

CfP17/001-EVAW; CfP17/002-WEE; CfP17/003-WIL

Call for Proposals on Ending Violence Against Women, Women Economic Empowerment, Leadership and participation in decision making

Clarifications Questions and Answers (as of 18 January 2018)

Additional clarification to Q4 of the second Q&A session of 12 January 2018.

Question 4: A proponent has no audit reports. Is the organization eligible to apply? May the organization submit an application?

Answer: Annex B1-2 stipulates the minimum eligibility requirements for a proponent to meet in order to qualify to next stage, which is the review of technical and financial proposals. Part of this review includes programmatic and operations capacity assessment of the organization. Review of available audit reports is mandatory requirement under organization's capacity assessment.

Still, lack of audit report should not impede organizations to apply, provided that the organizations have an evidence of good record of sufficient programmatic, administrative and financial capacities to implement the project. Hence, NGOs without audit report in past 3 years may apply, but their applications/submission is to be scrutinized and assessed against any potential risk (including measures to mitigate them).

Question 1: If we do not send our application in electronic format, do we need to register on UNDP web page and to Sign the electronic Acknowledgement Letter?

Answer: There is no need to register on the UNDP site. The proposals can be submitted either in hard or electronic format. See Article 7 "Submission of proposals".

Question 2. In relation to Component 6 from Annex B1-4 (Budget Sheet):

a. Do personnel costs refer to the staff or experts, or both of them?

Answer: The personnel costs refers to the staff and experts as per proponent's project proposal.

b. Do the Training / Seminars / Travel Workshops costs refer to an entire activity or not? What do travel workshops costs entail?

Answer: The Trainings/Seminars/Travel Workshops costs refer to costs the proponent needs to organize any activity envisaged in project's budget.

c. What types of contracts should we include there: with experts/personnel/with subcontractor organization etc.?

Answer: The types of contract that should be included here are referring to legal entities subcontractors and service providers.

d. What type of costs should we include in Incidentals costs?

Answer: The Incidentals costs are referring to incidental expenses as part of travel costs.

e. What are Contingency costs (max. 5%) about?

Answer: The contingency costs will include the administrative costs, bank fees and other supports costs.

f. Where we may include administrative project costs, bank fees etc.?

Answer: See Question 2.e.

Question 3. Should financial and narrative reports be presented for the organization or for each implemented project, as some projects could be in process of implementation and some have ended one year ago etc?

Answer: At the initial submission stage, there is no need to present a report on the previously implemented projects. Still, references to implemented projects, including period and budgets is an advantage. Such reports shall be further requested only from proponents that have passed the initial stage of assessment and compliance with minimum eligibility requirements stated in Annex B1-2 and whose technical proposal shall be deemed as most responsive to the announced calls.

Question 4. Some CSO's have no specific Internal Control Framework standalone document but some provisions in the Statute. It should be a separate document?

CSOs should provide an official document (s) about the segregation of organization's internal decision-making processes (members and staff roles, responsibilities and mandates) as per national legislation and provide copies of such documents (Statute, Internal Control Framework, etc.)

Question 5. The TOR does not provide quantitative indicators referring to potential beneficiaries of the project:

- a. **How many adolescent girls (from how many communities) should be mobilized to participate in the social and political life and from which regions?**
- b. **How many organizations and women led platforms will have increased their capacities and skills as part of the project? From which regions?**
- c. **How many public sector employed women will have increased their capacities and skills in the field relevant to the project? From how many communities and regions?**
- d. **How many local and central alliances and networks are going to be established?**

Answer for 5.a-d: The specific number of target beneficiaries (adolescent girls, organizations, employed women, etc.) should be based on the vision, objectives, and focus of the proposal, as well as the available and requested financial and technical resources. When it comes to geographical focus, it is on the discretion of the proponent to define in which and in how many districts/communities they will work. It is recommended that an explanation and justification of the selected geographical focus is provided in the technical proposal.

Question 6. Is the project VAT exempted?

Answer: UN Women as an international entity is not VAT exempted. At the same time, the proponent should align itself to national legislation on VAT application. Should it be required, UN Women shall issue a letter of confirmation on contractual relationships with the Proponent.