**Q1 Could you please share with us the templates of the call for proposal that need to be filled.**

An updated Call for Proposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now.

**Q2 Can you please guide us regarding the proposal templates.**

An updated Call for Proposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now. If you still need support and guidance in regard to the submission process, please let us know.

**Q3**

1. **Is there a specific format for the Technical Proposal besides the one in the document shared with the call? We have submitted proposals in the past for similar TOR and within the technical format there were specific questions to be answered. Particularly regarding the narrative part of the technical proposal (information on the organization, proposed interventions and rationale, objectives, activities, and action plan, risks etc).**
2. **Is there a specific format for the financial proposal, such as a budget template?**

An updated Call for Proposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now.

**Q4**

1. **Is this CFP linked to the previous call for interested proponents to make submissions to join the CBOs roster? If so, we assume that any submissions under this current Call (I/2024) needs to be aligned with the roster call in concept and logic of the proposed interventions.**

The two Calls are under the same joint programme. This call is for UN Women’s component within the joint Sawasya III programme, to submit technical and financial proposals in alignment with the ToR (Annex B), whereas the previous Call is related to establishing a CSOs roaster for the programme. This said, as per UN Women’s policy, we open the opportunity for all CSOs to apply, including CSOs registered in the roaster.

1. **For this Call (I/2024), we suppose that we only need to submit Annexes A 1- 5 which do not require detailed narrative and financial proposals, and do not even require to indicate the amount requested.  This would mean that this Call does not include templates for a detailed narrative and financial proposals. Please confirm.**

An updated Call for Proposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now.

**Q5 We want to ensure that we are eligible to participate and that we are registered with SAWASYA.**

Please note that proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B-1. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Point 4: Mandatory/Pre-Qualification Criteria

4.1 The evaluation of technical and financial proposals by UN Women is conducted in two phases, and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

**Q6 Can one apply for certain interventions for example only the psychosocial support, or must the proposal cover all expected results and interventions.**

It is up to the CSO to select and decide on the area/s that it proposes to work on in alignment with its mandate and areas of specialty.

**Q7**

**Financial proposal:**

* **We are wondering if you have a budget format that we can follow to reflect the price/cost for each activity?**

An updated Call for Proposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now.

* **And if there is a percentage for indirect cost including staff (percentage of direct and indirect)**

As indicated in the updated budget template, the percentage of the indirect cost is up to 8%

* **Also, there are direct staff, support staff and experts that we need to know how to reflect their cost (for example should we deal with experts and direct project staff from direct cost?)**

As indicated in the updated budget template, all staff (direct and support staff) are included under the direct cost, specifically under the Personnel budget line. For experts, they should be added under the direct cost of the consultancy budget line, making sure that the total personnel’s budget doesn’t exceed 20% of programming cost.

**Technical proposal:**

* **Regarding the below statement, who should we reflect in the space (name, title, be email at…..)**

**Effective with the release of this CFP, all communications must be directed only to UNWOMEN (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by email at \_\_\_\_\_\_\_\_\_\_\_\_. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.**

As per the updated technical proposal template, the above section is not applicable anymore, thus it is not requested to be filled.

* **“CVs of Key Staff proposed for the engagement with UN Women”. Our question here should we fill the “Format of resume for proposed staff” for each of the Key staff, or annexing their CVs is enough?**

 Yes, please fill in the Format of Resume for Proposed Personnel” per each staff.

* **Also, the “Format of resume for proposed staff”.  Should we fill this format for each key staff, support staff and experts?**

Yes, please fill in the Format of Resume for Proposed Personnel” for key staff and key experts, for the support staff, please annex their CVs.

* **Provide a minimum of two relevant references of similar successful project: our question here, should we also request a reference letter from the relevant referee, or just add their name and contact information?**

As per the “Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects Annex”, just add the reference name and contact information; noting that UN Women reserves the right to verify any information contained in a proponent’s response or to request additional information after the proposal is received.

**Q8 We want to request in regards to the technical and financial proposal submission forms as it is not clear to us which templates to use. Would you kindly send us all the requested mandatory forms that need to be filled by us including the list below and any other templates.**

**Annex A-1 Mandatory requirements/pre-qualification criteria**

**Annex A-2 Technical proposal submission form**

**Annex A-3 Financial proposal submission form**

**Annex A-4 Format of resume for proposed staff**

**Annex A-5 Capacity assessment minimum documents**

An updated Call for Proposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now.

Moreover, referring to article 12.7 -under section 2: Instructions to Proponents:

12.7 The proponent’s proposal shall state the following and include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

* Part of proposal Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
* Part of proposal Annex B-2 Template for Proposal Submission
* Part of proposal Annex B-3 Format of Resume for Proposed Personnel
* Part of proposal Annex B-4 Capacity Assessment Minimum Documents

**Moreover, just to confirm, we are requested to send the technical proposal form and annexes in one email and another separate email of the financial form. Correct?**

Referring to article: 8. Submission of Proposals:

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. All proposals should be sent by email to the following secure email address: palestine.registry@unwomen.org.

**Q9 Reading the amended CFP No. 1/2024, with the amended submission date of May 6, I wanted to inquire about the design of the proposed action: Is it mandatory to design an action covering all outcomes (1, 2, and 4), or can we cover one or two of them?**

CSOs can select one outcome or more depending on their mandate and areas of specialties.

**Q10 We have been previously accepted for the pre-qualification process for Civil Society Organizations under the title "Pre-Qualification - Civil Society Organizations for Sawasya III RFI NGO's UNDP-PAL-00114". Does this mean we are eligible to apply for the CfP?**

This call is for UN Women’s Sawasya component within the joint Sawasya III programme. The previous call is related to establishing a CSOs roaster for the programme. This said, as per UN Women’s policy, we open the opportunity for all CSOs to apply- including CSOs registered in the roaster.

As per this Call- CSO has to meet all mandatory requirements/pre-qualification criteria as set out in Annex B-1.

**Q11**

1. **Annex B-4 Capacity Assessment Minimum Documents (Organization’s policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP).**

**Our question: Do we still need to provide a general procedure about grant-making even if we don’t have grant making activities under this project? given that this is mandatory?**

**Also, what exactly do you mean with grant-making? Is it the fund we receive as an organization from donors and how we expense it on our beneficiaries? We would appreciate your feedback here.**

Grant making activities are not included in the ToR of this CFP, thus “Organization’s policy and procedure documents in respect to grant-making” are not required.

1. **Organization’s policy and procedure for selecting partners (if sub-partner/s are going to be used).**

**Our question: Al Muntada for combating Violence against women is hosted by us for the upcoming two years and it will be part of this project. Should we consider them as sub-partners? also we don’t have a written policy about selecting sub-partners but we have procedures, is it enough to write the procedures? Please advice**

Al Muntada is not a registered body. Based on this, this point is NA in your case

1. **CVs of key personnel of organization who are proposed for the engagement with UN Women and Annex B-3 Format of Resume for Proposed Personnel.**

**Our question: The CVs and format of resume should only reflect assigned personnel on the budget of this project only or we can also add CVs of the management staff mainly the Director of Funding and Development, who is responsible for follow up with the UN women on overall implementation and contractual matters but not assigned as personnel on this project budget? Please advise.**

You can add the CV of the Director of Funding and Development.

1. **Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)**
2. **describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);**

|  |
| --- |
| 1. **describe relevant history in managing resources through grant awards;**
2. **describe the proponent’s grant portfolio;**
3. **describe relevant history in working with small organizations including experience in providing technical assistance;**
4. **describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and**
5. **describe the proponent’s capacity to assess and manage risks.**
 |

**Our question: should we answer all those questions even if this project does not include the grant-making component? Also as mentioned above what do you mean with grant-making please refer to the above question and let us know if we need to answer all those questions.**

It is stated in the call to add details relating to grant-making work, if applicable; as long as there will be no grant making activities, please don’t answer these questions.

1. **Annex B-5 UN Women template Partner Agreement and Annex B-6 UN Women Anti-Fraud Policy. those annexes are NOT attached! Should we keep those pages empty as is? Please advice**

The annexes are attached within the call for proposal link, directly under the call template; proponents have nothing to add to these pages.

**Q12 Could you please provide us with the template of the technical proposal so that we can fill it accordingly. The forms attached doesn’t include form for the technical proposal.**

An updated Call for PRoposal was re-uploaded on 23 April, where all required templates including the technical and financial proposals are available now.

Moreover, referring to article 12.7 -under section 2: Instructions to Proponents:

12.7 The proponent’s proposal shall state the following and include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

* Part of proposal Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
* Part of proposal Annex B-2 Template for Proposal Submission
* Part of proposal Annex B-3 Format of Resume for Proposed Personnel
* Part of proposal Annex B-4 Capacity Assessment Minimum Documents

**End of Document**