

## Guidelines for the Submission of Proposals

### I. Eligible applicants

The Call for Implementing Partners is open to registered Civil Society Organizations (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 network and platforms that have specialized knowledge, expertise and track record of working in women's human rights and ending VAWG;
- CSOs with track record in social science research, studies of knowledge, attitudes and practices on gender based violence and discrimination, and data collection and analysis

#### 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
- CSOs with lack of gender balance in their staff, board membership and leadership positions.

### 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 14.000 and the maximum should not exceed the amount of EUR 17.000 for baseline and end-line studies together.

## 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:

- **Relevance of the proposal (20 points):** quality of the context analysis; and pertinence of the proposed activities against expected results
- **Implementation strategies (40 points):** linking local implementation to national, regional and international commitments; utilizing a rights-based approach; innovation in transforming gender; engaging marginalized groups;
- **Added value elements (10 points):** previous experience in research on attitudes towards gender based violence and discrimination, and data collection and analysis;
- **Budget Proposal (20 points)**
- **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:

*EVAW BiH – Baseline and end-line study*

Proposals can be submitted in English only.

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 Call for Proposal without incurring any obligation to inform the affected applicant/s of the reasons.**