

Annex I. Guidelines for the Submission of Proposals

I. Eligible applicants

- **Women's rights organizations, civil society organizations** that are legally registered in Kosovo , that have specialized knowledge, expertise and track record of working in women's human rights and ending violence against women (EVAW) programming, including but not limited to: non-governmental organizations, community-based organizations and advocacy networks at national level.

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
- 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. Materials to be submitted:

Eligible applicants are expected to submit the followings in English:

1. General Information including name of organization, contact person and contact details (**Annex II. Application Cover Sheet**).

2. Project proposal (See Annex III. Project Proposal Template)

A narrative proposal consisting of:

- Context and problem analysis
- Project Design & Justification: A description of the approach to the conducting a baseline on data collection on gender stereotypes and public perceptions of gender roles and attitudes towards violence against women 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 (– 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 Euro 20.00- 22.000 (See Annex IV Workplan & Budget)

- 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

3. A copy of the organization's legal registration document

4. Supporting documents such as your organizational brochures, 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 **(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 **September 29th 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. Proposal dead-line

The deadline for submission of proposals is **September 8th 2017, 17:00 (Kosovo local time)**. Proposals received after the deadline will not be considered.

V. Proposal recipient

Please send all required application documents in one email to: info.kosovo@unwomen.org indicating in the e-mail subject: **EVAW Kosovo - CfP Baseline on data collection Kosovo**

Interested applicants are invited to attend one open day session, on August 22nd 2017, in which additional clarifications can be provided on the application process. Kindly communicate your request for a session on one of these days to Linda Sanaja (linda.sanja@unwomen.org). Sessions can be in person or via skype;

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.