

**Call for Proposal (CfP) – Meeting for clarifications
8 January 2020 – UN Women Jordan Country Office**

Inquiries and clarification:

Q: Can UN Women share the templates and forms *separately* for all annexes?

A: No. All the templates and forms are available online.

Q: Does the organization need to be registered on UNGM?

A: No.

Q: How many proposals will UN Women grant?

A: There is no planned minimum or maximum number.

Q: How are the proposals evaluated?

A: Proposals are evaluated individually against the criteria in the CFP. Organizations will be informed by 1 April 2020 whether their proposals have passed technically and placed on UN Women's roster of potential partners for 2020.

Q: Do previous partnerships impact the selection of new proposals?

A: No.

Q: Will applicants receive a confirmation e-mail saying that their proposal was received?

A: No.

Q: Do legal documents listed in the capacity assessment Annex E need to be translated to English?

A: No.

Q: Can a consortium of organizations apply?

A: Yes. A proposal can list a group/consortium of organizations however one of the organizations must be the leading organization that will sign the partnership agreement with UN Women and will take on legal responsibility and liability.

Q: Can a proposal have co-applicants?

A: See above. There must be one leading organization that signs the partnership cooperation agreement with UN Women.

Q: Are both national and international non-governmental organizations eligible to apply?

A: Yes.

Q: How long does an organization need to be legally registered to apply?

A: Please refer to the CFP – 5 years.

Q: Does the organization have to have a dedicated staff to Monitoring and Evaluation (M&E)?

A: This would strengthen the proposal as a M&E plan is a requirement.

Q: Can a legally registered network of NGOs, without staff or office, apply?

A: In order to be eligible, a legally registered non-governmental organization must be in compliance with Annex B mandatory requirements, which includes an office.

Q: Can the organization send the documents through a file hosting platform (such as *Dropbox* or *WeTransfer*)?

A: No. All documents must be submitted via e-mail submission of proposal to the email address in the CFP.

Q: Can the applicant submit a hard copy version of the proposal?

A: No.

Q: Can the organization submit scanned documents via email?

A: Yes.

Q: Can the budget template be submitted in Excel format?

A: Both Word or Excel format of the template are accepted.

Q: Can the proposal exceed the maximum pages?

A: No.

Q: Should the organization sign and send the *proposal confirmation form* before submitting the proposal?

A: The *proposal confirmation form* can be signed and submitted before or together with the proposal.

Q: Can one proposal address multiple outcomes?

A: No.

Q: Can the organization submit a proposal for different outputs?

A: The organization can submit a proposal for one or more outputs only if the outputs are under the same outcome. If the organization wants to address different outcomes, they need to submit different proposals for each outcome.

Q: Can an organization submit more than one proposal under the same or different outcomes?

A: Yes.

Q: Is it possible that more than one proposal per organization is approved?

A: Yes.

Q: Does the proposal need to follow the CFP's outcomes and outputs in its expected results language?

A: Yes.

Q: What is the accepted timeframe for the proposals?

A: Maximum timeframe is 18 months - April 2020 to November 2021.

Q: Does the budget template need to be the same as in the CFP document?

A: Yes, the same template should be used but with additional detail on each relevant budget category. The budget submitted should be as detailed as possible with all relevant budget lines included.

Q: Are staff resumes mandatory?

A: Yes.

Q: Are proposals “bidding” their budgets against each other?

A: No.

Q: Can the organization include a budget narrative?

A: The organization can include a brief explanation of budget lines under the category column.

Q: Can activities take place outside Jordan (such as study tours, or dissemination activities)?

A: Yes.

Q: Can the proposal offer grants to women entrepreneurs/individuals to start their businesses?

A: Yes.

Q: Does the applicant need to address all three categories stated in “*Women participate in labour market through innovative partnerships and platforms with private sector, civil society and government*” (ref. to Outcome 2.2)?

A: No. The organization can design their proposal addressing one or more categories.

Q: Does the proposal need to name all the partners involved, such as small CBOs?

A: It is not mandatory, but clarity on details would likely strengthen the proposal.

Q: Can the budget pay for government personnel to implement the activities?

A: Incentives cannot be paid to government staff to conduct activities within their job description.

Q: Can the budget cover staff outside Jordan?

A: Only if they have a direct role to the implementation of the activities in the proposal.

Q: Can the budget cover the establishment of childcare centers for beneficiaries?

A: Yes.

Q: Can the proposal engage with the private sector?

A: Yes.

Q: Can the proposal cover cash-for-work activities?

A: Yes.

Q: Can the organization cover transportation costs for the beneficiaries to attend activities?

A: Yes.

Q: Is there a specific rule regarding sub-granting to organizations?

A: Sub-granting is allowed however the strategic role of each partner should be clearly stated in the proposal.

Q: Can the proposal provide cash to activists for advocacy campaigns?

A: Any expenditures claimed by the project must be accompanied by an invoice and supporting documentation.

Q: In the implementation plan, the column “responsible” refers to the individual responsible for the implementation of the activity or the organization?

A: The organization.

Q: Please, clarify the term “indirect costs” (ref. to Annex C - Component 6).

A: Indirect costs are administrative costs that do not directly support the project implementation. These are not eligible.

Q: Please, clarify the term “procurement manual” (ref. to Annex E).

A: “Procurement manual” refers to an organization’s internal procurement manual/policy/guidelines.

Q: Please, clarify “feedback received” in the statement “How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received”

A: UN Women and beneficiaries will share their feedback with the organization.

Q: Please, clarify the usage of “Arab States” in “Women’s economic empowerment in the Arab States region is enhanced (...)” (ref. to Output 2.1.3).

A: The TOR is based on UN Women’s Annual Work Plan (AWP) which includes some regional components.

Q: Please, clarify the section “Propose specific and measurable indicators which will form the basis for monitoring and evaluation” (ref. to Annex C – Component 2).

A: The monitoring and evaluation plan must include specific and measurable indicators aligned to the implementation plan.

Q: Please, clarify the requirement “Overview of the organizational capacity relevant to the proposed engagement with UN Women” (ref. to point 6 under Component 1 – Annex C)?

A: This should be a narrative description of relevant capacities of the organization, based on the capacity assessment documents listed in Annex E.

Q: Please, clarify the difference between “Description of the Technical Approach and Activities” (Component 3 – Annex C) and “Implementation Plan” (Component 4 – Annex C)?

A: Component 3 is the narrative description of the activities and component 4 is the workplan with a list of activities, responsible partners, and duration of each activity.

Q: Please, clarify if the term “empowerment of women” stated in Outcome 1 “Jordanian government and civil society assess progress on implementation of normative and policy framework on gender equality and empowerment of women and girls” is only economic empowerment?

A: This refers to empowerment in a broad sense and not restricted to economic empowerment.