

## Guidelines for the Submission of Proposals

### I. Eligible applicants

**Women's rights organizations, civil society organizations, networks**, that are legally registered in Kosovo, that have specialized knowledge, expertise and track record of working in women's human rights and ending violence against women but not limited to: non-governmental organizations, community-based organizations and advocacy networks (at national level);

**Gender equality focus:** Applicant must demonstrate experience implementing programmes on gender equality and ending violence against women and girls through an organizational resume or CV of past implementing experience and areas of expertise (**documents required**).

#### 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. Materials to be submitted

Eligible applicants are expected to submit the following in English:

1. **General Information** including name of organization, contact person and contact details (use Application Cover Sheet in Annex I)

## 2. **Project proposal** consisting of:

- Context and problem analysis related to information provided in the Terms of Reference
- How your organization will work with state and non-state partners (including formal/informal networks and community-based organizations) to implement your activities
- Brief description of your partner/s and the relationship between your organization and your partner/s, including their roles
- What your organization plans to do after the project to follow-up on the issue
- Media and communication strategy, ensuring communications are an integral part of your project
- Qualifications which make your organization the best suited to implement this project, including explanations of relevant expertise and experience of your organization
- Workplan
- An output-based budget, i.e. budget showing how much is required for each activity to achieve each output. The administrative and indirect cost should not exceed 7% of the total budget. As a reminder, the proposed intervention size and budget request must fall between a minimum indicative amounts of EUR 45.000 to maximum 47.700. Please kindly note, all currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal.

## 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 **(30 points)**: linking local implementation to national, regional and international commitments; rights based approach; strategic partnerships; and engaging excluded/marginalized groups
- Added value elements **(20 points)**: previous work with service providers, shelters including key institutions working on gender based violence area
- 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 by **September 29<sup>th</sup> 2017** 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. Proposal dead-line**

The deadline for submission of proposals is **September 8<sup>th</sup> 2017 at 17: 00**. Proposals received after the deadline will not be considered.

#### **V. Proposal recipient**

Please send all required application documents in one email to: [info.kosovo@unwomen.org](mailto:info.kosovo@unwomen.org) indicating in the e-mail subject: **EVAW - CfP EVAW Capacity Development of Service Providers/Shelters**

*Interested applicants are invited to attend one open day session, on August 22<sup>nd</sup> 2017, in which additional clarifications can be provided on the application process. Kindly communicate your request for a session on one of these days to Linda Sanaja ([linda.sanaja@unwomen.org](mailto:linda.sanaja@unwomen.org)). Sessions can be in person or via skype.*

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.**