

# Q & A

1. On Page 17 of the TORs, it states that “*Organizations submitting one proposal ... are encouraged to create a partnership consortium with other specialized NGOs/private sector ...*”
  - Is a joint venture submission between an NGO and a private firm admissible? **YES**
  - If not, can you please confirm that an applicant NGO can partner with (or subcontract to) a firm? **N/A**
2. Is there a deadline for the submission of the Annex B2-1 (*Proposal/No Proposal Conformation Form*)?

Following the Q&A sessions on 21<sup>st</sup> may, proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal. Please refer to Page 9 in the Call for Proposals.

3. What format/template should be used for the financial proposal?

Please use the form in Annex B2-3, page 25 in the Call for Proposals.

4. Should technical and financial proposals be submitted (by email) as separate documents, or as one document?

In five separate documents (5 annexes as per page 1 of the call), please refer to the Call for Proposals where it gives you guidelines on how to submit the technical and the Financial proposal.

5. Concerning Annex B2-5 (*Capacity Assessment Document Checklist*) - is there a need to annex/attach all documents cited in the Annex to proposals? For the lead applicant only or for all organizations in the bidding partnership/consortium?

This Annex is related to the lead agency only applying for this Call for proposals.

6. For Output 1.1, Activity 1.1.1 is not included; only Activities 1.1.2 (One Stop Shop training) and Activity 1.1.3 (Business Development) are included in TOR documents (pages 12-16). Is this an oversight in the numbering of activities, or is it the case that there is an additional Activity 1.1.1?

There is an additional activity 1.1.1, which was not included under this Call for Proposals, which will be implemented by UN Women, this is why it was not included.

7. The supporting documents shall be in English? This refers to the financial rules and regulation for organizations etc.

The proposal must be in English, but the supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English.

8. Some institutions have already worked with women owned/led MSME's with previous interventions, can they target them through this project?

The selection criteria will be agreed upon on between UN Women and the selected partner, and it will depend on the market and sector analysis among other considerations.

9. The 25 Women MSME's should be from the West Bank and Gaza?

Yes, and the proposals must indicate how the selection will be distributed between West Bank and Gaza, based on agreed upon criteria.

10. Can we add outputs, and activities, as the call already have specific outputs and activities?

You can add where relevant at the activity level, but outputs and activities mentioned in this call are mandatory to use.

11. What is the agreement duration between UN Women and the selected partner?

From the date of the agreement signature until 15/01/2019.

12. Submission of proposals is via email only?

Yes, only via email.

13. Some agencies have sister agencies in different geographical area such as the case of YWCA, do they have to partner with each other or each agency can submit its own proposal?

In such case, YWCA is considered one organization and can submit only one proposal.

14. Can one organization submitting one proposal as a lead agency can be part of other proposals as partner organization?

Yes.

15. If organizations choose to target only one group, does they go with the ceiling of the budget amount 250,000\$

Yes.

16. Are there any formats for submitting the proposals?

Yes, the formats are in the call for proposal document starting page 18 in the annexes section.

17. If the institutions submit the financial proposal with the ceiling for only one group, they will be automatically considered rejected?

Financial proposals will be evaluated only following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Page 7 in the call.

18. If the institution doesn't have a branch in Gaza or West Bank, can they partner with other companies in West Bank or Gaza?

Yes, partnerships can be done to reach the targeted group that should cover West Bank and Gaza Strip.

19. Institutions have to submit the supporting documents with the proposals?

They only have to submit the checklist which is already one of the mandatory annexes (Annex B2-5), and in further stages, if the institution is selected, UN Women will do a field visit and check the validity and availability of the information provided.

20. When it is expected to hear back from UN Women?

The planned award date for the selected organization is on the 28<sup>th</sup> of June 2018, UN Women will also notify the organizations whom were not selected for this Call for Proposals.

21. Is UN Women planning to send the questions concluded from the sessions via email for those who attended the sessions?

UN Women will publish the Q&A document on UN Women website on 22<sup>nd</sup> of May.

22. Is there a budgeted ceiling for each grant?

No. Each organization should submit the grant ceiling for the beneficiaries as per its experiences and as agreed upon in later stages once the needs assessment is done for the beneficiaries.

23. For this CFP specifically, should the organizations choose either Group A/B or both and follow the different outputs and activities already proposed in the document using the organization's own methodology? Or is it possible to modify the framework based on the organization's experience?

Organizations applying to this Call for Proposals can submit proposals targeting one group OR two groups in a single proposal. Each organization is eligible to submit only one proposal in response to this call. Organizations submitting one proposal targeting the two groups are encouraged to create a partnership consortium with other specialized NGOs/private sector to provide holistic services and complementing interventions and results. This proposal should take into consideration the outcome, outputs and activities, where your organization can add to/modify **the activities and approach** as you see applicable and relevant based on the organization's experience.

24. Are the 25 beneficiaries' individual beneficiaries or 25 projects? And should all of them be from the ICT and digital sector?

The 25 beneficiaries could be individual women entrepreneurs as indicated in this Call for Proposals. But not all of the targeted beneficiaries will be from the ICT sector, as this is an area where we see limited women entrepreneurship and participation. The applying organization should indicate through its innovative approach how it will involve women in non-traditional sectors.

25. Can the proponent add more pages than the number specified in the call?

No. all proponents have to abide with the number of pages specified in the call.

26. If UN Women signed two partnership agreements, one for each group, when will each organization start the implementation process?

Both organizations will start working in parallel at the same timeline, as the two components are complementary.