**Annex I. Guidelines for the Submission of Proposals**

**I. Eligible Applicants**

The Call for Implementing Partners is open to registered CSOs working in BiH. Applications are encouraged particularly from women’s and human rights organizations.

Priority will be given to:

* 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
* Women’s CSOs/ Women’s CSOs networks and platforms with track record in monitoring international human rights treaties and conventions, and more specifically Istanbul Convention and CEDAW

**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 not focused on gender equality and women’s empowerment

**II. What to submit**

Eligible applicants are expected to submit the following in English using the Application Form and budget template:

**1. General Information** including name of organization, contact person and contact details

**2. Project proposal** consisting of:

* Institutional profile, including a brief description of your institution, its registration details and relevant experience addressing EVAWG issues;
* Partnerships: a description of the partners needed to successfully implement the project and their roles;
* Context and problem analysis;
* Project Design and Justification;
* Results the project aims to achieve;
* An output-based budget **in local currency**, 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. Minimum budget of the proposal should be EUR 55.000 and the maximum should not exceed the amount of EUR 60.000.

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 pertinence of the proposed activities against expected results;
2. **Implementation strategies (30 points):** linking local implementation to national, regional and international commitments; using a rights-based approach; encouraging strategic partnerships; and engaging excluded/marginalized groups;
3. **Added value elements (20 points):** previous work on CEDAW and Istanbul Convention monitoring and reporting, and past and ongoing engagement with groups working with or representing disadvantaged/marginalized groups of women;
4. **Budget Proposal** **(20 points);**
5. **Innovative approaches** **(10 points).**

**Minimum score to be eligible is 70 points**.

Only applicants passing the minimum score will be contacted 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 06 September 2017. 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 unwomen.bih@unwomen.org, indicating in the e-mail subject either:

EVAW BiH - CfP Objective 1, Result 1.1

Or

EVAW BiH - CfP Objective 1, Result 1.2

depending on which result the organization is applying to.

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 Calls for Proposal without incurring any obligation to inform the affected applicant/s of the reasons.**