



## WYDE | Women's Leadership 2025 Call for Proposals Questions and Answers

### Q&A as of 21 October 2025

- 1. Can you clarify if Austria, the Netherlands etc. are eligible for funding?**

No, organizations operating in Austria are not eligible for funding. Only organizations registered in countries which can receive Official Development Assistance as noted in the following list may apply: <https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipient.html#oda-recipients-list>
- 2. In order to prepare a compliant application, we would like to know if an official version of the documentation (call for proposals and forms) is available in French.**

Yes, a [French version of the CFP has just been published.](#)
- 3. Is the current CFP open for applications from Nepal, Afghanistan, South Africa, Ukraine etc?**

Yes, please see the link above for countries which receive Official Development Assistance to see which countries are eligible for funding. Please also see **priority criteria** specified in the Call for Proposals. For instance, priority criteria includes organizations which are [commitment makers to the Generation Equality Action Coalition on Feminist Movements and Leadership](#). In addition, priority will be given to organizations operating in Africa.
- 4. Are current grantees (funded from the first WYDE | Women's Leadership Call for Proposals in 2024) eligible for the second CFP?**

While the Call for Proposals is open globally, the intention is that a new cohort of organizations will be funded under the second WYDE | Women's Leadership call for proposals.
- 5. Could you please confirm if a for-profit company like ours is eligible to apply directly for this grant?**

No, for-profit companies are not eligible for funding under this Call for Proposals. Only registered civil society organizations are eligible for funding.
- 6. Can an individual apply for this opportunity?**

No, an individual cannot apply for this funding. Funding is open only to registered civil society organizations.
- 7. Is the \$ 1,000,000 grant allocated for global intervention? or intervention in a single country?**

Grants are available for amounts from \$45,000 - \$150,000 for single country interventions as specified in the call for proposals section C. Terms of Reference under specifications of the Timeframe (TOR section 4).

8. **Can a single organization apply but implement part of the project through women network movements/CBOs? Is it permitted to form and implement through a consortium (like minded organizations and/or CBOs)?**

Proposals are encouraged to be submitted using a consortium approach using partner organizations, but not sub-granting.

9. **Are you providing the mandatory requirement template/Pre-qualification Criteria? Or should we utilize the one provided in the CFP and develop one on our own?**

Yes, please see the templates in the Call for Proposals documents – as Annexes.

10. **After filling the mandatory requirements template, are we to submit separately? After submission of the filled mandatory requirement template, are we going to wait for the outcome before proceeding with writing a full proposal? Where can we submit proposals?**

Please submit the full proposal to [wyde@unwomen.org](mailto:wyde@unwomen.org) before the deadline with all mandatory supporting documents.

11. **Are you providing a template for the financial proposal? Or should we go ahead to develop one for ourself?**

Yes, please use the templates provided in the Call for Proposals documents.

12. **Are you providing format/template for CV? Or we develop one as sampled in the Call for Proposal?**

Yes, please see the templates in the Call for Proposals documents.

13. **Question about legal registration under another organization for three years. For an organisation that has 1 year and nine months registration and does not have an audited financial is it eligible to apply?**

Please supply supporting documentation for legal registration status. Organizations with three years of experience may be eligible to apply for projects with budgets up to \$75,000. The minimum years of experience is three for qualification of applicants.

14. **Can for-profit orgs be partners?**

No, all partners must be civil society organizations.

15. **The mandatory requirements speak to a Lead organisation. Does it mean the Call for proposals is only for consortia, or a joint application or can a single standalone organisation apply?**

Applicants are encouraged to deliver projects taking a consortium approach, but it is not mandatory.

**16. In terms of audited financial statements, do these need to be externally audited? Can independently reviewed statements work as certified audited financial statements?**

Applicants are required to provide three years of audited financial statements – both financial statements and audit certified report on financial statements.

**17. Are applications for funding must be for projects in one country only, with a preference for African nations?**

Applicants are accepted for single country projects only. Priority criteria is to fund projects from African countries as well as projects in a single country which can receive Official Development Assistance and are commitment makers in the Generation Equality Action Coalition on Feminist Movements and Leadership.

**18. Where an organisation has been forced to operate from outside a country due to the risks of violence and is working cross-border, and has had to adopt a different legal foundation to do this, i.e. to become registered as a non-profit company, would they still be eligible as a lead partner?**

Please submit supporting documentation of the legal status of the organization and the rationale for being registered outside of the country.

**19. Kindly clarify what type of financial statements are to be submitted with the Proposal. In the Terms of Reference itself (page 6, section 'Competencies'), it is written that the lead organization must have certified annual financial statements, whereas in Annex B-4 (page 21, Capacity Assessment Minimum Documents), the list mentions audited statements of the organization. Can you clarify which requirement is correct?**

Organizations must submit three years of audited financial statements.

**20. Could you please confirm whether an organization that submits one application as lead may also participate as a sub-grantee/partner in another proposal led by a different organization under CFP UNW-HQ-WPP-CFP-2025-001? Thank you.**

Organizations may do so, but must demonstrate organizational capacity to carry out both projects, should they both be selected for funding.

21. **We would like to inquire whether this opportunity is open to INGOs working in partnership with local CSOs within a country where the INGO has a registered office**

INGOs may apply as long as they are legally registered in the country in which they are proposing a project.

22. **Could you please confirm whether all the *mandatory documents* listed in Annex B-4 "Capacity Assessment Minimum Documents" must be submitted at the proposal stage together with Annexes B1, B2, B3 and B4? We were a bit surprised by the number of documents requested and would like to ensure we follow the correct procedure before activating our internal submission process.**

Yes, all mandatory documents should be submitted with the main proposal.

23. **Our organization operates as a national organization with members across different regions of Colombia. Does the organization need a physical office? Would be acceptable to rent a temporary or shared office space during project implementation? How far in advance such a space would need to be established if it is considered mandatory?**

Yes, a physical office is required for the duration of project implementation. An organization could rent temporary space, and would need to provide supporting documentation regarding the status in the application.

24. **Can municipalities or local governments participate as sub-partners within proposed projects?**

All partners involved in submitting proposals must be registered civil society organizations.

25. **Are there any specific thematic priorities or regional focuses for MENA-based applicants? On page 7 of the applicant guide, the prioritization of organizations on the African continent is specified. Are women's organizations in Latin America eligible to submit proposals?**

Priority criteria for applicants includes for organizations based in Africa for single-country projects and for single-country projects in countries eligible to receive [Official Development Assistance](#) who are commitment makers in the Generation Equality Action Coalition on Feminist Movements and Leadership. However, the Call for Proposals is open for applications from organizations in any country which can receive Official Development Assistance.

26. **The CFP mentions *grant-making and sub-partnering mechanisms*. Could you please clarify whether the lead organization may provide sub-grants (seed funds) to local civil society organizations (CSOs) to implement community action projects?**

**If sub-grants are permitted, is there a maximum percentage of the total project budget that can be allocated for sub-granting, and are there any specific compliance or reporting requirements that the lead organization should adhere to for managing these grants?**

Clarifying that organizations may not provide sub-grants, however organizations may apply as a consortium and submit a joint application together with partners.

27. **We understand that the proposal must be submitted in English. However, all our institutional policies and reports are written in Spanish, and some of them are quite extensive. Translating them would involve high costs that we are unable to cover. The CFP mentions the submission of “relevant passages” — could you please specify which sections or types of information would be considered most relevant for your analysis?**

We recommend submitting the documents in Spanish and using your best judgement to select some relevant passages in English which are specific to your organization.

28. **Which documents are required from our partner organizations?**

Supporting and mandatory documentation listed in the Call for Proposals is only required for the lead partner. Description of relevant experience, capacities and role in the project implementation for the partner organisations can be included in the technical proposal as needed.

29. **Regarding the CVs of key organizational personnel proposed for engagement with UN Women: should we include individuals hired on a service contract basis, or only staff members who are part of the organization’s regular team and will be dedicated to the project?**

You should submit the key staff members who will be working on the project as well as any on service contracts if they are currently working for the organisation and will be assigned to the project.

30. **Can an organization legally registered outside the country of implementation apply as the lead applicant for the project to be implemented in Lebanon? Does UN Women accept consortium applications under this call, where the lead applicant is based outside Lebanon and partners with a locally registered organization as a co-applicant or sub-partner?**

Organizations must be legally registered in a country which can receive Official Development Assistance. An organization may be able to apply as a consortium with other partners, but must have a registered office in the country of implementation

31. **It is clear that you are targeting CSOs but we were unsure of whether you are only soliciting proposals from national CSOs. We are an international organization and would be submitting**

**an application for South Sudan where we are supporting grassroots women's networks (some of whom are not yet legally registered) and partnering with small CSOs who would be unable to apply for this fund on their own. Please can you advise whether we would be eligible to submit as the lead applicant?**

There is no restriction on INGOs, however the lead applicant must be legally registered in the country of implementation.

- 32. Can an organisation make more than one application, particularly if it is a regional organisation with several independently registered country offices? Will these be assessed independently?**

As long as the organization shows capacity to implement both, then sure multiple applications can be submitted but only one grant will be allocated per lead organization should multiple applications reach the final evaluation stages.

- 33. Can a regional head office be a lead partner with the implementing country office?**

The lead organizations must be legally registered in the country of implementation, so if the regional office is in that country then that would be fine.

- 34. Could you please clarify whether the call allows for regional spill over components, such as learning exchanges, or cross-country collaboration, provided implementation remains primarily focused within one country?**

Implementation should be in one country. However, if there are strategic regional fora for the benefit of beneficiaries, then you can explain in the proposal and show how this links to the project results.

- 35. We have noticed WYDE calls for proposals being made by the EU in certain countries – eg Zimbabwe. Can an organisation in such a country apply both to the EU and to UN Women, especially if the content of the applications is different.**

Yes, these are different call for proposals processes. If the second proposal is on the same topic as the one submitted to UN Women, then it would be advisable that this is mentioned in the proposal.

- 36. You mention in the call for proposals that countries in conflict are a priority. If a country has just undergone a coup (such as Madagascar) and the government is not recognised by the international community, will this prejudice the application? Clearly at the time of writing it will not be possible to predict what the political situation will be in the period of implementation, however as youth are at the heart of the unrest, we believe that countries such as this are a priority.**

Please include the relevant context and methodology of the project in the proposal and it will be assessed. Please submit supporting documentation of the legal status of the organization and the rationale for being registered outside of the country, which should clarify the status for the submission.

37. **I am writing to kindly request information regarding the cofinancing percentage required or provided for the WYDE | Women’s Leadership Initiative project. Could you please confirm whether there is a specific cofinancing rate associated with this initiative?**

No, there is no mandatory cofinancing rate – the proposal should be for a fully funded project.

### **New as of 24 October 2025**

38. **I am writing to kindly request clarification regarding the documents required under “Past reports to clients/donors of organization for last 3 years” as referenced in Annex B-4: Assessment Minimum Documents. Could you please specify what type of reports or documentation are expected in this section? Additionally, I would appreciate your guidance on which specific parts of the partner agreement need to be completed by our organization.**

For reports to donors, this is to request a report you’ve submitted to any other donor for each of the past three years. This can be in any format which would have been submitted to your donor.

At this stage you do not need to fill in anything for the partner agreement. It is there for you to read and confirm you do not have any reservations on the agreement terms.

39. **I am writing to inquire on the development of itemized budget breakdown, is there a specific budget form to use when developing the budget or we need to use our own format then extract the information and fill in Component 6 of Annex B-2 (Template for Proposal Submission), and attach it full budget document as part of files to accompany all mandatory documents**

Yes, you should use the budget template on page 18 (in the English version of the Call for Proposals).

40. **Eligibility: If my group is unofficial (not a registered organization), am I eligible to submit a proposal for your funding opportunity?**

Only legally registered civil society organizations are eligible for funding.

41. **Budget Threshold: My project budget aims to be below the USD 45,000 threshold. Does this lower budget range meet your minimum funding requirement for a submission?**

The minimum budget for consideration is USD 45,000.

**42. How will the proposal acceptance or selection process be carried out?**

The selection process is detailed in the CFP document and can be found on page 12 (in the English version of the CFP).

**43. We were wondering whether registered partners in the UN Portal were required to complete the mandatory requirements and pre-qualification, when applying as the lead applicant? Also, it is a large package of information to send through email as well, do you preference by other means, i.e. Dropbox?**

Yes, the mandatory documents are still required even if you are registered in the UN Partner Portal. You may submit a dropbox link, zip drive link, google link etc with the documents, or attach them.

**44. Could you please clarify whether, in a consortium application, the lead organization must act as the financial manager of the grant, or if that role can be designated to one of the consortium partners? If the consortium partner serves as the financial manager, would it be acceptable to include that partner's financial documentation (such as audited statements and registration documents) as part of the application materials?**

Yes, the lead organization should act as the financial manager and should send their audited statements and registration documents as the partnership agreement would be made with the lead organization

**45. Can you pre certify that we are qualified to apply?**

Unfortunately, due to the amount of inquiries received, we cannot pre-screen eligibility.

**46. Could you please clarify the meaning of footnote number 4 in the RFP?**

This references that materials produced may be shared with the larger WYDE | Women's Leadership partners, with agreement, once the project is being implemented.

**47. Are you only accepting applications focused on African countries, or are other ODA-eligible countries also within scope? And, do you only want the focus to be on 1 country or is there room for cross-country work? And, do you expect the work to focus on all 5 strategies or can we hone in on just 1-2?**

Civil society organizations located in all ODA countries are eligible to apply, however African countries are a priority focus. Projects should focus on single countries and may select the strategies most aligned to their local context.

48. **Is it required to have a permanent office in the country of focus, or would in-country partnerships and presence through local collaborators be sufficient?**

A permanent office is a requirement.

49. **Do you prefer to see proposals structured as multi-partner or multi-grantee collaborations, where the lead organization sub-grants to several local partners?**

Sub-granting is not allowed in this case –a consortium approach with partners is considered a priority criteria for evaluation.

50. **Is the CFP available in Spanish?**

The CFP is only available in French and English

51. **Could you please clarify what is meant by the following question:**

**“Can UN Women conduct 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?”**

For the site visit, this means that UN Women could conduct a site visit to a physical office – this would include seeing similar projects if it were in the evaluation phase, or seeing the actual work of the project during implementation.

52. **We are currently determining which of our NGOs will serve as the lead applicant. Would certified financial statements prepared in the country of implementation, but with transfers from an international bank reflecting these transactions be acceptable for this call?**

For the banking for previous projects, please submit the supporting documentation, but overall we don't think this would be an issue for past project financial documentation.

53. **Where could we check if we are considered members of the Coalition?**

Please consult this link:

[Commitments Dashboard | Generation Equality Action Coalitions](#)

54. **Could you please confirm whether applicants are required to create a new document using the provided template, or if the application should be completed directly within the file provided on your website?**

It is recommended to complete the application using the template provided.

55. **The call for proposals indicates that working in consortium is allowed, but the Q&A document states that sub-granting is not permitted. Therefore, would the distribution be made directly to each co-applicant?**

In this case as long as you had a legal agreement with your partner and they were delivering on the project, then the fund transfers would be permissible. UN Women would only have a Partnership Agreement with the lead applicant and that organization is responsible for the project delivery and financial reporting. This is different than “sub-granting” which would be to carry out specific separate projects.

56. **To submit a proposal, do we need to be considered partners of UN Women or can we submit the proposal directly?**

Organizations should submit a proposal directly and not in partnership with UN Women

57. **We would like to inquire whether applying to the UN Trust Fund to End Violence against Women excludes or limits the possibility of submitting a proposal to the WYDE Call for Proposals | Women's Leadership.**

The UN Trust Fund to End Violence Against Women and the WYDE Women’s Leadership support to women’s organisations are different funding mechanisms. Organisations applying to the UNTF call are not excluded from applying to the WYDE Women’s Leadership call for proposal. Should the scope and objectives of the proposals be similar, it would be recommended to indicate it in the respective applications.

58. **The formal process for submitting the proposal (via email or through the UNGM/Partner Portal).**

Proposals must be submitted by email to [wyde@unwomen.org](mailto:wyde@unwomen.org) Please refer to Section 8.1 Submission of Proposals on Page 12 of the Call for Proposals – see word version here: <https://www.unwomen.org/sites/default/files/2025-10/unw-hq-wpp-cfp-2025-001-wyde-women-leadership-word-version.docx>

59. **The file naming convention that should be followed for all documents submitted (e.g., whether each file must include the organization’s name, the CFP number, or other identifiers).**

Please refer to instructions on page 12 of the Call for Proposals:

*Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments*

*are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. All proposals should be sent by email to the following secure email address: [WYDE@unwomen.org](mailto:WYDE@unwomen.org)*

- 60. Whether the annexes mentioned in the Call for Proposals document have downloadable templates or specific formats that should be used, as we understand these must be included in the submission.**

Please note that the templates that need to be used for the proposal are included within the Call for Proposals. Kindly refer to Annex B-2 on pages 15-21. The word version of the Call for Proposals with the templates incorporated is available here: [Call for Proposals for Civil Society Organizations to expand women's leadership and political participation: WYDE | Women's Leadership | UN Women – Headquarters](#)

- 61. Is it possible for an NGO based in Italy to participate in the consortium where the lead applicant is an NGO based in a country eligible to receive ODA? The Italian NGO would provide capacity building to the local NGOs, campaigning at the EU level, and support in research and data collection.**

A consortium approach is encouraged for the proposals. The lead applicant must be legally registered and have an office in a country which can receive Official Development Assistance and will be the country of implementation of the project. The capacities required for the applicant for the implementation of the project are outlined in the Call for Proposals.

- 62. Annex B-1 has to be filled in only by the leading applicant, or should it be filled in also by the other members of the consortium?**

Annex B-1 needs to be completed by the lead applicant. The lead applicant, if selected, will be ultimately accountable for all the partner organisations involved in the implementation.

- 63. Are there any other documents that need to be filled in by partners, with the exception of the leading partner?**

The involvement, role, capacities and collaboration with other CSO partners for the implementation of the project need to be elaborated in the technical proposal. No other documents are needed to be filled by partner organisations.

- 64. Regarding the documentation listed in Annex B-4: Capacity Assessment Minimum Documents, we would like to clarify the following: while our organization does not have externally audited financial statements, our organization's financial statements are certified annually by an external public accountant. Under national legislation, a full external audit is only mandatory for non-profit organizations managing funds above a certain financial threshold.**

**Please let us know if our certified financial statements, together with the audited project reports, would meet the documentation requirements for eligibility.**

This is to confirm that the financial statements audited by an external public accountant can be accepted if the following conditions are met:

1. The valid License/Certification of Public Accountant qualifying him/her to implement Audit of Financial Statements and provide Audit Opinion is shared with UN Women.
2. Auditor Independence Declaration and Audit Engagement letter must be provided along with the **Auditor's Management Letter**. Proof of implementation of corrective actions or recommendations must be shared.
3. The external public accountant who is auditing the organization's Financial Statements should not be engaged in any kind of financial consulting, bookkeeping/accounting or tax services provided to/for the organization.
4. If the same Public Accountant is auditing the Financial Statements for 3 consecutive years, you would need to indicate whether rotation or engagement of another external auditor has been considered by the organization.
5. An Audit Opinion of Financial Statements of past years implemented by another auditor must be shared.

**65. I am writing to request clarification regarding the agreement documents in respect of call for the above subject.**

The Call for Proposal package published contains the templates for the proposal and lists the mandatory documents that need to be submitted. A copy of Partner Agreement that will be signed with the successful applicants is also available in the same file (see starting from Page 22).

**66. Our team is currently preparing the grant proposal package and we have a question regarding Annex B-4, *Assessment Minimum Documents*. In the table, the last point mentions that we need to include *Past reports to clients/donors of the organization for the last 3 years*.**

**Over the past 3 years, our organization has implemented several dozen grant projects. Could you please clarify whether we need to attach all reports, or is it enough to select a few? Would it be sufficient to attach 3 reports, one for each year?**

You can select only 3 reports for the past three years, preferably on a similar/related topic. If the reports are public inserting respective links would be also acceptable.

**67. Es posible presentar la propuesta en español?**

The proposals must be submitted in English. Please refer to page 12 of the Call for Proposals where the Language of applications is specified.

**68. We would like to confirm whether we are required to create the following four annexes ourselves:**

- **Annex B-1: Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**
- **Annex B-2: Template for Proposal Submission**
- **Annex B-3: Format of Resume for Proposed Personnel**
- **Annex B-4: Capacity Assessment Minimum Documents**

**Do you have approved templates that we can use, or should we proceed by utilizing only the ones provided in the instructions?**

The annexes indicated in the call for proposals are required for the proposal submission. Please use those templates for submitting your application.

69. **I would like to enquire if I may apply to this call for proposals as an individual, or is it a must to have this come in through an organisational affiliation?**

Applicants to the call for proposals must be registered civil society organizations.

70. **I note that on this webpage there are PDF and Word document versions available for download both in English and in French, but I was wondering if there was a web-based version available as an alternative? As an organisation we currently use cloud-based services (eg. Google Drive) for all documentation and therefore .docx versions are not always accessible.**

Please note that we don't have web-based option for applications therefore we would require the submission of the application by email using the templates indicated in the CfP document. If submission of many attachments by email is not possible you could consider sending them in separate emails or through Wetransfer and copying the link to the email submission. Please note that the documents cannot be altered/edited after submission.

71. **Is it required to register with the UN first before completing the application process? If so, what is the UN link to complete the registration application process.**

There is not a registration portal for submitting an application to this Call for Proposals. Proposals must be submitted by email to [WYDE@unwomen.org](mailto:WYDE@unwomen.org)

Please refer to Section 8.1 Submission of Proposals on Page 12 of the Call for Proposals

72. **For this requirement - List of main suppliers/vendors of organisation and copies of their contract(s), including evidence of their selection processes. How many are we supposed to share - is there a minimum or maximum we can share or certain amount? We have several different suppliers, and are we to attach all their contracts?**

Please list and attach contracts of main recurrent registered suppliers in your system and for cumulative amounts above 2,500 USD (unless you have other conditions for minimum threshold in your procurement policy).

73. **Should we print, sign, scan, and submit the entire set of application documents, or are there specific pages or annexes (e.g., only the CFP Letter, Annex B-1, Annex B-2 certification page,**

etc.) that require printing, signature, and scanning? We would be grateful if you could kindly confirm which exact pages need to be printed, signed, and scanned before submission, so we can ensure the documents are prepared in accordance with UN Women's requirements.

Please note that signature is required on the below documents:

**Annex B-1** Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects (you can fill and sign at the end of the table)

**Annex B-2** Template for Proposal Submission (certification and signature required at the end of the template)

If you will be submitting the budget as a separate document, please ensure to sign it too. An excel version of the budget can be attached as well.

**Annex B-4** does not need to be signed. Please ensure to submit all mandatory documents (and preferably the optional ones too, if already available) listed in Annex B-4 and title them as per the description in Annex B-4.

**74. Should the proponent complete the Proposal Data Sheet for Responsible Parties (CFP section 1 page 1, see attached)?**

No, the proposal data sheet contains key information for the Call for Proposals and it is not expected for the applicants to complete it.

**75. In order to better align with required UN Women policies, is the proponent allowed to adapt the UN Women UN Women Anti-Fraud Policy?**

Selected organisations will need to comply with the UN Women UN Women Anti-Fraud Policy. For the applying organizations, please refer to Section 6 of the Mandatory Requirements/Pre-qualification criteria table (on page 15 of the Cfp) where confirmation of understanding and taking note of the UN Women Policy is required: *"...The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP."*

In addition, as part of **Annex B-4 Capacity Assessment Minimum Documents**, the applicants must provide relevant documents on the organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy). Several references to the anti-fraud compliance are included in the Partner Agreement template as well as in the UN Women Anti-Fraud Policy as relevant to engagement of external/third parties.

**76. We would like to kindly request clarification regarding section 13, "Format and Signature of Proposals," specifically points 13.1 and 13.2. In particular, we would like to confirm the following:**

- 1. Is it mandatory that the proposal be typed in indelible ink, or does this simply mean that it must be submitted digitally (on a computer), and not handwritten?**

2. **If a handwritten signature is required, is it valid to include a scanned signature of the legal representative, or is it mandatory to attach a physically signed document accompanied by a notarized power of attorney, as described in point 13.1?**

The proposal must be typed in English language and submitted digitally by email to [wyde@unwomen.org](mailto:wyde@unwomen.org) as per Section 8.1 Submission of Proposals on Page 12 of the Call for Proposals.

Scanned signature of the legal representative is acceptable as long as it is duly authorized for this use by the legal representative. Notarized power of attorney would be needed in case the signature of the proposal is delegated to another person on behalf of the legal representative.

77. **After carefully reviewing the call package, we would appreciate the following clarifications to ensure our proposal meets all technical and administrative requirements:**

**Section 1 – b. Proposal Data Sheet for Responsible Parties**

**The Data Sheet appears to include only fields for contact information and submission deadlines.**

**Could you please confirm what additional information must be inserted by proponents specifically:**

- **Organization name;**
- **Project title;**
- **Proposed budget;**
- **Contact person details; and**
- **Whether a designated Programme Officer's name for the applicant organization should be entered, or whether this field refers only to UN Women's internal officer (as stated in the CFP)?**

You may submit a cover page with the additional information. Please refer to section 12.7 of Call for Proposals:

*The proponent's proposal shall state the following and include all of the following labelled annexes:*

**CFP submission** (on or before proposal due date):

*As a minimum, proponents shall complete and return the below listed documents (annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.*

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	<b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
Part of proposal	<b>Annex B-2</b> Template for Proposal Submission
Part of proposal	<b>Annex B-3</b> Format of Resume for Proposed Personnel
Part of proposal	<b>Annex B-4</b> Capacity Assessment Minimum Documents

78. **Please clarify how many personnel résumés are required and which key positions must be included. For example, should we provide CVs for the Project Manager, Finance Officer, and M&E Officer only, or also for trainers, mentors, and communication staff involved in the fellowship?**

Please include the resumes of key staff who will be involved in the project management, implementation, monitoring and reporting. If you already have identified the key trainers/mentors to be tentatively engaged in the implementation, you can include their CVs as well.

79. **If there is a minimum registration period required, are there any exceptions or specific mechanisms that allow organizations with proven field experience since 2019 but officially registered in 2023 to apply under this funding category?**

Please check the CfP requirements. Organizations must be legally registered for five years or three years if requesting up to USD 75,000.

80. **Could you kindly clarify what is meant by 'If the service being requested is part of key services that the proponent has been performing as an organisation, this must be supported a list of at least two customer references?'**

This references work which the organization has done previously on a similar topic and should be supported by references from other donors.

81. **What are the duration of the projects?**

The duration of projects is minimum 12 months beginning March 2026 and maximum 22 months ending December 2027.

