

FAQ on CFP on UN Women Jordan Country Office's 2019 Annual Work Plan

Q: Is the call just for national NGOs or is the call also open to international NGOs?

A: The call is open to both national and international NGOS

Q: Can a for-profit company apply?

A: No

Q: Can a proposal cover two separate outcome areas and is there a maximum amount per proposal?

A: Each individual proposal cannot cover more than one outcome area and cannot exceed \$250,000. Whether it covers one output or multiple has no bearing on the maximum amount – either way the maximum amount for the proposal is \$250,000. Organisations can submit more than one proposal if they want to target more than one outcome area.

Q: Does a proposal have to address the outcome in full or could it target only one output?

A: A proposal does not need to cover an entire outcome. Organisations can decide whether to target the entire outcome or just one output.

Q: How many years of experience on those fields are necessary and where? In Jordan, in Middle East or in general?

A: The organisation applying would need to have been in operation for five years. It is not necessary that those years of operation are in a particular country or region.

Q: The CFP mentions that organisations would be awarded grants by 15 March 2019. Will the grants be signed on by this date?

A: UN Women plans to evaluate the proposals soon after the closing date and will start issuing successful grants once the processes are completed. This may take longer than 15 March 2019.

Q: Can a consortium of organisations apply?

A: Yes. Organisations can partner and submit a proposal. All the mandatory documents related to the document checklist included under Annex B2-5, would need to be provided for the lead organisation and UN Women will communicate directly with the lead organisation. The lead organisation will be responsible and accountable to UN Women for the implementation of the grant.

Q: Is there a format for submitting the proposal?

A: A template for proposal submission is included under Annex B2-3 of the CFP.

Q: Does each page of the proposal need to be signed and stamped?

A: No. The proposal does not need to be signed and stamped. The submission sheet (Annex B2-1) should be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract

Q: Will it be accepted if some of the registration documents are in Arabic?

A: It is fine if the registration documents are in Arabic. The proposal will need to be in English.

Q: We don't have a team in place yet, how do we share the CVs?

A: Organisations could share the CVs of the team that is already in the office and will be working with those recruited.

Q: What documents need to be submitted with the proposal?

A: In addition to the technical and financial proposal, organisations should submit a signed Annex B2-1, Annex B2-2, Annex B2-4 and documents listed under Annex B2-5.

Q: Can we partner with organisations that are not NGOs?

A: In line with their own procedures and rules, an organisation submitting a proposal can partner with other organisations including those that may not be NGOs. Details of those partnerships for implementation should be included within the proposal.

Q: We applied for the 2018 Call for Proposals and were informed our proposal was rostered. Do we need to apply for the new Call for Proposals to be considered in 2019 for partnership?

A: Yes, all organisations that applied previously need to apply for the new call if they want to be considered for new programme partnerships in 2019. UN Women will select 2019 partners based on this Call for Proposals on the 2019 Annual Work Plan (AWP).