

Meeting Minutes

Q&A sessions

CFP: UNW-M&W-RP-002/2019
Local Partner for Program P

Men and Women for Gender Equality Regional Programme (Phase II)

Ramallah, Monday, 17 June 2019
Hebron, Tuesday, 18 June 2019
Nablus, Wednesday, 19 June 2019

Number of attendees (Ramallah): 10 representing **7** organizations.

Number of attendees (Hebron): 1 representing **1** organization.

Number of attendees (Nablus): 6 representing **3** 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, goal, outcomes and outputs.
- A brief description of the three outcomes as well as the outputs with focus on the outputs to which Program P will contribute.
- 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;
 - **under Output 1.2. (A regional model for engaging fathers in gender equality exists), a regional model on how to engage fathers in gender equality will be developed and tested, with evidence of more men sharing unpaid care work. The model will build on the fatherhood programme initiate in Lebanon (Program P).**
 - Program P will be implemented in Palestine; UN Women in collaboration with Promundo and the local partner will adapt and implement a gender transformative methodology (Program P) aimed at increasing men's involvement in caregiving in Palestine.
 - The implementation of Program P will be the responsibility of **3 organizations: the selected local partner, Promundo whose role is in transferring the experience and knowledge, and UN Women.**
 - The maximum allocated budget for this call is **ILS 723,400.**
 - Only **ONE** organization will be selected.
 - Program P has a fixed design; it has an existing **curriculum** and program that will be adapted for the **Palestinian context.**
 - The selected NGO needs to have a good base of networks and outreach.

- Phases of Program P: All Phases will be implemented by the local partner in coordination with Promundo and UN Women. Promundo will work with the local partner remotely but will pay 2 visits to Palestine during the Program P implementation.
 - In Phase one, work will be done either remotely with Promundo or there is a chance Promundo come here and work together with the local partner.
 - In Phase 2, a formative research will be conducted and the local organization will conduct focus groups and interviews.
 - In Phase 3, the existing curriculum will be adapted for the Palestinian context. Changes on the curriculum will be done in phases 2 and 3.
 - In Phase 5, a 5-7 days training will be conducted for 15 facilitators either from the NGO or/ and from other institutions.
 - There might be a shift in implementation of phases. For example, the training for facilitators might be done before the pilot testing; the facilitators might then conduct this testing.
 - In Lebanon, they reached out to 310 beneficiaries (men and women); in Palestine we aim to reach similar number or more (the local organization will demonstrate its reach within the proposal); the work will focus on men (fathers) but also it should target couples (of which some couples would have young kids). The target group will be determined in phase 2.
 - In Phase 7, the implementation phase, the facilitators will reach out to the beneficiaries who will be distributed among the West Bank, East Jerusalem and Gaza. The beneficiaries will be divided into groups of 10-15 men maximum. Some sessions will be for fathers only, some for women and some for couples.
 - In the implementation phase, there will be data collection; in the end there will be a post-questionnaire to measure impact.
 - The Fatherhood camps are not part of the Program P; the selected partner will be expected to design and implement Fatherhood Camps, which aim at changing the stereotypes of the role of fathers within the family. For the camps, the NGO has the opportunity to show their strength, creativity and competitive advantage.
 - Timeframe for the program is **2 years** starting August 2019 until July 2021
- 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. Any missing document will exclude the applicant from evaluation Important points include:
 - The submission should be in **ONE** email and the subject of the email should clearly include the following:

CFP No. UNW-M&W-RP-002/2019 – (name of proponent) – TECHNICAL & FINANCIAL PROPOSAL

If the email subject doesn't include the above, the application will be **excluded**.
 - The Language of the proposal is English, and the currency is ILS.
 - Deadline for submission is **30 June midnight via email**; any application received after this date will be excluded.
 - **Annex B2-1; should be submitted with the proposal.**

- **Annex B2-2; mandatory** and the NGO needs to submit **2 reference letters** from 2 different institutions as well as the **official registration**.
- **Annex B2-3** is the proposal format; please follow the template for submission and stick to the page limitations. Consider the following:
 - a. Start from component 1; include what is the added-value of the organization in relation to fatherhood, working with schools, networking with government and other issues related to the call.
 - b. Component 2: include the phases of Program P. Focus on how you will conduct M&E as well as the fatherhood camps. Even if Promundo and UN Women will be working with the selected NGO on the M&E framework, the NGO needs to demonstrate how they will contribute and collect data for the framework.
 - c. Approach; how the local experience of the NGO will add to the program; demonstrate if NGO will use innovation or technology.
 - d. Use the attached form for implementation plan
 - e. The M&E plan is very important; it needs to show clearly the strength of the NGO in this field; what the NGO will do besides the framework that will be developed with Promundo and UN Women.
 - f. No need for external evaluation but the NGO needs to show how they will conduct evaluation.
 - g. Component 6 (Partnership): should include the NGO's partnership with local communities, with the government and with other NGOs that work in this field and its networking capacity. Also this component will include, if applicable, the partnership with another NGO in submitting for the CFP. In the case of partnership for the proposal, an MOU need to be submitted clearly indicating the roles and responsibilities of each partner and the added value of partnership.
 - h. The NGO needs to demonstrate how they will work in the West Bank, East Jerusalem and Gaza.
 - i. Follow the format of the budget; make sure to use the budget template in the form and the budget should be in New Israeli Shekel (ILS).
 - j. For Indirect costs allocate 5% of the other direct costs budget.
 - k. Allocate budget for M&E
- **Annex B2-4** should include the staff who will work on the project and the CV's of all staff for whom budget is allocated. If the employee is still to be recruited include the requested qualifications.
- In **Annex B2-5**, where it says "**Mandatory**", share relevant **supporting documents** preferably in English; this will be the base for a more detailed capacity assessment that will be conducted for the selected organization. **ALL mandatory documents** need to be shared:
 - a. Legal Registration;
 - b. Rules of Governance / Statues of the organization (Bylaws);
 - c. Organigram of the organization;
 - d. List of key management should be for both the organization and the board including **NAMES**;
 - e. Key staff who will work on project;

- f. Anti-fraud framework: in case it is not a separate document, please indicate if it is part of another document;
- g. Administrative and Financial Rules of the organization;
- h. Internal Control Framework;
- i. Audited statements (2016,2017 and 2018) should be of the organization and not project based;
- j. Procurement Manual;
- k. List of main donors;
- l. Two references (letters)

If any document is part of another document, please indicate that under the (Yes/No) column.

- Clarification on the selection criteria:
 - The NGO must submit **ALL Annexes**; any missing Annex will exclude the application.
 - The NGO must meet all mandatory requirements in **Annex B2-2** and attach the 2 reference letters and official registration.
 - The NGO must submit all **MANDATORY documents** under **Annex B2-5**.
 - Once the NGO passed the above, their technical and financial proposals will be evaluated.
 - The score for the technical proposal will be **70** points; the passing score is **50** and above.
 - An Evaluation committee will conduct the evaluation of the proposals. Based on the following criteria:
 - a. **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.
 - b. appropriateness/adequacy of approach: will take into consideration the **creativity and innovation** in the technical approach, the implementation plan and the M&E plan (40 Points).
 - c. Relevance and technical capacity will take into consideration the experience and qualification of **proposed staff** and the NGO's experience in results-based management (15 points).
 - d. Assets: extra points will be given for experience in engaging men and boys, masculinities, parenting and care for children, connection with government (needed for advocacy).
 - e. A very important requirement under the technical capacity is previous experience in the required field, experience in **results-based management** and previous partnership with UN Women and other UN Agencies.
 - f. Management capacity will consider if the NGO has a **clear sound system** and is well-established (8 points).
 - g. Financial capacity will consider the NGO's internal control, **financial structure** and audit reports (7 points).

- Once the technical and financial evaluations are finalized, the committee will recommend the potential candidate for awarding.
- The nominated NGO candidate will then be contacted for capacity assessment, then the case will be submitted for LPAC which includes UN Women Special representative, UN Women staff from the regional office and other members that were not part of the evaluation committee. If the case passes, a PCA will be signed with the NGO.
- Proposals could be submitted by one, two or more NGOs; UN Women will sign with main applicant. An **MOU** need to be submitted with clear roles and responsibilities of partners explaining the added value of the partnership.

- Eligibility
 - Only Local NGOs can submit a proposal; companies and non-for profit companies are ineligible.

- Clarification on Technical duties and financial duties:
 - Support the regional Fatherhood campaign and build linkage with fatherhood initiatives implemented by CBOs under the sub-grants agreement with the umbrella organization.
 - Documentation of success stories, maybe using Most Significant change as a tool for monitoring and documentation of cases.

Questions and Answers:

Question 1: Regarding partnerships, if an NGO that works only in Gaza wants to partner with an NGO in West Bank or Jerusalem, does this NGO need to have a branch in West Bank or Jerusalem?

Answer: NO, since the NGO is partnering with another NGO in the West Bank or Jerusalem, there is no need that the former has a branch in WB/Jerusalem. However, an MOU should be signed indicating the roles and responsibilities of each partner.

Question 2: Regarding partnerships, if the NGO cooperates with CBOs to reach communities, does it need to have and submit an MOU with the CBOs?

Answer: No. An MOU is only needed if there is a partnership between two or more NGOs for this specific proposal. As mentioned above, the MOU needs to indicate the clear roles and responsibilities of each partner as well as the added value of the partnership.

Question 3: It is clear that the Program is already designed, and the local partner just needs to implement it in Palestine; what is exactly the role of the selected organization?

Answer: It is true that Program P is already designed with clear phases; however, the program needs to be adapted for the Palestinian context which is the role of the selected NGO. Also, the selected NGO will implement Program P in Palestine as well as the fatherhood camps.

Question 4: in the CFP, the allocated budget is max 723,400 ILS, can the NGO submit a higher or a lower amount? Also, is there a specific percentage for HR? Apparently, the NGO needs 3 field officers besides the manager.

Answer: First the budget can't be exceeded, but it is okay if the NGO submits a lower budget; this will give the NGO a higher financial score.

Second, there is no specific percentage for HR. UN Women can't impose anything on the NGO in regards to staff; staffing is up to the NGO using common sense and the program's requirements.

The minimum number of beneficiaries is 350 but if the NGO can reach more beneficiaries within the maximum allocated budget, that would be an advantage for the NGO.

Regarding, working with the government for advocacy, the NGO can allocate budget for this intervention, but it is not a main element for this CFP.

Question 5: Since it is requested to send one email, considering the large size of documents can we send more than one email or use WeTransfer?

Answer: You can send more than one email using the same required subject.

Question 6: The phases of Program P are vague in regards to what are the roles of the local partner and those of Promundo? for example phase 4.

Answer: For Phase 4, it is the NGO's responsibility to conduct the focus groups. For all phases, the NGO is the implementer and Promundo will be supervising, guiding and advising.

Question 7: Do we need to include any budget lines for Promundo?

Answer: No

Question 8: The training for the facilitators will be led by Promundo; should the proposed budget include the training fees and expenses for Promundo?

Answer: No, the NGO needs to allocate budget only for the expenses of the training for the 15 facilitators which include the venue, transportation and other costs and not for the fees or travel of Promundo's staff.

Question 9: In the implementation phase, where the facilitators will reach out for the beneficiaries, is there a percentage for male/female beneficiaries?

Answer: The percentage for beneficiaries will be 50/50 male/female. However, most of the sessions will be conducted with the men and some will be with couples and a few with women only.

Question 10: What about the facilitators? Is there a specific number related to their gender?

Answer: No.

Question 11: In case of partnership, only one budget will be submitted?

Answer: Yes, but indicate in the budget the allocated costs for the staff for each partner and the budget lines for each partner.

Question 12: The 15 facilitators should also be distributed among West Bank, Jerusalem and Gaza equally?

Answer: The maximum number of facilitators is 15 and their distribution depends on the distribution of beneficiaries in the 3 areas.

Question 14: For the West Bank, is there a focus on the south or the north?

Answer: This is up to the NGO; in the proposal the NGO should indicate their focus and then the final decision for the targeted areas will be done after selection of NGO.

Question 15: Should the NGO allocate budget for staff travelling from Gaza to Ramallah or vice versa?

Answer: Yes, also take into consideration that there could be trainings in 2 areas (WB and Gaza) for facilitators.

Question 16: If the NGO already has a study on marginalized areas and communities, could it be used and would such areas be targeted?

Answer: Of course.

Question 17: Is a media organization eligible to apply?

Answer: Proposals can be submitted by local non-governmental organization. Companies or non-for-profit companies are ineligible to apply. The applicant needs to demonstrate relevant experience in the required field and the adequate capacity to implement.

Question 18: What is meant by relevant data?

Answer: The M&E framework will be developed with Promundo, UN Women and the selected local organization. The local organization will be responsible for data collection using tools that are or will be developed by Promundo and UN Women. For indicators developed by the local organization, they need to develop the tools. The data which will be collected will include information for workshops/trainings/initiatives/knowledge products and others.

UN Women will provide the M&E tools except for the fatherhood camps, the NGO needs to develop the tools.

Question 19: If two organizations apply in partnership and the partner who is not the main applicant will assign an employee for the project, how can we make this clear in the budget especially that his/her salary will be paid by his/her organization?

Answer: UN Women will sign the agreement with the main applicant and transfer funds to the main applicant's bank account. The main applicant will then transfer the money to the partner, based on a financial report indicating all expenses and based on the MOU signed between the organizations. In the budget, it needs to include a separate budget line for the salary of each employee indicating the organization to whom the employee belongs.

For all payments, the main applicant needs to provide all supporting documents (for salaries it is required to provide the contract, the letter of assignment, timesheets, transfer of salary etc).

Question 20: Since part of the implementation will be in Gaza, then does the NGO need to have staff in Gaza?

Answer: The NGO needs to demonstrate that they have access to Gaza and can implement activities there; this could be by having a branch/field office in Gaza or by partnering with an NGO in Gaza.

Question 21: Would UN Women ask any questions or request clarifications from the applicants during the assessment process?

Answer: UN Women will not ask any questions or request clarifications from the applicants during the evaluation phase. However, once the evaluation committee finalizes the evaluation and based on it, recommends one potential candidate, UN Women could contact this candidate to seek clarifications on the proposal/budget and to conduct a capacity assessment. Then the case will be presented to LPAC for final approval and decision.

Question 22: If an NGO is a grantee from UN-Women, could they apply for this call or not?

Answer: Yes. The NGO could apply for this call as long as they can demonstrate that they have the management and financial capacities to implement and manage two grants. Also, they need to make sure the assigned staff for the two projects have the capacity and time to implement the activities without causing any conflict.