

**Questions and answers in relation to the Call for Proposal Ref No.:
CFP/UNW/BIH/02/2020**

With this document UN Women CO BIH publish answers to questions in relation to the Call for Proposal, reference number CFP/UNW/BIH/02/2020 posed by participants of the online pre-proposal conference from 12 May 2020 and e mail questions received by 17th of May 2020.

1. Should proposals under Funding objective 1 include support to all shelters?

Project proposals under funding objective 1 should focus on Increasing and strengthening capacities of service providers for provision of specialized services and/or Assessment of capacities, good practices and challenges in provision of specialized services during COVID 19 crisis and post-COVID 19 phase. Priority will be given to proposals that are targeting all shelters for survivors of domestic violence in BiH.

2. Do organizations that do not run shelters have a chance to apply for this call for proposals?

UN Women is inviting all CSOs registered in BiH that meet the criteria listed in the section 4 (competencies), as well as pre-qualification criteria listed in Annex B1 to apply.

3. Should the references from Annex B-1 be from Bosnia and Herzegovina?

It is not necessary for the references to be from Bosnia and Herzegovina. Reference should support organizational experience in the implementation of similar activities and projects. Be kindly aware that UN Woman will contact your references.

4. For Funding objectives 2 and 3, should the organization have experience in working with women, or it is enough to say that we have experience in peacebuilding, human rights...?

For funding objectives 2 and 3, organizations applying need to meet Technical/functional competencies listed in section 4 (competencies) and well as pre-qualification criteria listed in Annex B1.

5. Is it enough to only include names and contacts of references, or do we need to send their statements?

Please provide both names and contacts of at least two references. Be kindly aware that UN Woman will contact your references. A statement or supporting letter from your references are not required.

6. Can we erase the explanations under each of the component in the proposal template?

Yes, you can erase explanations under each of the component in the proposal template. Please do not exceed the indicated limit in the number of pages under each of the component.

7. Should we also describe partner background and capacities in Component 1 of the proposal template?

Yes.

- 8. Which currency should we use when making the budget and what USD rate when calculating the amounts in USD?**

Budget should be calculated in BAM.

- 9. Under Funding objective 1, is it possible to have one activity related to assessment of needs of shelters? If two shelters apply together, can the rest of the shelters be beneficiaries of the project?**

Activities should be focused on the list given in the call for proposals. Only one organization can be the lead applicant. For Funding objective 1 there can be one lead applicant with other partners who have experience in provision of specialized services.

- 10. If the organization has submitted documentation related to "Governance, Management and Technical" (Annex B-4) to UN Women before, do we need to submit it again?**

Yes. The documentation should be submitted again, as it should accompany the whole package of the application, which is reviewed by a panel which should have complete documentation.

- 11. Is it possible to get feedback on the evaluation results even if the proposal was not selected, as well as the partners that were chosen, in order to ensure synergies with other similar projects?**

UN Women can provide information of the selected project proposal and feedback on the evaluation results of the proposals as per request of the interested organization and once when selection process finalized. UN Women reserve possibility to decide on format of the requested feedback as per internal rules.

- 12. What documentation is necessary for the partner organization?**

Partner organization should submit a signed statement confirming compliance with the mandatory conditions. If the project proposal selected, partner organization would be asked to submit mandatory supporting documentation.

- 13. In the table "Client Relationship" - Past Report to client/donors for last 3 years: Are these reports related to specific donor reports for a project or annual organization reports? I am asking because most of the reports are specific to projects and the annual organization report is written in local language and submitted to the Ministry of Labor and Social Policy Tuzla (in our case).**

Please submit reports that best attest to your organization's capacities and experience to deliver results under the call for proposals.

- 14. Are you going to take into account different scopes of activities while assessing the lowest offer?**

This is not a procurement process, which is why UN Women will not assess proposals based on the lowest offer, but rather how the proposed budget corresponds to the proposed activities in line with the evaluation criteria.

15. Are the forms for the Anti-Fraud and SEA policies available for download?

The call for proposals has links to those policies and can be reviewed and checked in terms of whether your organization's internal documents refer to the same principles.

16. Since UN Women will support one organization per funding objective with an allocated maximum budget, why should an organization submit a proposal with a lower budget than maximum?

It is up to the organizations to decide the amount and the scope of work they will propose for this call. From UN Women side, we can support project proposals that are lower or equal to maximum budgets outlined in the call.

17. Can a CSO without relevant experience apply for the call for proposals?

Only those CSOs that can meet pre-qualification criteria listed in the Annex B1, as well criteria listed in the section 4 (competencies) can apply for the call.

18. Could you send us the call for proposals to our email because we have an idea from a public-health aspect, and could you put us in contact with a potential CSO partner?

Please use UNDP website to download the call for proposals. UN Women is not able to get involved in the development of project proposal in any way.

19. On page 4, Competencies, under b) could you make an example for "will form wider partnership"? On page 9, Mandatory requirements, under 1.1, does the registration document of the applicant need to include as part of the areas of focus "survivors of domestic violence" and "survivors of sexual violence"? On page 16, what is meant by Anti-Fraud Policy Framework and Sexual Exploitation and Abuse policy?

- a) UN Women is interested to see proponents approaches to "will form wider partnership".
- b) It is not required to be register for fields of "survivors of domestic violence" and "survivors of sexual violence". However, proponent's mandate relevant to the work to be implemented is highly important and please read carefully **4. Competencies under UN Women Terms of reference and point 11. Evaluation.**
- c) The call for proposals has links to those policies and can be reviewed and checked in terms of whether your organization's internal documents refer to the same principles.

20. Can we send the supporting documentation via a dropbox link?

Unfortunately, it is not possible to submit supporting documentation via dropbox. Otherwise, UN Women will not have an exact record of the documentation submitted or the time submitted. Kindly submit documentation through email, documents could be zipped or scanned.