

Annex I. Guidelines for the Submission of Proposals

I. Who can apply

- Women's CSOs/women's CSOs networks and platforms that have specialized knowledge, expertise, and track record of working in Roma communities and Roma women, women's human rights and ending violence against women;
- Civil society organizations working on gender equality and women's empowerment with track record of working on ending discrimination and violence against women;

All applicants must be legally registered in the Former Yugoslav Republic of Macedonia.

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 which do not have any experience working on capacity development and/or gender equality

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;
- Project Design and Justification: A description of the approach to support of Roma women to identify their needs, claim their rights and increase their access to services for survivors of violence as described in the Terms of Reference, including the description of why and how your organization/institution is best suited to undertake this endeavor;
- Workplan with detailed activities and resources required (see financial proposal);
- Partnerships: A description of the partners needed to successfully implement the project and their roles;

- Institutional profile: A brief description of your institution, including its registration details and relevant experience addressing issues pertaining to an intersectional approach to gender equality and ending violence against women and girls;
- 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 47.000.

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 assessment;
2. Implementation strategies **(30 points)**: Soundness of strategy, proposed activities, and expected results against the problem analysis in designing the project;
3. Workplan & Budget Proposal **(20 points)**
4. Applicants' institutional capacity and relevant experience **(30 points)**

Minimum score to be eligible is 70 points.

Only applicants passing the minimum score will be contacted after 1st of June 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 **25th of May 2018, 17:00 (Skopje local time)**. 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.mk@unwomen.org indicating in the e-mail subject: **EVAW – CfP EVAW Support to Roma women**

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.