

QUESTIONS AND ANSWERS

FOR PROPONENTS

Call for Proposals (CFP)

UN WOMEN NORTH MACEDONIA

CFP No. 2020/01

Implementation of outreach and empowerment initiatives for increased participation of women in local decision-making processes

1. We are a consulting company with an experience as required by the CFP No. 2020/01, but not CSO. Are we eligible to apply for CFP No. 2020/01?

Related to your question on the CFP No. 2020/01 - Implementation of outreach and empowerment initiatives for increased participation of women in local decision-making processes. As per Section 3: Instructions to proponents of the Call for Proposal, the following organizations are eligible to apply: civil society organizations (CSOs), CSO networks, professional organizations or think tanks that are legally registered in North Macedonia and have specialized knowledge, expertise and track record of working on gender equality and women economic empowerment.

If your organization is legally registered in North Macedonia and is inline in accordance to Section 3, then you are eligible to apply.

2. Eligibility of the organizations- Our organization is an European network, registered as French organization in Strasbourg. Our office in Skopje is registered as a branch according to the Law on Associations and Foundations in North Macedonia since 2012. Do we satisfy the criteria for eligibility to apply under this CFP?

If your organization is legally registered in North Macedonia as per the Law and in the Central Registry of North Macedonia, then you satisfy the criteria for eligibility. You are required to provide relevant documents of your legal registration.

3. Administration and Finance- As branch office, we are submitting our final financial reports to the Public Revenue office in North Macedonia. However, we have consolidated accountancy with our mother organization in France. Our mother organization has yearly audit statements where our accounting data is included. Hence, since the audit is made by our mother organization, we don't have separate audit for our branch office. Is this audit statement sufficient to prove our administrative and financial capability?

Given that you submit final financial reports to the Public Revenue office in North Macedonia. You are required to provide these financial reports and the consolidated audit statements to prove your administrative and financial capability.

4. Are mirror models/approaches in both lots acceptable in order to provide coherence and increased effect in the regions proposed in the call?

Given that proponents will apply for only one of the two LOTs, we cannot ensure, that proponents will have mirror models/approaches for both LOTs. If, in the case, that your organization and another organization, each plan to apply for the LOTs, we cannot ensure, that you, the other, or both will be awarded the project. There will be two separate evaluation processes for each LOT.

5. Can some kind of networking or coordination/exchange with the other lot implementer be planned in the project activities and budget?

Once the selection process will be finalized, and awards will be given, UN Women plans to initiate a coordination between the awarded proponents. Within the application, as in the case elaborated above, we highly recommend that project activities should only be planned for the specific LOT that your organization plans to apply.

6. In CFP Section 3 you require applicants to provide services. In CFP Section 4 you talk about project proposals for achieving objectives. Please specify concrete services required in CFP Section 4 that need to be encompassed as a whole since focus described under II Objective and listed from A to H are related more to approaches, context and guidelines.

The services required by applicants should be related towards achieving the indicated objectives and expected results in the Call for Proposals II. Objective of UN Women's support and expected results.

7. Does the requirement for special focus on the 21 LSGUs collaborating with UN Women mean that all municipalities have to be included since not all LSGUs have women/gender focused CSO in them?

As per Section 4: Terms of Reference of the Call for Proposal, proponents must ensure a geographical reach to all 4 administrative regions under the respective LOT with special focus on the LSGUs that collaborate with UN Women. Proponents are not expected to include all listed LSGUs that collaborate with UN Women, but it is highly recommended that proponents should plan to work with them, with the number of LSGUs that proponents see fit.

8. Does the expected product - Plan for monitoring specific measures mean that all outreach actions must result in policy measures? This is a challenge since not all empowering actions lead to such results in a limited timeframe.

Proponents are expected to monitor the specific measures that will be developed from the outreach initiatives. Proponents are expected to provide information to UN Women which concrete actions have been taken in consideration by LSGUs in the specific LOT, and why some empowering actions have not been taken in consideration. This is why UN Women highly recommends that proponents should plan to work with, or part with, the LSGUs that collaborate with UN Women.

9. Can you please clarify the budget lines? Are overhead costs acceptable? Which staff salaries are acceptable?

Please refer to Annex B2-3, Component 6: Results-Based Budget. Costs should only be indicated which directly relate to project implementation, carrying out the activities and producing the results which are set forth in the proposal.

10. What can be included under budget line no. 7 – Other support requested?

Other support requested is related to office supplies, rent, utility bills, local travel, any related costs for normal functioning of the office, and these are listed as per category in the result-based budget. If listed under this section, the contingency item category should not be used.

11. Can contingency funds be spent without additional approval from donor and do they have to be reported in detail?

Contingency funds are office related costs such as office supplies, rent, utility bills, local travel. They can be either listed in the budget specifically (under other support requested) or should be covered to maximum 5% of the total programme related budget.

12. Where can I download the required documents, application, application annexes because only the application guide is available for download and the annexes are not writable?

The files can be exported in word from the pdf.

13. Should the proposed implementation interventions only apply to 21 municipalities with which UN women work?

As per Section 4: Terms of Reference of the Call for Proposal, proponents must ensure a full geographical reach (all 4 administrative regions under the respective LOT for which you are applying, with special focus/possible coverage of those under the UN Women project (21 LSGUs mentioned in the CFP). Proponents are not expected to include all listed municipalities that collaborate with UN Women, but it is highly recommended that proponents should plan to work with part of them.

14. If we apply with interventions that will be implemented in the municipalities of the Vardar Planning Region (including some or all 9 municipalities in the region) is it in line with the call or we should include only the municipalities of Sveti Nikole and Veles with which UN women cooperate?

The proponents are expected to work with as many municipalities as they plan, which will ensure better geographical reach, the listed municipalities in the call are highly recommended by proponents to include them in their planned interventions.

15. To confirm the requirements in Annex B2-2 points 1.6 and 1.7 is there a particular template / statement of how the claim is substantiated?

Point 1.6 can be confirmed by submitting the document from the Central Registry of North Macedonia in relation to submission of the confirmation statements on the organization's liquidity and bankruptcy status. Point 1.7 can be checked through the following link <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

16. Is it mandatory to have partners in the implementation and / or sub-granting process?

As per the Section 3: Instructions to proponents, proponents can individually apply for the call; partnerships are not mandatory. According to item 11. Evaluation of technical and financial proposal of Section 3, proposed partnerships are part of the evaluation criteria. Regarding the sub-granting (not related to partnerships/lead applicant/s), as per the ToR, local outreach initiatives are expected to be carried by local organizations, which implies sub-granting process.

17. Should the budget be shown only in gross amounts as in the table that is part of the call for proposals or should it be appropriately broken down by item and by justification description?

Proponents are expected to appropriately break down total budgetary allocation as per the template Component 6: Results-Based Budget. Proponents are expected to break down the budgetary allocations as per the number of proposed results. For example, if there are 3 expected results then 3 Results-Based budget tables should be provided for each, with specified budget categories/items (which are in line with the activities in the Implementation Plan).

18. We are not clear about the indirect costs and administrative overhead costs, for example, can the rent costs (part of it) used for the project needs be covered by this grant?

Please refer to Annex B2-3, Component 6: Results-Based Budget. Costs should only be indicated which directly relate to project implementation, carrying out the activities and producing the results which are set forth in the proposal. Office supplies, rent, utility bills, local travel, any related costs for normal functioning of the office, can be indicated in the Other costs item category.

19. Do salaries for project staff, external bookkeeper, cleaner, etc. should be calculated in budget line 1.Personal?

Item 1.Personnel refers to costs of project staff which will be directly engaged in the direct project implementation/or % of salaries of personnel engaged in the project. The fees that will be paid to experts or others delivering only specific services are consultancy fees and fall under programme costs/contracts item category of the Results-Based Budget table.

20. Is it possible to clarify what kind of documents contained in Annex B2-5 -the Anti-Fraud Policy Framework and Procurement Code of conduct are? Are they separate documents or refer to the procedures in respect of these matters that the organization has provided in the Rules of Procedure of the organization.

The Anti-Fraud Policy Framework and Procurement Code of Conduct are official documents of procedures that the organization has in place. These can be separate documents or included in the overall management and financial regulations of the organizations.

21. Do all documents in Annex B2-5 need to be in English?

Not all documents in Annex B2-5 need to be in English.