

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 12 January 2018)

Question 1: *While reading the Annex B1-2 „Mandatory requirements/pre-qualification criteria for Applicants”, I can see that the Applicant must answer „Yes” for the question: “Confirm proponent has a permanent office within the location area” to be eligible to apply?*

Answer: The applicant organization should have a permanent office within the location area, i.e. in the Republic of Moldova. Therefore, we will accept applications from **legal entities that have a permanent office in the Republic of Moldova**. It is up to the applicant organization to establish cooperation with other project partners from Moldova or from abroad for the implementation process (which should be specified clearly in application process).

Question 2: *I would like to ask you if some project activities for Moldavian women could take place in other country? I mean, for example, providing different events, conferences etc in another country, sharing that country’s good experience in this regard? Or it is mandatory to implement activities in Moldova?*

Answer: It is not mandatory that all the event of the project to take place in the Republic of Moldova. If, as part of your project proposal, your organization is going to build capacity of Moldovan women using international experience and organize trips to another country in this respect, then this is ok.

Question 3: *As ToR specifies into the para 12. Preparation of proposal, as a pre-submission phase (Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal), do we need to submit the required form mentioning our intention to submit the proposal?*

Answer: Your understanding of submitting the Proposal/no proposal confirmation Form B1-1 is correct. Each applicant should send this form as a stand-alone document before the deadline. As per para 12.6 referring to Pre-Submission: *Pre-submission: Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal. Stand-alone document - Proposal/no proposal confirmation form (Annex B1-1 hereto)*

Question 4: *Our organization has no audit reports. Can we present an internal report of the censors committee?*

Answer: As per the Annex B1-6, audit reports for the last 3 years are a mandatory requirement for all applicants.

Question 5: *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 6: *We would like to know if the project allows to include office rent and administrative costs, salaries for the staff related to the project? If yes, which is the overall percentage?*

Answer: The applicant is allowed to include in the budget administrative and HR costs as share of the total amount of the organization's costs based on the market prices as part of project implementation related costs (Other costs). There is no specific amount in %.

Question 7: *Annex B1-6 requires presentation of reports about organizations. What kind of reports are needed (financial/narrative etc.)?*

Answer: Narrative and financial reports are welcome, as they will add more value to the proposal and offer a good view of organization's operational and programmatic activities.

Question 8: *If we are deciding to implement the project's activities in cooperation with another NGO/academia partner etc., should the respective NGO to register on your site? Or Should we prepare an official Cooperation Pact between NRCYW (CNRLT) and the partner? How we could submit these respective documents?*

Answer: There is no need for the proponent's partner organization (s) to register on the site. A cooperation agreement should be attached.

Question 9: *If the organization will have a sub-contractor what kind of information should we present about our sub-contractor organization?*

Answer: The proponent should provide at least the following information about the sub-contractor: selection process, tasks, roles, responsibilities, expected results and costs.

Question 10: *Is it possible to contribute to the implementation of the two outputs in one project or we should apply with two distinct projects per each output?*

Answer: If the proposal is going to contribute to more than one output within the same CfP, it may be one application with clear delineation and contributions towards achievement of each of the outputs.