**Questions on UN Women’s Call for Proposal**

1) Are we restricted to the timeframe and the target number (250 women) mentioned in the proposal based on the output we will choose? Or are we eligible to choose the timeframe that we are comfortable with? If the second applies, does the target number of women/timeframe have a specific maximum and minimum?

Regarding the timeframe, the maximum timeframe is indicated in the proposal (usually not longer than a year, due to our funding modalities), however proposals can have shorter durations.

Yes, the targets can be lower than the indicative target, UN Women will compare based on the unit cost per target and depending on the suggested interventions.  
  
2) Can we apply the proposal to fund an existing project which we are planning to evolve and develop, and which goes in line with the outputs of the proposal?

Yes, organization are allowed to apply for funding for already existing projects, as long as the proposal clearly responds to the services required in this Call for Proposal.   
  
3) One of the outputs states "moving away from traditional areas of women's areas". May I know what we mean exactly by traditional? Or what areas are considered traditional?

When taking about “Traditional areas of women’s work”, UN Women refers to areas of work that are traditionally dominated by women (and often underpaid), like cooking, sewing or activities related to care economy. However, this does not mean that these trainings can’t be included, though UN Women is encouraging partners to think outside the box and to include trainings that are both requested from the market as well as empowering for women.   
  
4) Regarding Annex B-4, certain mandatory documents for the proposal are unavailable currently at our organization or are available/agreed on verbally. Examples of the documents are the anti-fraud policy-SEA policy-templates of the solicitation documents for procurements of goods/services. What do we do in this case? Should we have them written? If so, how can we adapt to certain policies such as the SEA protocol? I would be grateful if I can know more details about it.

For now, organizations just need to respond to the requested questions indicating which documents are available. If the organization has not yet a written anti-fault or SEA policy, the organization is still able to apply for the call but should indicate in the document that such policy is not available. If the organization is selected such policies need to be developed/ put in place.

5) Is this call open to individuals?

No, the call is only open for Civil Society Organizations including NGOs, Academic Institutions and Registered Community Based Organizations.

6) Regarding the accreditation of the certificates in output 1.1.1, it is enough for the trainer to be accredited? so the Beneficiaries will be considered accredited? or they should receive the accreditation from a third party (specialized in the chosen skill)?

Ideally, the beneficiaries should receive certificates that are handed out by accredited institutions to enable women to get formally recognized certificates. However, it is not an eliminating criteria and proposals can also include trainings of accredited trainers, without involving third parties.

7) Is it possible to share with us the "TOR" specific for this call

The description of required services/ results can be found on pages 3 – 6, there is no separate ToR available.

8) Is it possible to get the mandatory templates for the preparation of the proposal   
required by UN Women.

The mandatory templates are included in the call for proposal – Annex B-1 - 4 (page 8 and 13 - 20). A separate word document that includes all the templates has been uploaded.

9) Are organizations that have an ongoing agreement with UN Women in Lebanon eligible to apply for the call for proposal?

Yes, organizations that are current partners of UN Women are eligible to apply.

10) Are organizations that have been operating for less than five years eligible to apply?

No, it is a mandatory requirement to have been operating for at least five (5) years (for lead applicants). Organizations that are eligible to apply can sub-contract others after approval from UN Women.

1. WPS: Does the call mean full exclusion of male peacebuilders or could it be a mixed group with women taking on the lead or even contributing role?

Women only or mixed, as long as the objective is around gender equality and women’s rights and peace and security.

1. WPS: The call mentions “established and trained women’s mediation groups and networks in Lebanon.” Is there a specific group that are pre-identified with UN-Women or is it meant to refer to building on an existing group/committees of women that the program will identify as peacebuilders within the selected communities?

The project should support members of existing local mediation networks, women leaders and independent mediators to form a larger national network of mediators from different regions of the country. UN Women will connect organization with them for implementation.

1. WPS: What is meant exactly by 12 communities? Is it referring to 12 municipalities/villages?

Yes, or larger groupings (e.g. a number of municipalities together)

1. WPS: Is there any restriction and/or preference related to nationality distribution of the selected peacebuilders?

No. Currently those we work with are mostly Palestinian and Lebanese.

1. WPS: Is there a specific kind of conflict or tension driver that the proposed program is expected to focus on? No. Is there an interest in challenging gender norms around the role of women in communal mediation?

Yes, though not as the only objective. Work should also aim to target an identified community tension.

1. Is there a more detailed description on the work of “Social Norms work – to engage men and women in issues of gender equality” (mentioned in the introduction)?

“Social Norms work – to engage men and women in issues of gender equality” is not part of this call. It is just mentioned in the description of the overall work of the UN Women office in Lebanon.

1. We understand that the target beneficiaries can include both Lebanese and refugee populations. Can you please clarify if there is an expectation or preferred ratio between these two groups or among different refugee populations?

UN Women encourages organization to target both Lebanese and refugee population. However, it is not an obligation and there is no set percentage. Applicants should include their suggestions.

Advised to be 60% Lebanese, 40 % refugees but other suggested percentages would be also considered depending on the outreach of the applicant.

1. Can an organization apply without having a bank account, using personal accounts for the bank transfer?

UN Women is not able to transfer funds that are intended for legal entity to a personal account. The lead organization needs to have a bank account in Lebanon.

1. Is estimated envelope of 50,000 to 400,000 USD is a total for all thematic areas or per thematic area/outcome? b) is there any preference/indication of the budget range per output (ex. estimated budget per each output under Outcome 1.1)?

The estimated enveloped is per proposal/ agreement (not based on all the thematic areas). There is no indication of the budget range per output, it is up to each organization to decide and come up with the financial proposal.

1. Can one entity submit more than one proposal both as a lead and as a co-applicant and if so, can more than one proposal be submitted under one of the thematic objectives/outcomes?

Yes, entities can apply with more than one proposal (as well under the same thematic area).

1. does UN Women have a targeting/vulnerability criteria preference with regards to the beneficiary selection? Does this programme (WEE in particular) put a specific emphasis on the vulnerability as an entry point to the beneficiary selection?

It is up to the applicants to decide on the targeting/ vulnerability criteria with regards to the beneficiary selection (with an emphasis on vulnerability). A clear description on the rationale behind the targeting in narrative proposal is highly encouraged.

1. Is it possible to apply for only one of the areas of intervention (for example Women’s Economic Empowerment) without applying for the other two areas?

Yes, organizations can apply for specific areas/ outputs/ activities under the CfP and do not need to cover all the areas in their proposals. One organization can for example propose a project on Women;s Economic Empowerment only, without adding any activities on Women, Peace and Security or Political Participation.

1. Within one area of intervention can organizations choose from the given set of outputs and activities?

Yes, organizations can choose one or more activities/ outputs.

1. Geographic scope of the intervention - Is it possible for proponents to apply to any one of these areas or the proposed project should entail all of these areas collectively?

Proposals can target any of the listed locations and do not need to target all of them collectively for each the proposal. Organizations should choose locations that fits best with their proposed project.

1. I would like to inquire about the mandatory criterium of having an audit report to be eligible to apply for the UN Women's CFP "Women's Economic Empowerment, Women Peace and Security and Women's Political Participation). Is it possible that we provide a spot check report for some of our projects done by the donor’s audit firm?

Yes, this is acceptable.

1. Can UN Women give some clarification about the intended mechanism of the award?  We note point 14.1 “Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract.”  Please confirm if the award will be in the form of a fixed fee contract or other mechanism, the payment schedule, and any requirements around milestones or reporting linked to payment.

A partner agreement will be signed between UN Women and the selected organization. This Partner Agreement will include: (1) a detailed description of the work to be provided; (2) a detailed description of the parties’ responsibilities; (3) the expected outputs and outcomes; (4) the work plan; (5) the budget; and, (6) the installment schedule setting out schedule of proposed payments to the Partner.

1. If the topic we chose is the WEE, are we obliged to work in parallel on the topic of GBV? Or are these two topics are divided?

Organizations are nor obliged to work on both activities. Organizations can apply for one or multiple activities (they can apply for WEE solely or for WEE and GBV together).

1. If we want to work in consortium with another NGO, is the latter obliged to be from the same area?

This decision should be taken by the applicants.

1. In case we are working on WEE project, are we obliged to include in the beneficiaries LGBTIQ, disabled and migrant women?

It is not an obligation, but it is encouraged.

1. Are International NGOs eligible to apply?

Yes, INGOs are eligible to apply.

1. Under the area 3. women's political participation, it's written "Outreach to all political parties and groups to raise attention of support offered, to ensure no bias in support provided and that assistance is available for all." Does it mean that, if we decide to offer training on campaigning, media engagement, etc. we need to advertise it to all political parties? We cannot do any activity tackling a few political parties and not all of them?

Yes, this is correct. We are unable to offer support to certain parties while excluding others. Some parties might not want to receive the support, however initial contact would have to be equal for all parties and political actors.

1. Under the Mandatory requirements/pre-qualification criteria: 1.1. says that the applicants need to provide at least two customer references, does this mean two beneficiaries?

No, this is not related to beneficiaries. This refers to other donors/ organizations you have worked with, where you have implemented a similar project or similar activities to the one you are proposing under this call for proposal.

1. 1.5. says that proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP. Does this mean a visit to the project location?

Yes, during the capacity assessment UN Women might ask to see a project location one of the applicant’s projects.

1. As for the time frame, it is mentioned one year for the output 1.1.3, and it is also mentioned that partnerships may begin immediately or later in the year. Does this mean that we can apply for a project that start from Sep 2021 – Sep 2022?

This will depend on the proposal and needs from UN Women and details will be discussed after all proposals have been received and reviewed. However, applicants should be able to immediately start the proposed activities (in case they are being selected).

1. Do we need to submit Annex B-3 for all the members that will be involved in the project or only the key staff?

All staff involved in the project should be included here.

1. How long can be the duration of the proposal.

The duration of the project is indicated in the call for proposal under each output.

1. All nationalities are targeted?! Like Palestinian women?!

Yes, all nationalities can be targeted – including Lebanese, refugees as well migrant women.

1. Under the Output 1.1.1: "Skills training and education support is provided for women (Lebanese and refugees) to enhance employability and empowerment", the activity listed is "Offer high quality accredited skills development and educational programs". Could you please clarify what the CFP means by "accredited"? Does it mean that programs need to be provided by experts or that they need to be accredited and if so, what type of accreditation is expected?

By accreditation we mean that beneficiaries receive certificates from accredited organizations, centers or experts. We would like to engage with accredited training centers, to ensure that beneficiaries receive official accreditation wherever possible. If this is not possible, accredited experts providing the training would be a second option.

1. The ToR mentions a target of 12 communities to be reached under Area 2 on WPS with no indication as to profile of communities. Can provide more information on what you mean by ‘communities’ – i.e. geographic, nationality, or simply 12 mixed groups? Are those groups to be formed and its members identified by the proponent or by UNW? And how many members do you envision would be part of each community group?

Please see above Q 11- 14.

1. Will dialogue and mediation support also be given to UN Women’s already established local women networks in the South and Palestinian Camps?

Please see above Q 12

1. Given the COVID situation we will likely propose a blended online/offline approach. But would like clarity on whether costs related to COVID-19 preventive measures would be eligible under the ‘Support Costs’ budget heading, in particular costs of PCR tests for team members and trainers would be on the field.

Yes, costs that are closely linked to the activities can be included in the budget.

1. We are aware that the fourth focus area mentioned in the Introduction section – around shifting social norms and engaging men towards gender equality – is not an area you are accepting bids for in this ToR. However, it would be interesting and quite relevant to incorporate this into the dialogue and mediation activities. Would you consider this an added value to Area 2 on WPS?

The decision on how the dialogue and mediation activities are organized should be taken by the applicants and described in the proposals.

1. In the list of mandatory documents for the capacity assessment you mention ‘List of Banks’ – can you advise on the level of information we would need to provide? i.e. is it only a list of bank names we deal with or bank account details are also required?

A list of bank names is sufficient.

1. **Annex B-1** Mandatory requirements/pre-qualification criteria. Since it is specified that we are to include 2 references in 1.1, we would like to inquire concerning **who** is to fill the Annex table, are we to fill it, being the responsible organization, or are our references to fill it out?

The table should be filled out by the applicant. Under 1.1 the applicant should add 2 references that UN Women can contact in order to reserve information on the implementation of similar projects.

1. Please clarify if it is to be sent physically or by email or both.

The proposal and all the annexes should be sent by email only.

1. Under Area 1, outcome 1, output 1.1.3, What activities could be included under protection services? Could we include case management services? Could we include emergency cash and protection cash assistance under protection services as well?

This decision should be taken by the applicants.

1. As for the WEE work to be implemented in parallel to protection services, should all stated activities be implemented, or can the organization select some of the activities?

Organizations can decide which of the activities they include in their proposal.

1. The target states a total of 250 women, will this target be the cumulative of the output? How will the target be counted in regard to beneficiaries that are benefitting from multiple services?

The target of 250 women is related to each of the outputs. If an organization is planning to work under 1.1.1 (skills training) and 1.1.3 (protection services), 250 women need to receive skills and development training and 250 women protection services (is could include different types of services).

1. Is there a specific percentage of budget that should not be exceeded for staff?

No there is no specific percentage.

1. Are the locations in Beirut and Mount Lebanon limited to the two areas stated in the call? Karantina and bourj hammoud? Or could we target other areas affected by the blast as well? (including dawra, Ashrafiyeh etc.)

CfP is not limited to these areas. Applicants can also propose to work in other locations.

1. Does the legal registration, rules of governance and audit financial reports of last 3 years need to be translated from Arabic to English?

No, the documents can be submitted in original language.

1. The indicative targets mentioned, are they per area or the total for all the areas covered in the activity?

Targets are per activity.

1. The expenditure categories in the budget are too generic, should we provide more detailed divisions?

No, for now the template of the call for proposal should be used.

1. If we will be hiring new staff to carry out the proposed activities, what can we include in annex B-3?

Yes, however, please indicate that the person is not yet working with you and would potentially be hired for this project.

1. Does legal aid include the Identification of cases and referring them to other NGOs providing the legal services?

This decision should be taken by the applicant.

1. Could you please clarify your classification / qualification of “CSOs” that are permitted to participate in this call for proposals? Are corporations in research qualified to participate?

UN Women’s definition of the Civil Society Organization: CSO means Non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. CSO includes but are not limited to community-based organizations (CBOs), nongovernmental organizations (NGOs), youth-led organizations, LGBTI organizations, faith-based organizations and Academic Institutions but the CSO definition does not include business or for-profit associations.

1. What is the appetite / degree of interest of UN Women to receive proposals that recommend that a portion of the budget be invested in high quality qualitative / quantitative blended methods research so that ultimate impact objectives are achieved?

This decision should be taken by the applicant.

1. To what extent will the participating organization(s) have programmatic control over the program(s) /initiative(s) that is /are designed?

If selected, the design of the project will be based on the project proposal. However, small changes to the project can be made after the selection based on discussion between the applicant and UN Women.

1. Can the designed program(s) / initiative(s) reach out for further funding from additional donors and/ or through PPPs should the allocated UN Women budget be insufficient? What are the limitations/ terms & conditions that would apply in such a situation?

Yes, organizations can reach out to other donors for additional funding on the same project. However, it needs to be clearly indicated which part of the project and results are linked to UN Women’s funding.

1. Is there a specific font size and spacing for the narrative proposal?

No.

1. Does the submission date: 15 February 2021 Time: 12 am, mean February the 14th by 11:59 pm?

No, it means 11:59 on February 15th.

1. Should our proposed activities focus on both, employability and business development (BD), or is it ok to just focus on BD?

This decision should be taken by the applicant.

1. Should our proposed activities target all the mentioned geographic locations or is it ok to just select a few?

It is ok to just select some of the indicated locations.

1. Is it possible to target women cooperatives for this project including this number of women?

Targeting women cooperatives can definitely be part of the project, the number of cooperatives should be an indicative target by itself, if these women in the cooperatives would be also subject to vocational trainings, then the number of these women can be incorporated in the overall indicative target.

1. Is it possible to target and run the project only in 3 geographical areas out of 5?

Yes!

1. What are the minimum hours of vocational training required in this project?

No minimum hours are specified, the number of hours should depend on the knowledge to be provided and the type and topic of the training.

1. Do we have to include the output 1.1.3 activities in our technical approach?

No, applicants can decide with activities or outputs they include in their proposals.

1. Can an organisation be the lead on one proposal and be part of another as a partner? So effectively be on two proposals?

Yes.

1. Can we submit a proposal with the maximum budget of 400,000 USD if only focusing on area 1?

Yes.

1. Can you define micro-enterprise? Are nano-businesses and small/ medium businesses discarded

For the definition of micro-businesses, please refer to the *Lebanon SME Strategy: A Roadmap to 2020.* Nano-businesses and small and medium businesses can also be included.

1. Can you define sustainable employment? Is there a specific amount of time?

There is no set timeframe, however, it is important that the beneficiaries stay employed after the end of UN Women’s support.

1. Can we pay the women's transportation fees? for example 5$ per session?

Yes, transportation costs can be included in the budget.

76) Can we include the salaries for the project manager and coordinators in the proposal?

Yes, all project costs should be included in the proposal

78) What is the exchange currency that should be used during filling the budget due to the current situation (where it is requested to write the budget in the local currency?

Please use the 3950 rate.

79) Regarding the staff resume in Annex B-3, do you require all the management, coordinators, and trainers? and what if we had to do some changes if the proposal was accepted?

Please include all relevant staff in the applicant. However, changes can be made in discussion with UN Women after the proposal was accepted.

80) Do these annexes need to be submitted separately (as a separate document file)?

Annexes can be submitted separately or all in one document.

81) In light of further potential COVID-19 restrictions, should the vocational training courses be implemented fully remotely, would the purchase of equipment (tablets) for beneficiaries attending the courses be considered eligible costs?

Yes, costs for equipment for beneficiaries can be included.

82) Concerning the page limit in the proposal description Annex-B2, it is indicated that the 'description of technical approaches and activities' has a max. 2.5 pages limit however in our proposal we are tackling 3 outputs which requires more space for presentation and explanation of activities. Would an increase in page number negatively affect our proposal? if so, how do you suggest we go about it?

It is fine if the proposal is a bit longer than 2.5 pages. However, organizations should try to stick as much as possible to the indicated page limits.

83) It is mentioned only under Area 1/ Output 1.1.1 and Output 1.1.2 that services' target includes LGBTIQ+ individuals. Is this target group also included under Output 1.1.3 (*Output: 1.1.3 Women and girls are supported with essential protection services, including to respond to increased needs as a result of the COVID-19 pandemic*)?

This also counts for Output 1.1.3.

84) Some legal documents (Annex B-4) are required. Can you please clarify if these documents are also required from our partner?

No, the documents, need to only be submitted by the lead applicant.

85) If we will be hiring new staff (we will do the recruitment process from 0) to carry out the proposed activities, what can we include in annex B-3?

Please share the ToR of the profile to be hired and include CVs of managers who will oversee the project

86) It’s mentioned that the NGO can submit one or many proposal, the budget would be a maximum of 400,000 USD per proposal or per NGO?

Per proposal.