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## CALL FOR PROPOSALS

<b>Project Title:</b>	Developing system of data recording of women survivors, under the Programme "Ending Violence against Women: Implementing Norms, Changing Minds"
<b>Purpose:</b>	Selection of qualified Responsible Party for the Programme
<b>Duration:</b>	October 2017 – August 2019 (tentatively)
<b>Contract Type:</b>	Project Cooperation Agreement
<b>Location:</b>	The Former Yugoslav Republic of Macedonia
<b>Reference n:</b>	CfP 06/2017 UNW
<b>Deadline for submissions:</b>	18 September 2017

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is inviting women's civil society organizations and civil society organizations (CSOs) that work on promoting women's rights and gender equality to submit proposals to **develop system of data recording of women survivors by adopting unified/integrated approach and strengthening data confidentiality, referral, and safety risk assessment** to contribute to the implementation of the Programme "Ending Discrimination and Violence against Women: Implementing Norms, Changing Minds."

## TERMS OF REFERENCE

### I. Background

“Ending Violence Against Women: Implementing norms, changing minds is a UN Women Programme funded by the European Commission (EC), which aims to support a reduction in discrimination and violence against women and girls in six Western Balkan countries (Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Montenegro, Kosovo<sup>1</sup> and Serbia) and Turkey.

Funded by the European Commission (EC) within the Instrument for Pre-Accession Assistance (IPA) II, the Programme is aligned with the European Union (EU) accession standards to achieve equality between women and men. The Programme is anchored in CEDAW and the Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention).

This three-year programme supports the development of an enabling legislative and policy environment on eliminating violence against women and all forms of discrimination; promotes favorable social norms and attitudes to prevent gender discrimination and violence against women; and pursues empowering women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible, and quality services.

In 2015-2016, UN Women in partnership with the Council of Europe conducted a multi-country study on the accessibility and availability of support services for women and girls subjected to gender-based violence in Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey in order to assess the existing services and normative frameworks against the standards set by the Istanbul Convention.

Based on the findings of the study, in Former Yugoslav Republic of Macedonia there is an overall availability of general support services focused on survivors of family violence, but significant gap in provision of specialist support services – those services exclusively designed to provide support services to survivors of all forms of violence against women (VAW). Recommendations stemming from the Multi-country study are pointing—among others—to the needs to:

- a) Revise existing practices within general and specialized services towards women survivors of violence and adopt an integrated approach, oriented towards the needs and rights of the survivor and survivor empowerment. In doing so, they should pay particular attention to strengthening data confidentiality and the safety of women survivors;
- b) Develop, adopt and implement clear and consistent standards that meet the Istanbul Convention requirements on providing specialized and general services for survivors of VAW.

Additionally, the recommendation number 23 of the CEDAW Concluding Observations on the fourth and fifth periodic report of the former Yugoslav Republic of Macedonia (March 2013) indicated—among others—the need to:

- a) Enhance the system of data collection to ensure that it is disaggregated by type of violence and by the relationship of the perpetrator to the survivor, and support research in this field and ensure that information and collected data are available to the public;
- b) Encourage women to report incidents of domestic and sexual violence by raising awareness about the criminal nature of such acts and to provide adequate assistance and protection to women survivors of violence, including Roma women and women from other ethnic minorities;

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<sup>1</sup> All reference to Kosovo, whether to the territory, institutions or population, in this document shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo.

## II. Objective of UN Women's Support

In this context, UN Women is issuing a Call for Proposals (CfP) to select a Responsible Party to review the existing data collection templates and practices used by Civil Society Organizations, and to develop system for data recording of women survivors of violence by adopting unified, integrated approach and strengthening data confidentiality, referral, and safety risk assessment.

Systematic and adequate data recording has long been recognized as an essential component of effective policy-making in the field of preventing and combating all forms of VAW and domestic violence. A unified system for data recording, which regularly collects representative and comparable data, will provide the information needed to design and implement evidence-based policies and assess whether they meet the needs of those exposed to violence. Additionally, systematic and adequate data recording is an essential component for improved case management of survivors of all forms of violence and discrimination. Despite the recognition of these benefits, the current system of data recording of specialist service providers is still not in line with the standards of Istanbul Convention.

## III. Scope of the Call for Proposals

This CfP is framed within the programme *“Ending Violence against Women and Girls in six Western Balkan countries and Tukey: Implementing Norms, Changing Minds.”* More specifically, the CfP falls under the programme Specific Objective 3: *“Empowering women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible and quality services.”*

It is expected that the project(s) to be implemented under this CfP contribute to Result 3.2, *“Improved case management by providers of specialist support services for victims of all forms of violence/ discrimination, with a specific focus on women and girls from minorities and disadvantaged groups.”*

The system for data recording and processing of cases used by providers of specialist services, needs to be unified and ensure regular, timely and comparable data collection on cases of VAW. Further, the data recording system should guarantee highest confidentiality standards, effective referral and coordination among service providers and possibility for efficient safety risk assessment.

The CfP envisages the following interventions:

- Review the existing system of data recording, and revise guidelines and templates used by the CSO service providers in the country, to assess gaps and areas for intervention, and develop a unified data recording system that is applicable for all specialist service providers in compliance with the standards set with the Istanbul Convention. The use of information technologies is required; The Responsible Party should ensure coordination with the current assessment of data recording within the general support services (Police, Centers for Social Work) done with support from UNDP and should take into account the recommendations and potential revisions of the templates for data recording;
- Strengthen the capacities of CSO service providers on the use of the newly developed system of data recording to ensure regular and timely provision of unified data and evidence, and enhanced use of data for policy changes and advocacy;
- Organize working meetings with public officials to present the newly developed system of data recording among CSO service providers and discuss on the interest and possibilities for establishing one unified system for data collection between public and CSO service providers;
- Propose and carry out piloting of the new system of data recording by CSO service providers, validate its efficiency with service providers, and finalize the system incorporating their feedback;
- Increase awareness and access to information on rights and services available in response to violence against women, including designing and implementing innovative cutting-edge campaigns to inform women about

their rights and services available as well as carrying out outreach activities within the communities to increase confidence among women to report violence.

#### **IV. Deliverables**

- Guidelines for operation of specialist service providers, including minimum standards for operation of specialist service providers, confidentiality rules, templates for evidence of survivors, and templates for safety risk assessment
- Unified software for data recording for CSO specialist service providers
- Workshops for promotion of guidelines and software for operation of specialist service providers with relevant stakeholders at national and local levels
- Training for using the software for data recording with focus on specialist service providers,
- Training or safety risk assessment for specialist service providers
- Reports on the application of the newly developed system of data recording
- Awareness raising activities at the local level

#### **V. Duration of project**

October 2017 – August 2019 (tentatively)

#### **VI. Budget Request**

The proposed intervention size and budget request will have to fall between a minimum indicative amount of EUR 10.000 and a maximum amount of EUR 29.000. The budget should be developed in the local currency. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal, available at <https://treasury.un.org/operationalrates/OperationalRates.php>.

Proposals cannot exceed the maximum amount set for this call, EUR 29.000.

#### **VII. Institutional Arrangement**

The selected organization(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will take place to identify the potential Responsible Party. The CSO will be selected only if it has proven capacity to deliver the proposed activity. The CSO's capacity will be assessed by UN Women as per UN Women's manuals.

#### **VIII. Reporting**

The selected partner will be the principal Responsible Party but will work closely with UN Women during programme implementation. The partner will provide regular narrative and financial reports in line with UN Women guidelines and requirements.

All knowledge products and communications materials that would be produced under this agreement must acknowledge the support and seek approval of UN Women. Furthermore, they should be in line with the EU Communication and Visibility tools and the EU-UN joint visibility guidelines.

**Note:** Interested applicants are invited to attend the informative session on August 18<sup>th</sup>, 2017 from 10:00 – 12:00 at UNDP/UNFPA/UNRC Office at Jordan Hadzi-Konstantinov Dzinot n. 23, 1000 Skopje, in which additional clarifications can be provided on the Application process. Kindly communicate your interest in participating at: [info.mk@unwomen.org](mailto:info.mk@unwomen.org).



## 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 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 providing services, data collection, evidence based advocacy in 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 developing system of data recording of women survivors by adopting unified/integrated approach and strengthening data confidentiality, referral, and safety risk assessment 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 EUR 29.000.

### **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 October 2<sup>nd</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. When is the proposal due**

The deadline for submission of proposals is **18 September 2017, 17:00 (Skopje local time)**. Proposals received after the deadline will not be considered.

### **V. Proposal Submission**

Please send all required application documents in one email to [info.mk@unwomen.org](mailto:info.mk@unwomen.org), indicating in the e-mail subject: **EVAW –CfP EVAW Data recording practices**

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.**

## Annex II. Application Cover Sheet

### 1. General Information

<b>Name of Organization</b>	
<b>Contact Person</b>	
<b>Contact Information</b>	Address:
	Tel:
	Email:
<b>Organization Type</b>	<input type="checkbox"/> Non-government organization <input type="checkbox"/> Others (specify):
<b>Is your organization legally registered in the former Yugoslav Republic of Macedonia?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If you have responded yes, please attach a copy of your registration document to the application
<b>Institutional profile</b> <b>MANDATORY</b>	A brief description of the organization, including its registration details and relevant experience working on the thematic issues proposed; familiarity with international commitments on VAWG, experience on women's rights, gender equality and women's empowerment both at the local and national levels  Capacities and experiences of key staff members
<b>Total requested budget</b>	



### Annex III. Project Proposal Template

The project proposal should cover minimum the following:

- I. **Context and Problem Analysis**
- II. **Project Description**
- III. **Project detailed activities and implementation strategies**

Describe how your proposal is planning to achieve the results mentioned above

**IV. Project Partnerships**

- Describe the key networks/stakeholders/groups/communities with which you will partner/ engage with for the implementation of your proposed project and explain why.
- How do you anticipate working collectively with these networks/stakeholders/groups?
- How do these partnerships complement or build upon previous efforts/initiatives

**V. Technical Expertise**

Describe why the Applicant Organization is qualified to implement the proposed project. Include mention of the expertise and added value the implementing partners will bring.

- What past programme experience **handling project and initiatives of similar nature as the one in this Call for Proposals** can support the Applicant's likelihood of delivering results?
- What evidence can you provide on the Applicant's substantive thematic expertise in ending discrimination and violence against women?
- What evidence can you provide about the networks and relations the Applicant has established with the stakeholders necessary to the success of the project?
- What evidence you can provide on engagement with women form disadvantaged groups and minorities in the country?

**VI. Detailed Budget (see Annex IV)**

Please detail budget in the narrative and attach it in and excel sheet.

Also add a narrative of the budget.

**PLEASE DO NOT FORGET TO ATTACH THE DOCUMENTS REQUIRED IN ANNEX I**

## Annex IV. Workplan and Budget

Workplan & Budget						
<b>Outcome</b>						
3. Improved case management by providers of specialist support services for victims of all forms of violence, with a specific focus on women and girls from minorities and disadvantages groups						
<b>Output 3.1</b>	Supported service providers in revising their practices in data recording of women survivors by adopting unified/integrated approach and strengthened data confidentiality, referral, and safety risk assessment					
<b>Indicator 1.a</b>	Number of providers of specialist support services related to VAW in the country that collect and use data on beneficiaries in line with international standards for improved case management					
<b>Baseline (2017)</b>	0					
<b>Target (2018)</b>	TBD					
<b>Means of verification</b>	Project report					
<b>Planned Activities</b> (List all activities to be undertaken during the year towards stated results)	<b>Timeframe</b>				<b>Budget</b>	
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Budget Description</b> (means required E.g. travel, consultant, conference)	<b>Amount</b>
<b>Support costs</b>						

