

Annex I. Guidelines for the Submission of Proposals

I. Who can apply

CSOs that have specialized knowledge, expertise and track record of working focusing on media, gender equality and women's human rights.

II. What to submit

Eligible applicants are expected to submit the followings in English:

1. **General Information** including name of organization, contact person and contact details (see [Application Cover Sheet](#)).
2. **Project proposal (see Project Document)**
A narrative proposal consisting of:
 - Context and problem analysis
 - Project Design & Justification: A description of the approach to meeting the programme objectives as described in the Terms of Reference, including the description of why and how your organization/ institution is best suited to undertake this endeavor
 - Workplan with detailed activities and resources required (see financial proposal)
 - Partnerships: A description of the partners needed to successfully implement the project and their roles
 - Institutional profile: A brief description of your organisation, including its registration details and relevant experience addressing issues pertaining to an intersectional approach to gender equality and ending violence against women and girls
 - An output-based budget – 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. (see [A Low Value Grant Proposal with Budget and Budget Excel Sheet](#))
3. A copy of the **organization's legal registration document**
4. **Supporting documents** such as your organizational brochures, 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 assessment;
2. Implementation strategies (30 points): Soundness of strategy, proposed activities, and expected results against the problem analysis in designing the project;
3. Budget Proposal (20 points); and
4. Applicants' institutional capacity and relevant experience (30 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.

IV. When is the proposal due

The deadline for submission of proposals is **March 1st, 2022 at 13:00h**. 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 procurement.me@undp.org indicating in the e-mail subject: **Call for Proposals for Communicating GE Project**.