

Annex I. Guidelines for the Submission of Proposals

I. Who can apply

- **Civil society organizations (CSOs)** legally registered in Serbia focused on gender equality and women's empowerment, that have knowledge, experience and track record in organizing or supporting communication campaigns for changing social norms and attitudes in Serbia;
- **Gender equality focus:** Applicant must demonstrate experience in implementing gender equality and ending violence against women and girls programmes 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
- International CSOs
- 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:

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 brief summary;
- How will your organization work with other partners (including formal/informal networks and community-based organizations) to implement planned activities?
- What does your organization plan to do after the project to follow-up on the issue?
- Media and communication strategy: Is communications an integral part of your project?
- What makes your organization the most qualified to implement this project? Explain relevant expertise and experience of your organization;
- Workplan;
- Partnerships, a description of the partners needed to successfully implement the project and their roles;

- An output-based budget – 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. Maximum budget of the proposal should not exceed amount of USD 50,000. 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:

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; rights based approach; strategic partnerships; and engaging excluded/marginalized groups
3. **Added value elements (20 points):** previous experience in organizing or supporting gender discriminatory campaigns for changing social norms and attitudes
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 by 30 November 2018 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 **18 November 2018, 23:00 (Belgrade local time, CET)**. 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 info.serbia@unwomen.org indicating in the e-mail subject: EVAW Serbia - CFP 04/20 EXT GenderLab

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.