



Support to Priority Actions for  
Gender Equality in Serbia



#EY  
3A TEBE



United Nations Entity for Gender Equality  
and the Empowerment of Women

**Call for Proposals – Support to active engagement of women to influence development, implementation and monitoring of gender sensitive policies and programmes**

**Frequently Asked Question**

No.	Question	Answer
1.	Can we have research as one of the activities on the project?	As stated in the ToR under the CfP, development of report(s)/documents analyzing specific issue(s) of relevance for achieving gender equality in public policy area(s) with evidence-based recommendations and policy proposals for improvements can be envisaged as one of the activities in the ToR. Please note that women and/or women CSOs should be actively involved in development of such report(s).
2.	Is there a limit regarding ways how certain activities will be implemented? For example, is there a certain percentage of trainings that must be implemented?	There is no such limitation in the CfP, however proponent should customize means of activities implementation with the target group and to provide proper explanation in Project Proposal (Annex B-2).
3.	Which exchange rate is used to convert dinars into dollars and EUR?	Based on the CfP budget of the proposal should be in RSD and proponents should use the official United Nations operational rate of exchange - <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> for conversion into US dollars (as requested in the Annex B-2, component 6 – Results based budget).
4.	Can CSO apply even though it has less than five years and more than three? Can lead organization have less than five years of operation while partner organization has more than five years of operation and experience.	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.
5.	Is there any obstacle to apply if CSO has already implemented project in partnership with UN Women Serbia?	As this CfP is implemented under the project “Support to priority actions for Gender Equality, phase II”, eligible to apply are all CSOs that have not been beneficiaries of the previous CfPs implemented (i.e. CfP No. 2021-02 related to elimination of the gender-based stereotypes and CfP No. 2021-01 related to the improvement of the position of women in the labour market).

		If CSO has been implementing a project under the other UN Women initiative, it is eligible to apply under the condition that the scope of the proposed project is different.
<b>6.</b>	Who can be partner organization? Experience of the partner organization? Can partner organization be from different town in comparison to lead?	<p>Partners under this CfP can only be CSOs. They should have experience in gender equality and/or women empowerment. However, administrative, organizational and management requirements stipulated in Annexes B-1 and B-4 refer only to lead CSO.</p> <p>It is up to the lead CSO to decide if it will have partner in the project and to properly explain the role of the partner(s) in implementing project activities and achieving results.</p> <p>Location of the partner organization should be in line with the location where project activities will be implemented.</p>
<b>7.</b>	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.
<b>8.</b>	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.
<b>9.</b>	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.
<b>10.</b>	In the Annex B-4 it is stated that two references should be submitted as mandatory documents.	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. If the letters are prepared for the purpose of this CfP it is recommended to be in English language.
<b>11.</b>	Which documents for capacity assessment (Annex B-4) must be provided in English language?	Proponents should submit, as part of their application package, all documents under the Annex B-4 that are listed as mandatory. However, since majority of those are prepared in Serbian there is no need to translate them for the purpose of this CfP. If there are some documents translated in the English language proponents should submit them as part of the package.
<b>12.</b>	In the Annex B-4 one of the mandatory documents is Audited statements for the last three years. What if organization does not have this mandatory documents.	As civil society organizations are not subject of audit, in case not being able to submit required audited statements, the proponents are advised to submit balance sheets and income statement ( <i>bilans stanja i bilans uspeha</i> ) for the 2019, 2020 and 2021 as well as list of projects that have been implemented so far with explanation of scope of projects, donor and amount of support. In addition, if there are certain project(s) that proponent implemented in past three years that was/were subject of an audit please submit audit report(s).
<b>13.</b>	In the Annex B-1 two references should be written. What exactly should be written? Can reference be provided by organizations/institutions with which we cooperated on projects related to gender equality, gender-based violence (or it has to be only for CfP scope)?	In the Annex B-1 proponents should provide the following information for each reference: name of the organization, name and surname, position, 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: gender equality (including gender-based violence), women's rights and/or women empowerment.
<b>14.</b>	How many organizations will be supported through this CfP?	It is envisaged that through this CfP up to seven organizations will be supported to implement local initiatives for elimination of gender-based stereotypes and promotion of active role of women in the society. The budget range for individual project should be 25,000 – 30,000 EUR. However, the number of supported projects will depend on the quality of proposals and outcome of the capacity assessment process.