

Questions Received and Answers

Invitation for the call for proposals for the ACT Global Civil Society Platform on Ending Violence
Against Women and Girls

Section I- Q&A for the period between June 13, 2024, to June 16, 2024

Question 1:

We have a few questions that we hope you can answer (or address during the pre-proposal conference). We are preparing a proposal in consortium with two other organizations.

1. Does UN Women expect all three consortium partners to fill out Annex B-1, B-2 (in terms of signatures from each organization), B-3, and B-4, or only the lead partner?
2. Moreover, in Annex B-4, it is not exactly clear what is meant by “Rules of governance of the organization”. Could you please explain?
3. Our last question relates to UN Women’s role as a strategic partner and co-convenor of the ACT Platform. We are curious to hear a bit more about this and would like to know how many staff from UN Women would be involved, and in what capacity?

Answer 1:

- 1) Only the lead partner in the consortium is required to fill the Annexes of Call for Proposals.
- 2) Further, “Rules of governance of the organization” in Annex B-4 can include constitutions of the organization, detailed regulations, policies, protocols of the organization which regulates the organization's internal management, conduct and responsibilities of its board members and staff.
- 3) Initially, UN Women will serve as a strategic partner to the ACT CSO Platform along with the ACT Programme’s Civil Society Steering Committee. UN Women will provide incubation support to the ACT CSO Platform, while it sets up operations and develops its shared advocacy agenda and work plan. The primary role of UN Women is to facilitate dialogue and collaboration with high-level decisionmakers, other multi-stakeholder platforms, and support with strategic communications and resource mobilization for the sustainability of the platform. The UN Women ACT Programme Team (2 staff members will be directly supporting the Platform and will engage other colleagues as required).

Question 2:

1. Our consortium is composed of many NGOs, and we would like two NGOs to lead the process. You say that only one would be the responsible party. We could nominate one, but then could we decide together everything and divide the responsibilities among us? What do you suggest? Because we will work 50/50 in everything.
2. When you are asking a proposal should we present a plan for the whole \$830,000 USD budget to be distributed among NGOs all over the world or only the cost of our work and the advocacy training,

advocacy participation at global meetings and our media campaigns in 4 languages? Because you say that the cheapest proposal is better... but we want to distribute the whole.

3. We have received in Spanish, another call for a regional (LAC) ACT proposal. What is the relation between this global call and the regional call? Are they different or are they the same?

Answer 2:

- 1) Yes, one NGO should be named as the responsible party. Parties can internally decide and deliberate on responsibilities. However, the Responsible Party should satisfy the mandatory requirements/ pre-qualification criteria and the capacity assessment requirements (Annex B-1 and B-4: of the Call for Proposal). In the case of consortia proposals, the lead proponent /responsible party can distribute funds to the sub-partners that are named in the proposal. The responsible party cannot outsource all the activities and funds. Some of the activities must be implemented by the responsible party.
- 2) The proposed budget should cover how the party intends to achieve the goals in the proposal. \$830,000 USD is the amount available for this project and the proposed budget should be for the full amount. Financial proposals should be made in accordance with the principles in **component 6 of Annex B-2 the CFP**. It should be noted that the proposal and budget can include grant-making activities to support other women's rights organizations, but this is not compulsory. If a grant making component is included in the proposal, please add a field for grants in the budget and please note that, up to 50% of the budget may be used for this purpose and not more than 25% of the partner agreement value can be issued per individual grant.
- 3) The global call for proposals is different to the regional proposals. There have been 3 regional proposals launched (2 in Africa and one in Latin America). The Latin America CFP is the only one that remains open. The link to the Latin America CFP can be accessed [here](#).

Section II- Q&A for the period between June 17, 2024, to June 28, 2024

Question 1:

Dear Global ACT team, thank you so much for the informative webinar and Q&A session just now. I had one last question for you, regarding the audited statements that we need to provide for 2021, 2022 and 2023. The lead organization in our application does not have its audited statement for 2023 yet – we had some delays with our auditors, and they have now informed us that it will only be finalized in the beginning of November. Is this going to be a problem?

Answer 1:

It would be ideal if you could arrange the audited statements within the stipulated deadline. However, if it is not possible, request you to consider attaching the unaudited statements.

Question 2:

In Annex 1 there is a question- “Does the proponent have a permanent office within the location area?”. What does location area refer to here? Location of the project implementation or location of the organization’s base?

Answer 2:

It refers to the location of the organization’s base.

Question 3:

Our organization is in the process of setting up a consortium for the Advocacy, Coalition Building, and Transformative Feminist Action (ACT) Global Civil Society Platform on Ending Violence Against Women and Girls call for proposals.

We have reached out to several organisations. We know that with our experience of working with frontline groups and our vast network of CSOs across Africa, we can bring valuable experience and resources to this consortium and the ACT platform. We are sending this email to enquire whether this approach is the right direction for us to take, as we are committed to spending as much of our resources as possible on frontline women's organizations.

Answer 3:

Yes, women's rights organizations/networks are encouraged to collaborate as part of a consortium. If applying as a consortium, it is anticipated that consortium partners will bring complementary areas of expertise and experience, including advocacy, communication, policy analysis focused on ending violence against women comprehensively (i.e., not just one form of violence). Please note that in the case of a consortium the proposal must designate a lead organization that meets all the minimum requirements outlined in Annex B-1 of the call for proposals. The lead partner also needs to be involved in implementing some of the programme, must be a civil society organization/women’s rights organization and must have some prior experience of working on ending violence against women.

Question 4

Following on from your call to provide information on the call for the global civil society platform, I am writing to enquire whether organizations who are registered as a social enterprise may be a lead organization?

Answer 4:

Our partner engagement processes do not currently permit the engagement of social enterprise organizations. We can only engage with civil society, universities and government /regional bodies or institutions under the procedure. As such, social enterprises cannot be a lead organization however they could be part of a consortium and receive funds through the lead partner who could sub-contract a social enterprise to deliver certain services/activities under the agreement.

Section III- Q&A for the period between June 29, 2024, to July 01, 2024

Question 1:

"Direct operational costs (like proportional public service (proportional electric energy, water, phone, cellular phones, internet, proportional office rent ...) are included in support costs or are other costs? Indirect costs like bank accounting costs? or external accounting and financial audit are support costs? or other costs? There is a limit for one or the other?"

Answer 1:

“Support Costs” mean those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, overhead costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs. Costs such as proportional public services (e.g., electricity, water, phone, cellular phones, internet) are typically considered part of support costs, as they contribute to the normal functioning of the organization or business. Indirect costs like bank and external accounting fees are also generally categorized as support costs, as they facilitate the operational efficiency and compliance of the organization.

Please refer to Component 6 of the CFP for the limits: (i) *“If the partner has a Support Cost Policy that specifies a rate, the partner can include this rate to not exceed a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower.”* (ii) *If the Partner does not have a Support Cost Policy, the partner must provide a break-down of support costs (not exceeding a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower).”*

Question 2:

In Annex B 2 when you ask to confirm in questions 7, 8, 9 and 10...we don’t understand if the right question is Yes or NO. Confirm means put YES because we have not failed or put NO?

Answer 2:

To clarify, when confirming questions 7, 8, 9, and 10 in Annex B 2, please note that "confirm" indicates that the answer should be "YES" if you comply with the requirement.

For example, on question 7 in Annex B-2, when confirming whether officials have received or will be offered any direct or indirect benefits arising from this CFP or resulting contracts by the proponent, its subcontractors, or sub-partners, please note that "confirm" means to affirm that no such benefits have been provided. Therefore, in response to this question, the appropriate answer is "YES" to confirm compliance with this requirement.

Question 3:

In terms of the budget spending over the 2 years, is UN Women strict about this? For example, if we have more travel costs in Year 1 than anticipated, would this be an issue if we stay inside the overall travel/training budget? Also, with the exception of staff and overhead, where UN Women has been very precise, what proportion of the budget can we re-assign to different line items without having to go back to the donor?

Answer 3:

A Partner may, without UN Women’s approval, but with prior written notice to UN Women, revise the budget by re-allocating funds either within an activity or between activities identified by account codes on the FACE Form, as long as the re-allocation is not

- (i) exceeding twenty percent (20%) of the total budgeted amount;
- (ii) negatively impacting the results; or
- (iii) increasing the total budgeted amount. Any other revisions of the budget require an amendment to the Partner Agreement.

The above threshold is applicable once over the life cycle of the project and cannot be repeated multiple times.

Thus, please note that exceeding estimates in one year should not be an issue provided total limits are complied with. For budget reassignments, apart from staff and overhead, where guidelines are precise, minor adjustments are acceptable. However, significant variations will require donor approval.

Question 4:

To present the project and send the information it is necessary to send everything by mail. Can we use a drive to send the documentation? Or there is a link to charge them on line?

Answer 4:

When submitting your proposal and related documentation to UN Women, make sure to send them as attachments directly via email to act@unwomen.org. Please do not use cloud storage drives like Google Drive or Dropbox for sending the documents.