

**Call for Proposals No. 2022-01 SWGS Support to improved performance and increased capacity among shelters for victims of gender-based violence**

**Frequently Asked Questions**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
1.	Can CSO apply even though it has less than five years' experience?	In line with the CfP, Annex B-1, it is required that proponent (i.e. CSO) as an organization has been in operation for at least five (5) years. In exceptional circumstances three (3) years of history registration may be accepted. However, proponent has to provide good justification of its capacities. It should explain the experience in implementing projects which budgets at least correspond to the value of the budget under this CfP, then to explain administrative and organizational capacity of the organization as well as to provide required policies and procedures as requested under the Annex B-4 of the CfP.
2.	Who can be partner organization? Experience of the partner organization?	In line with the section ToR - general overview of services required/results this CfP is intended for Civil Society Organizations that have gender equality, victims rights, women's rights and/or antidiscrimination set as one of the organization's goals in Statute, that are legally registered in Serbia and have proven experience management of projects related to support to the victims of domestic and gender-based violence and/or gender equality; Hence, partners under this CfP can only be CSOs. They should have experience in gender equality and/or victims rights. However, administrative, organizational and management requirements stipulated in Annexes B-1 and B-4 refer only to lead organization. It is up to lead CSO to decide if it will have partner(s) in the project and to properly explain the role of the partner(s) in implementing project activities and achieving results.
3.	Could you please provide more details on references to be submitted under Annexes 1 and 4? In the Annex B-4 it is stated that	In line with the CfP, in the Annex B-1 proponents should provide the following information for each reference: name of the organization, name and surname, position,

	two references should be submitted as mandatory documents.	<p>contact details (e-mail mandatory, other optional). References can be provided by organizations/institutions with which the proponent cooperated on projects in the following areas: work of shelters of GBV, gender-based violence and rights of victims of GBV</p> <p>Under Annex B-4 Proponents should submit, as part of their application package, two references in the form of a letter issued by institution/organization that supported their work/project (i.e. donor) or with which they cooperated in implementing certain activities. Since the letters are prepared for the purpose of this CfP it is recommended to be in English language.</p>
4.	Could you explain what you mean by this requirement: Confirm proponent has a permanent office within the location area.	To be able to implement activities smoothly, in line with the Annex B-1, organization should ensure constant presence in the area to be covered by project activities. This should be explained in the project proposal.
5.	Could you explain what you mean by this requirement: Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	As part of the capacity assessment process, in line with the Annex B-1, UN Women may decide to conduct site visit to the beneficiary of previous project implemented by proponent. This can be conducted as part of the assessment of the experience in implementing projects.
6.	Could you explain in more details the Annex B-4?	In line with the CfP, Annex B-4 Capacity Assessment minimum Documents is a mandatory document to be completed by CSOs. As part of the capacity assessment process, CSOs are requested to submit documents that will cover different areas, such as governance, management, administration and finance, procurement. All documents listed in Annex B-4 and defined as mandatory shall be submitted by the proponent (i.e. CSO). Capacity assessment is important process in the overall evaluation since selected CSOs should have adequate human, technical and managerial experience, procedures in place to assure transparent public procurement process as well as anti-fraud (anti-corruption) policy and internal control in place to secure smooth implementation of the project.
7.	Is it possible for the member of project management team to be engaged as one of the trainers or experts?	Answer is no. Due to rules pertaining to the conflict-of-interest members of project

		management cannot be hired under the same project as facilitators, experts or trainers.
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