

## ANNEX I. GUIDELINES FOR THE SUBMISSION OF PROPOSALS

### I. Who can apply?

- 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 network and platforms with track record in monitoring international human rights treaties and conventions, and more specifically Istanbul Convention.
- Women's CSOs/ Women's CSOs network and platforms gathering women from disadvantaged groups (Roma) and background and track record in working on issues of improving the position of Roma women in Montenegro.

### 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 **(Attached - Application Cover Sheet).**

2. **Project proposal (Attached - 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 organization, 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 **(Attached - 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 (30 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 (20 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 25 May 2020, 16:00. 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](mailto:procurement.me@undp.org) indicating in the e- mail subject: **Call for Proposals for EVAW Programme.**