cancelled)	Narrative Description of Activity Status (maximum 200 words per activity)
	Jul	Aug	Sep	Oct	Nov		
1.1 Needs assessment study development of NGO TAUR		X	X	X		On track & ongoing	The expert was selected, contracted and during September held meetings, focus-groups and interviews with 48 members. Needs assessment study is developed in proportion of 90%. The draft version was sent to be analysed and discussed by the project

							management and administration. The final version will be submitted in 1 <sup>st</sup> part of October 2021 after the management feedback.
1.2 Strategy development workshop 2021-2023				X			On track & ongoing The same expert as for activity 1.1 will hold the workshop in early October using Needs assessment study conclusions to support the TAUR core group to develop the strategy for the next years.
1.3 Development of internal regulations and policies, including from Gender perspective			X	X			On track & ongoing The expert was selected and contracted and during September were developed and delivered to NGO TAUR 2 out of 3 policies - <i>Rules of organization and operation</i> and <i>Policy on register nomenclatures and record of internal documentation</i> . <i>Internal Regulations policy</i> will be available in the middle of October. All 3 policies include Gender perspective approach.
2.1 Strengthening the capacity of the Board and management staff in NGO financial management and fundraising, public relations, gender equality, social business implementation with the participation of women with disabilities			X	X	X		On track & ongoing The experts' selection process was performed during September 2021 and the management discussed details about training needs. The contract draft was sent to experts and it is planned to be signed on 01/10/2021. Trainings are planned to be delivered in October – November 2021
3.1 Procurement of equipment for strengthening the organization's capacities 2 notebooks, 1 printer, accessories	X	X					Completed This activity is completed. The equipment was purchased, following the procurement procedures, delivered, installed and used by project staff from August 2021.

## 5- Financial Report

Financial reporting will be in the same currency as the disbursement/s.

Activity Description	Budget Category	Installment 1	Disbursement date	Total Authorized Budget	Actual Expenditures	
					Installment 1	Total
1.1 Needs assessment study development of NGO TAUR	Personnel (Project coordinator)	30,000.00	30.07.2021	30,000.00	15,000.00	15,000.00
	Transportation					
	Training/Seminar/ Workshops					
	Equipment					
	Other (1 expert fee, 20 days X 750.00)	15,000.00			15,000.00	0.00
<b>Total Activity 1.1</b>		<b>45,000.00</b>		<b>45,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
1.2 Strategy development workshop 2021-2023	Personnel (Accountant)	24,000.00		24,000.00	12,000.00	12,000.00
	Transportation					
	Training/Seminar/ Workshops (1 expert fee, 10 days X 750.00)	7,500.00		7,500.00		
	Equipment					
	Other (Specify)					
<b>Total Activity 1.2</b>		<b>31,500.00</b>		<b>31,500.00</b>	<b>12,000.00</b>	<b>12,000.00</b>
1.3 Development of internal regulations and policies, including from Gender perspective	Personnel					
	Transportation					
	Training/Seminar/ Workshops					
	Equipment					
	Other (3 experts fee, 30 days X 750.00)	22,500.00			22,500.00	0.00
<b>Total Activity 1.3</b>		<b>22,500.00</b>		<b>22,500.00</b>	<b>0.00</b>	<b>0.00</b>
2.1 Strengthening the capacity of the Board and management staff in NGO financial management and fundraising, public relations, gender	Personnel					
	Transportation					
	Training/Seminar/ Workshops					
	Equipment					
	Other (4 experts fee, 40 days X 750.00)	30,000.00			30,000.00	0.00

equality, social business implementation with the participation of women with disabilities						
<b>Total Activity 2.1</b>		<b>30,000.00</b>		<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>
3.1 Procurement of equipment for strengthening the organization's capacities 2 notebooks, 1 printer, accessories	Personnel					
	Transportation					
	Training/Seminar/ Workshops					
	Equipment	46,000.00		46,000.00	46,000.00	46,000.00
	Other (Specify)					
<b>Total Activity 3.1</b>		<b>46,000.00</b>		<b>46,000.00</b>	<b>46,000.00</b>	<b>46,000.00</b>
<b>Grand Total</b>		<b>175,000.00</b>		<b>175,000.00</b>	<b>73,000.00</b>	<b>73,000.00</b>

**CERTIFICATION**

**Signature:**

**Name: Tatiana Roşcovan**

**Title: Board President**

**Date Submitted: 30/09/2021**

**FOR UN Women USE ONLY:**

**Approval by Programme Manager:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

UN Women CO/MCO/RO/HQ: \_\_\_\_\_

Date: \_\_\_\_\_