

**Call for Proposals (CFP) for Civil Society Organizations
Partners for UN Women Yemen LEAP**

Clarifications for Applicants

(Arabic Questions & Answers below)

Q: Given the estimated contract start and end date, should the proposal reflect an implementation period of 9 Months, or can end of project date be changed and enable us to implement it for the duration of 12 Months?

A: The proposal should reflect an implementation period of around 9 months.

Q: Who are the target group for this project?

A: The target group consists of displaced women, and women who are otherwise marginalized and negatively affected by the conflict and/or COVID-19 impact.

Q: Could you please provide me with the names/location/information of the women's centers at the targeted locations?

A: The applicant is responsible for identifying pre-existing (temporary) women's centers they have access to and want to work with for the implementation of the relevant outputs and activities described in the CFP.

Q: Can we open new women's centers? Can we consider community centers or reproductive health centers as women's centers?

A: UN Women's CFP statement indicates that applicants should seek to strengthen existing women's centers. In case of proposing other similar types of existing centers, it is the responsibility of the applicant to ensure (and sufficiently demonstrate in the proposal) that the centers can meet necessary requirements for the creation of safe spaces for women and girls. Additionally, the centers need to be suitable to accommodate all the relevant protection and livelihoods activities as outlined in the CFP.

Q: Is there a coordination mechanism for existing women centers established to support partner coordination for this call?

A: Applicants may avail of their existing network, field presence and participation in sub-clusters to identify and partner with existing women's centers for this CFP.

Q: Are financial institution eligible to apply as potential partners in the project?

A: The CFP is for Civil Society Organizations as defined in the CFP document. This does not include any business or for-profit associations such as banks / financial institutions.

Q: Can a consortium of organizations apply?

A: Under this CFP it is allowed to submit a proposal based on partnerships with other organizations. However, one of the organizations must be the leading organization that would sign the partnership agreement with UN Women and take on legal responsibility and liability, as well as the overall responsibility for achieving the agreed project results. Note that subgrants can only be given to other eligible organizations (in line with the CSO definition in the CFP).

Q: Are International Organizations eligible to apply? Can they be the lead applicant? Can they be a co-applicant?

A: International non-governmental, non-profit organizations fall within the category of CSO and are allowed to apply for this CFP as lead or as a co-applicant.

Q: Regarding the SOP & training manual that was mentioned in the proposal, should they be submitted with the proposal?

A: No

Q: Can you please share the business needs analysis mentioned under Output 3.2?

A: The business needs analysis has not been completed yet. Please outline your overall approach for activities under output 3.2 in the proposal, leaving enough room to adapt the activity details at a later stage based on the business needs analysis and in consultation with UN Women.

Q: For the cash-based intervention, is this necessary to follow FSAC standards, i.e. food basket value and duration of support?

A: UN Women strives to work within humanitarian coordination mechanisms and standards. In your proposal, please follow standards to the extent possible, following your recommended approach within the limitations of the budget and timeframe.

Q: Can we submit more than one proposal (submitting separate proposals for individual locations)?

A: If covering multiple locations, please submit *one* proposal that lays out costs per location and provides separate implementation plans (one per location).

Q: Do we have to implement in all 3 governorates?

A: Applicants can choose to submit a proposal for only one location, or choose to cover two or all three locations/governorates.

Q: Are applicants expected to implement all the listed activities in a location targeted?

A: The applicant is expected to cover all the listed activities in each location targeted. For the hotline, only the partner with the best proposal for this activity will be asked to implement this component.

Q: Will any components be modified due to the impact of the conflict and/or Covid-19? How can we implement x activity within the current situation of economic hardship/conflict/Covid-19?

A: Please describe your recommended approach and what you consider achievable within the limitations of the current context as well as the project budget and timeline. Please identify anticipated contextual/environmental constraints and proposed ways to mitigate them in your overall approach and your proposal Risk Assessment.

Q: how can we provide a detailed implementation plan and activities for the awareness campaign without knowing the exact topic?

A: Please map out activities of an awareness raising strategy that may be the same regardless of the exact topic. The applicant may also use a suggested topic in the proposal based on the current situation and needs identified, but the topic will have to be confirmed and finalized following proposal selection.

Q: We work with a center that has an existing Committee. Do we still need to establish a new one?

A: If the women's center the applicant intends to work with has an existing committee similar to the one described in the CFP, there is no need to establish a new one. Please describe the existing committee composition, TOR and functioning in the proposal and proposed ways to improve the committee and its functioning if applicable.

Q: Do we have to have a permanent office in each location where we propose to implement? Can we manage the project from another location?

A: UN Women's CFP statement indicates that applicants need to have a permanent office within the location area. Please ensure that at least one of the applicants (lead or co-applicant) has a permanent office in the proposed governorate(s) of implementation.

Q: What do you mean by customer references? What should these references consist of?

A: Please provide us with relevant references from past or current donors. References should include some form of written evaluation or recommendation of the organization's past or current performance in implementing similar actions. Please also provide details that allow UN Women to follow-up and confirm authenticity of these references.

Q: Do we need to provide resumes of all staff working on this project?

A: Please provide resumes of key staff contributing to this project that best reflect the key experiences, skills and expertise your organization brings to this project.

Q: Do we have to submit all the required documentation for co-applicants as well as the lead applicant?

A: Please ensure all required documents are submitted for the lead applicant. For co-applicants, please provide a copy of their legal registration and enough information for UN Women to understand what key experience and expertise they bring to the project and to showcase their track record of quality and professionalism.

Q: The CFP states that in exceptional circumstances three (3) years of history registration may be accepted if it is fully justified. What might be a valid justification?

A: For UN Women's consideration, please indicate why you think your organization is uniquely suited and qualified to implement the action despite having fewer than 5 years (but a minimum of 3 years) of operation.

Q: Can you please provide us with the submission templates in Word version?

A: Word templates can be downloaded from: https://arabstates.unwomen.org/en/what-we-do/programme-implementation/partners-for-un-women-yemen-leap-cfp?fbclid=IwAR2VzQ_NJb4G5q_NUEnAOkdOw8oh6HXrohU_3lcD1tv4BRUrhRf7QIEeFvk

س: نريد التقديم للمشروع لكن هل من الضرورة التقديم باللغة الانجليزية؟

ج: للأسف تقديم المقترحات يجب ان يكون باللغة الإنجليزية فقط.

س: ماهي المعايير التي يجب توافرها في المؤسسة المقدمة؟

ج: المعايير الثمانية متوفرة في الجدول على صفحة 5 في ملف الإعلان عن طلب مقترحات.

س: هل يوجد محافظات محددده ليتم استهدافها؟

ج: جميع التفاصيل عن المناطق المطلوب استهدافها (وهي عدن – الحديدة – حضرموت) موجودة في الرابط المرسل.