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EU-Moldova: Stronger Together

Strengthened Gender Action in Cahul
and Ungheni districts



This project is co-funded and
implemented by UN Women

Call for Proposal (CFP) to implement local actions that promote gender equality and women's human rights in the framework of the European Union funded project "Strengthened gender action in Cahul and Ungheni districts"

**Clarifications Questions and Answers
(as of July 14, 2020)**

1. Question: Can an organization submit more proposals, for more than one Output?

Answer: Yes. An organization can submit several proposals, one per each of the outputs, however only one Agreement on one output will be signed with one organization, if selected.

2. Question: Can a project proposal include interventions covering different Outputs set in the CFP?

Answer: The project proposals must clearly indicate under which output the application is classified. One proposal can cover only one Output. While the type of actions a Partner proposes to implement can relate to the other Outputs of the CFP, the proposal must be tailored to achieve the one output it intends to tackle.

3. Question: Can one organization participate under this CFP as leading organization in one proposal and as a partner organization in another proposal?

Answer: Yes. It is allowed for a CSO to participate in more proposals, either as main applicant or as partner organization.

4. Question: If we apply as a consortium, what will be the relation between the main applicant and the partner? How the partnership should be formalized?

Answer: The proponents may use sub-partners to partially perform the work under the possible Agreement. The proponent (future UN Women Partner) shall at all times be responsible and liable for the performance of its sub-partners as if the Partner had performed the work itself and the Partner shall always remain responsible for performing the Work and achieving the Result. The Partner shall select any sub-partner in accordance with its own financial regulations, rules and procedures to the extent that they are determined to be appropriate by UN Women. No provision in the agreements between the Partner and its sub-partner shall constitute a contractual bond between UN Women and the sub-partner. The Partner shall ensure that each sub-partner agrees in writing to be bound by [the terms and conditions](#) of the Agreement relevant to the portion of the Work to be performed by such sub-partner.

5. Question: The CFP mentions that local women's initiatives can be supported. Is sub-granting allowed?



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Answer: Sub-granting in UN Women terms is not allowed, but financial support to women's initiative groups, local NGOs are allowed in order to complement main applicant's expertise, outreach capacity and build the capacities of grassroots organizations in the two districts. In UN Women terms this is called sub-partnering or sub-contracting. Please refer to the terms and conditions, article 3.4. The main difference of sub-granting in UN Women terms is that funds offered as grants are reported as expenses at the moment of transfer and are not recorded as advance that have to be reported on. Accordingly, the financial support that the Partner would offer to other organizations should be also managed as an advance and reported as expense only after the activities are implemented.

The sub-partnerships can be formalized and presented with the proposal submitted and/or can be established during the implementation for specific activity(ies). Partners may be CSOs, but also community-based groups/organizations, individuals, academic institutions or other. Partnerships/Consortiums with local civil society from Cahul and/or Ungheni districts are compulsory for the national NGOs competing under this Call.

6. Question: Can LPA representatives be included as beneficiaries in the proposals to be submitted under this CfP?

Answer: The activities should be undertaken in cooperation with the local authorities. Members of the LPA (mayor, local councilors, secretary of the council, other public servants) can participate in the activities of the CSOs as beneficiaries (in trainings, joint meetings with the public, joint local initiatives with local change agents, activities that build trust between women-LPAs, etc.).

7. Question: If a proposal involves activities in both Cahul and Ungheni districts, is it necessary to have partner organizations from both districts or it is enough to have a partner only from one region?

Answer: More local partners engaged represents an advantage in the evaluation process. If the project covers two districts, we highly encourage to have at least one local partner per district. Also, sub-partnering, sub-contracting small local CSOs, members of civil society/ initiative groups from the 12 partner localities it is highly encouraged.

8. Question: Are there any established indicators that need to be achieved? Or CSOs should propose their own project indicators?

Answer: The activities described under the Outputs presented in the CfP are accompanied by certain indicators that UN Women would like to reach. If you come up with activities that cannot be measured with the proposed indicators, you can develop new quantitative and qualitative indicators.

9. Question: Is the list of mandatory documents for the project proposal mandatory for all partner organizations or only for the leading organization?

Answer: The application should be submitted by one CSO acting as the main applicant. Thus, all the mandatory documents refer to the main applicant only. The main applicant shall



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select any sub-partner in accordance with its own financial regulations, rules, and procedures. However, UN Women has the right to request additional information about the sub-partners.

10. Question: Are all the documents stipulated to be presented with the proposal mandatory? Some CSO's have no specific Anti-Fraud policy, Internal Control Framework standalone document, procurement manual, but have some provisions in the Statute.

All the documents indicated as mandatory to be submitted with the proposal must be presented, either as separated documents or as provisions of the Statute/ other internal policies. These requirements are developed to ensure that UN Women selects partners that have sufficient organizational capacity to implement activities at the level required by UN women and the donor. Organizations that cannot meet the criteria set by the CfP can participate in the Call as sub-partners for main applicants that meet the mandatory requirements.

11. Question: What is the Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST / SGB / 2003/13, mandatory required in Annex B-4?

Answer: The organization must have a policy or internal procedure that describes the measures to prevent sexual abuse and/or to address the cases if they happen. UN Women can provide informational support or share templates of provisions that such a policy must contain. It does not have to be a big policy, but at least specific provisions on Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST / SGB / 2003/13 must be included in CSO's internal documents. Selected Partners will be able to benefit from more informational and methodological support from UN women to improve the internal policy and procedure. Since all the organizations work to promote gender equality, eliminate violence against women and girls, prevent abuse, then all must have these aspects included in the internal regulations and documents, as well as in the activities to be undertaken.

12. Question: Is the Audit report for the last three years mandatory?

Yes, it is mandatory, as listed in Annex B-4.

13. Question: Past reports to clients/donors for last 3 years is not indicated to be mandatory. Do we have to present them? Can we present them as web links?

Yes. Narrative and financial reports are welcome, as they will add more value to the proposal and offer a good view of organization's operational and programmatic activities. Web links to original reports/publications of the proponent are acceptable.

14. Question: Can one CSO submit the application in several email messages due to the large volume of the information to be provided?



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Answer: Yes, it is possible to send several messages named accordingly to be clear they are part of the same application.

15. Question: We have only the Romanian version of some documents requested. Do they count?

Answer: The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

16. Question: What kind of documents UN Women signs with the selected partners?

Answer: The organization that will pass all the evaluation stages and will be selected as UN Women partner, will sign a Partner Agreement with the UN Women. The partner Agreement contains sections on general responsibilities of the partner and of UN Women; provisions in relation to sexual exploitation and abuse; in relation to fraud; on fund requests; administration of funds and property; record keeping/accounting system; reporting requirements; completion of the work. General Conditions of the Agreement can be found here: https://sc.undp.md/tndgetp_doc/8004

17. Question: In parallel with UN Women, UNICEF has also launched a call for proposals and some areas of intervention are common, the terms of application are similar. How these two programs interact and what are the differences between them?

Answer: UNICEF announced a Call for Expression of Interest in the framework of the same EVA project. That Call is focused on preventing and combating violence against children. You can participate in both Calls and are eligible to partner with both UN agencies in parallel, provided the organization has sufficient resources and capacities to do it.

18. Question: Does contingency/incidentals exists as a budget category?

Answer: The budget template included in the CfP has the category named "incidentals", which refer to unplanned costs that are also called "contingency". However, it is recommended to keep this category as small as possible.

Also, the budget includes the category "support costs", which should not exceed 7% of eligible direct costs and would absorb most of indirect costs that are incurred by the Partner to implement project proposal activities. As a rule, these expenses cannot be easily connected or traced to implementation of the proposal, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization, as well as cost for support staff, office space and equipment that are not Direct Costs. UN Women will



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reimburse the Partner a flat rate of 7% from eligible incurred costs and there is no need to report on how the funds under “support costs” have been used.

19. Question: We would like to know if the project allows to include office rent and administrative costs, salaries for the staff related to the project? If yes, which is the overall percentage?

Answer: The applicant is allowed to include in the budget administrative and HR costs as share of the total amount of the organization’s costs based on the market prices as part of project implementation related costs (Other costs). There is no specific %. If the costs are needed to implement the activities, these should be demonstrated in the proposal. The costs that are not directly linked to implementation can be covered from the “support costs” category as explained in question 18.