

## **Annex I. Guidelines for the Submission of Proposals**

### **I. Eligible Applicants**

The Call for Implementing Partners is open to registered CSOs working in BiH. Applications are encouraged particularly from women's and human rights organizations.

Priority will be given to:

- Women's CSOs/ Women's CSOs networks and platforms that have specialized knowledge, expertise and track record of working in women's human rights and ending violence against women
- Women's CSOs/ Women's CSOs networks and platforms with track record in monitoring international human rights treaties and conventions, and more specifically Istanbul Convention and CEDAW

#### **Important notes:**

- Each application can only be submitted by a single organization.
- Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management and contractual obligations.
- Transfer of funds by the Applicant Organization to UN Agencies, private sector entities, International NGOs and International Organizations will not be allowed.
- UN Women will sign contracts with and disburse funds to the applicant organization only.
- Eligible organizations currently partnering with UN Women may apply under this call for proposals.

#### **Non-eligible applicant organizations**

The following are **NOT eligible** to apply to this call for proposal:

- Government agencies or institutions
- UN agencies
- Bilateral or multilateral organizations, financial institutions, development agencies
- Private sector entities
- Private individuals
- CSOs not focused on gender equality and women's empowerment

### **II. What to submit**

Eligible applicants are expected to submit the following in English using the Application Form and budget template:

**1. General Information** including name of organization, contact person and contact details

**2. Project proposal** consisting of:

- Institutional profile, including a brief description of your institution, its registration details and relevant experience addressing EVAWG issues;
- Partnerships: a description of the partners needed to successfully implement the project and their roles;
- Context and problem analysis;
- Project Design and Justification;
- Results the project aims to achieve;
- An output-based budget **in local currency**, i.e. budget showing how much is required for each activity to achieve each output. The administrative/indirect cost should not exceed 7% of the total budget. Minimum budget of the proposal should be EUR 55.000 and the maximum should not exceed the amount of EUR 60.000.

3. A copy of the organization's legal registration document

4. **Supporting documents** such as your organizational brochures, previous annual reports and audit reports from the past three years.

### III. Evaluation Criteria

Proposals passing the eligibility criteria (see above) will be scored against the following:

1. **Relevance of the proposal (20 points):** quality of the context analysis and pertinence of the proposed activities against expected results;
2. **Implementation strategies (30 points):** linking local implementation to national, regional and international commitments; using a rights-based approach; encouraging strategic partnerships; and engaging excluded/marginalized groups;
3. **Added value elements (20 points):** previous work on CEDAW and Istanbul Convention monitoring and reporting, and past and ongoing engagement with groups working with or representing disadvantaged/marginalized groups of women;
4. **Budget Proposal (20 points);**
5. **Innovative approaches (10 points).**

**Minimum score to be eligible is 70 points.**

Only applicants passing the minimum score will be contacted to proceed with shortlisting and a capacity assessment review. During the capacity assessment review, the applicant will be requested to submit documents demonstrating the organization's technical capacity, governance and management structure, financial and administrative management.

### IV. When is the proposal due

The deadline for submission of proposals is 06 September 2017. Proposals received after the deadline will not be considered.

### V. To whom should the proposal be sent

Please send all required application documents in one email to [unwomen.bih@unwomen.org](mailto:unwomen.bih@unwomen.org), indicating in the e-mail subject either:

EVAW BiH - CfP Objective 1, Result 1.1

Or

EVAW BiH - CfP Objective 1, Result 1.2

depending on which result the organization is applying to.

UN Women will acknowledge receipt of the applications through a confirmation e-mail. Only those short listed shall be considered and further contacted.

**This Call for Proposals does not entail any commitment on the part of UN-Women, financial or otherwise. UN-Women reserves the right to accept or reject any or all Calls for Proposal without incurring any obligation to inform the affected applicant/s of the reasons.**