

Meeting Minutes

Q&A session

CFP: UNW-M&W-RP-001/2019 Selection of an Umbrella Organization

Men and Women for Gender Equality Regional Programme (Phase II)
Ramallah, Thursday, April 11th, 2019

Number of attendees: 23 representing 19 organizations.

Presentation by the Project Coordinator was delivered to the attendees and included:

- A brief on the Men and Women for Gender Equality Regional Programme (Phase II) including theory of change, outcomes and outputs.
- The IMAGES survey was conducted in Palestine and launched in the programme's first phase; the study can be found online via the link: <https://imagesmena.org/en/download/>
- A brief on the ToR; **ONE** umbrella organization will be selected to manage community-led interventions and build the capacity of CBOs. Important highlights in the presentation include:
 - The umbrella organization will conduct a closed CFP for 14 CBOs who were trained and mentored in Phase I.
 - Up to 10 CBOs will receive sub-grants up to ILS 86,400 each.
 - The maximum budget for this component is **ILS 1,440,000**.
 - The umbrella organization will also work on enhancing the capacities of the CBOs and CSOs in advocacy; maximum budget for this component is **ILS 90,000**. **The capacity of CBOS will be enhanced on advocating on paternal leave, prohibition of GBV, and reform of gender discriminatory laws.**
 - The umbrella organization is responsible for mentoring the CBOs and building their capacities in Gender Equality and masculinities as well as in financial and institutional management, in addition to following up on the CBOs' implementation of work, ensuring peer to peer learning and linkages with other program activities.
 - A baseline need to be prepared by June as per donor's requirement.
 - The umbrella organization needs to have a clear monitoring and evaluation plan and allocate budget for M&E if needed; no need for external evaluation.
- Clarification of the proposal submission guidelines; it is very important to submit **all required documents** and **Annexes** as per the guidelines explained in the CFP. Important points include:
 - The submission should be in **TWO SEPARATE** emails one for the technical submission and one for the financial submission.
 - The subject of the email should clearly include the following:

- a- For the technical submission email: **CFP No. UNW-M&W-RP-001/2019 – (name of proponent) - TECHNICAL PROPOSAL**
- b- For the financial submission email: **CFP No. UNW-M&W-RP-001/2019 – (name of proponent) - FINANCIAL PROPOSAL**

If the email subject doesn't include the above, the application will be **excluded**.

- **Annexes B1-1, B1-2, B1-3, B1-5 and B1-6** are part of the technical submission.
 - **Annex B1-4** is part of the financial submission; make sure to use the budget template in the form and the budget should be in New Israeli Shekel (ILS).
 - In Annex B1-2, for all mandatory requirements, share **supporting documents**.
 - In Annex B1-3, stick to the **number of pages** for each component. In case of partnership, make sure MOU is signed and shared.
 - In Annex B1-6, where it says "Mandatory", share relevant **supporting documents**; this will be the base for a more detailed capacity assessment that will be conducted for the selected organization.
- Clarification on the selection criteria:
 - The NGO must meet all mandatory requirements which includes requirements of submission and the requirements in **Annex B1-2**
 - The score for the technical proposal will be **70** points; the passing score is **50** and above.
 - 40 out of 70 points will be given to the technical description and adequacy of approach, while the other 30 points will be divided among technical capacity, governance capacity and financial capacity.
 - A very important requirement under the technical capacity is **previous experience in providing and managing sub-grants**.
 - Deadline for submission is **29 April midnight via email**; any application received after this date will be excluded.

Questions and Answers:

Question 1: UN Women has advertised more than one CFP recently. Can the NGO apply for more than one call or all calls?

Answer: Yes, the same NGO can apply for more than one call as long as the NGO has the capacity and demonstrate ability to manage more than one grant.

Question 2: Does the proposed intervention need to be linked to the 3 outcomes of the programme?

Answer: No. The Proposed intervention needs to feed into the following outputs:

Output 1.1 (under outcome 1): *Interventions for challenging social norms and promoting gender equality are implemented and replicated.*

Output 3.1 (under outcome 3): *Civil society organizations have greater capacity to advocate for legal and policy change based on the IMAGES Palestine research findings.*

Question 3: Does UN Women ensure transparency and fairness in the selection process?

Answer: this is an **OPEN** call for proposals. The selection criteria is clear and the CFP includes clear detailed requirements. The applications will be reviewed by an evaluation committee who raise its recommendations to another committee (LPAC) for final approval. Applications will be marked based on clear evaluation criteria shared in the CFP. Applicants who were not selected have the right to ask for clarifications but sharing scores of other applicants is not possible.

Question 4: Can an NGO partner with another NGO outside Palestine, in a country in the region?

Answer: For this call, partnering with an NGO outside Palestine will not be practical, as the work will be mainly with the CBOs in Palestine.

Question 5: What is the mandate of the evaluation committee?

Answer: The evaluation committee consists of 3 people (staff from UN Women) who have technical and financial experience who will use the evaluation criteria set in the CFP. One of their duties is to read all submitted proposals prior to the evaluation. After the evaluation conducted by this committee, their recommendations will be presented to another committee that includes people from the Regional office or the HQ for approval.

Question 6: Can we know more about the umbrella organization and the 14 CBOs?

Answer: The 14 CBOs had their capacities built in phase I and eight of them got sub grants where they implemented interventions/initiatives in their communities. Examples of interventions/initiatives include: women's right in inheritance, ending early marriage of girls, fathers participating in caring for children or in housework.

In this phase, the CBOs will have the opportunity to build on what they achieved previously and implement further interventions. The umbrella organization will have a closed CFP for these CBOs who will work in projects related to gender equality and engaging men and boys; each sub grant will be up to ILS 86,400.

Question 7: Was an impact assessment conducted for the interventions in phase I?

Answer: Yes, an impact assessment was done; the impact of the interventions was significant and the CBOs achieved a lot on the ground. Some of the CBOs and their identified champions continued working until this moment without any financial support.

Question 8: Regarding the experience in sub-grants, is there a specific financial amount (like a minimum) of these sub-grants for the NGO to be qualified?

Answer: No, there is no specific amount, but the NGO needs to demonstrate in the application that they have the capacity and experience to manage the sub-grants in this call. This is an important criteria when evaluating the applicants.

Question 9: If an organization that was a sub-grantee in phase I is interested to apply for this call and can prove their capacity in managing sub-grants, are they eligible to apply?

Answer: If the organization meets the criteria in the CFP and TOR, they are eligible to apply.

Question 11: What is the maximum amount of the grant and can you explain more about the budget for the sub-grants and for the capacity building?

Answer: As mentioned in the TOR: "The maximum amount that can be budgeted for this grant is ILS 1,530,000.". This amount is divided into:

- ILS 1,440,000 for the sub-grants component; of this amount, there is an amount of ILS 864,000 for the CBOs' grants
- ILS 90,000 for the capacity building component.

Question 12: Can the applicant add indicators other than the ones in the TOR?

Answer: The indicators mentioned in the TOR are the main indicators that the applicant should use. The applicant can add other specific indicators. For all indicators in the proposal, the NGO needs to include means of verification, clear targets and how they can be reached. The umbrella organization will work with UN Women M&E programme consultant on the tools and data to be collected.

Question 13: In the presentation, you mentioned that 14 CBOs will compete in the CFP, while in the TOR, it says 12?

Answer: This is a typo; the correct number is **14** CBOs.

Question 14: Under the capacity building component, the activities will be implemented through partnership between UN Women and the umbrella organization, can you give a clearer picture of the roles of each?

Answer: UN Women will provide the tools that were developed under phase I; these include the youth and gender advocacy toolkit and the policy and programme guidance notes, knowledge products on

women's rights in Islam and others. These tools will be used to build the capacity of the CBOs in advocacy. The umbrella organization will be leading the capacity building of the CBOs.

Question 15: Regarding the advocacy, can the umbrella organization also work in advocacy and conduct certain activities by itself?

Answer: No, the umbrella organization can't work in advocacy through this CFP; no budget should be allocated for advocacy activities that will be implemented by the umbrella organization.

The role of the umbrella organization is to provide capacity building in advocacy for CBOs and other CSOs, who will work in advocacy with focus on fatherhood. However, the umbrella organization can be involved in the advocacy that will be carried out by the CBOs.

Question 16: In Annex B1-2 (page 20), under point 1.1, it says "Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references "and in Annex B1-3 (page 25), it says "Provide a minimum of two relevant references of similar successful project"; are these the same letters requested?

Answer: These are the same letters and the applicant needs to submit at least two reference letters.

Question 17: You mentioned that in phase I, the CBOs got sub-grants through an umbrella organization. Can we know which organization is this and why you didn't continue working with them?

Answer: The umbrella organization was NGO Development Center (NDC). NDC worked with the CBOs in 2 stages; first stage was building their capacities and mentoring while the second stage was giving them sub-grants to implement community-based interventions (the second was done in partnership with WATC).

As per UN Women guidelines, there should be an open CFP to select an organization to work with. In this way, UN Women would ensure fair process and give opportunity to all organizations to apply.

In phase I, UN Women also worked with Sharek Youth Forum, AISHA Association and the Palestinian Counselling Center in national-level interventions.

Question 18: Can you share the list of the 14 CBOs that will be part of the project?

No.	CBO Name	Location
1.	Palestinian Women's Association for Entrepreneurship and Innovation	Jenin
2.	ARTLAB	Jerusalem
3.	Youth for Jerusalem Association	Jerusalem
4.	Teachers' Village	Jerusalem
5.	Al-Ofuq for Youth Development	Ramallah
6.	The Palestinian Association for Empowerment and Local Development – Reform	Ramallah
7.	The Youth Leaders Forum Association	Tubas
8.	Sawa for Women and Child	Nablus

9.	Sawaed Youth Future Forum	Dura/Hebron
10.	Palestine Youth Volunteer Center	Gaza
11.	Benaa Youth Center	Gaza
12.	Al Waleed Charitable Society	Gaza
13.	Brilliant Future Association	Gaza
14.	Herak Youth Center	Gaza

Question 19: Muntada is not qualified to apply for the call but plans to partner with the member organizations to be part of the application. Can Muntada apply with more than one member organization?

Answer: Ye; through one-member organization or more.