

Civil society shadow reporting of the Secretary-General's System-Wide Strategy Gender Parity - FAQs

Thank you for all the questions!

Eligibility, pre-qualification criteria and required documents

1. Question: Is the call for proposal global, continental, or country level?

Answer: The call is global.

2. Question: Is the Call for Proposal open for all civil society organizations? Or are you looking for CSOs with a research profile?

Answer: The call is open to all civil society organizations. We encourage coalitions of 2 or 3 organizations to apply. Please kindly refer to the competences and experiences requested on p. 5-6 of the Call.

3. Question: Would you like the prospective applicants to submit the pre-qualification criteria form before the full proposal? If yes, when is the deadline for the pre-qualification criteria form?

Answer: Pre-qualification criteria is in one of the annexes (Annex B1) and it should be returned together with the proposal. The proposal including all annexes should be submitted in one email by 5 October 2020. Please kindly refer to the Call for further instructions regarding submission.

4. Question: Who are the civil society partners as referred to in the Call for Proposal?

Answer: In UN Women's Procedure for Selecting Programme Partners, civil society organization is defined as *"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."*

5. Question: The CSO does not have an Anti-Fraud Policy Framework. The capacity assessment minimum document requires an "Anti-Fraud Policy Framework consistent with UN Women's one or adoption of UN Women Anti-Fraud Policy Framework". Where to find this UN Women policy and how to adopt it?

Answer: Please kindly find the link to UN Women's Anti-Fraud Policy below which you can use as a guidance to formulate yours. <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/accountability/un-women-anti-fraud-policy-framework-en.pdf?la=en&vs=5042>

6. **Question: The CSO does not have the ‘Administrative and Financial Rules of the Organization’ in single document. The CSO follows the national legislation and some internal policies. Is it possible to present a formal statement to mention that the CSO abides by national regulations and institutional policies?**

Answer: Please kindly submit the appropriate policy documents. All CSOs in any country have some policies/procedures/rules even if they follow the government legislation.

Expectations and scope of the initiative

7. **Question: What are the expectations for this project?**

Answer: UN Women is looking for a Responsible Party (RP) to conduct a civil society shadow reporting on the implementation of the [Secretary-General's System-wide Strategy on Gender Parity](#). The Strategy identifies shadow reporting on the overall Strategy as a significant element to increase transparency and accountability, and therefore encourages UN Women to work with civil society partners to undertake it.

The main product of this project will be an initial civil society shadow report which reviews the overall progress on the implementation of the Secretary-General's System-wide Strategy on Gender Parity (including the different areas of the Strategy such as leadership and accountability, senior appointments, mission settings etc.) and suggests recommendations for strengthening implementation and stronger monitoring. This entails working with other parts of the UN system including the Secretariat, peacekeeping missions and special political missions, UN funds and programmes as well as specialised agencies in both Headquarters and field locations. The overall objective is to strengthen transparency and accountability regarding the implementation of the Strategy.

The project will have three main components:

- 1) Assessment of the current situation and progress made in the implementation of the Secretary-General's System-wide Strategy on Gender Parity;
- 2) Improvement of knowledge, tools and technical resources for strengthening as well as monitoring the implementation of the Secretary-General's System-wide Strategy on Gender Parity;
- 3) Strengthening of UN-Women's engagement and communication on gender parity goals with UN entities, Member States, civil society and other stakeholders

For more details, we kindly ask you to refer to the Terms of Reference on this website: <https://www.unwomen.org/en/how-we-work/programme-implementation/2020/08/call-for-proposals---civil-society-shadow-reporting-gender-parity>

- 8. Question: Do you want the prospective organization to monitor the Implementation of the Secretary-General's System-wide Strategy on Gender Parity in UN offices? Or all sectors (private and public)?**

Answer: The initiative is about the implementation of the SG's Strategy on Gender Parity in the UN System. Please kindly refer to the Secretary-General's [Strategy](#) regarding its application.

- 9. Question: Is the scope of the Call for Proposal the entirety of the UN globally, or should/can proposals only cover a particular region (ex. Africa, Pacific Islands, Eastern Europe)?**

Answer: The scope covers the entirety of the UN globally in line with the application of the Secretary-General's System-wide Strategy on Gender Parity. The Strategy does not cover uniformed personnel.

- 10. Question: What is the date range of the Secretary-General's speeches the successful organization needs to review?**

Answer: The research should consider communications as of the launch of the Secretary-General's System-Wide Strategy in September 2017.

- 11. Question: What is the target demographic for interview subjects?**

Answer: As indicated in the Call for Proposal, the initiative entails working with other parts of the UN system including the Secretariat, peacekeeping missions and special political missions, UN funds and programmes as well as specialised agencies in both Headquarters and field locations. The interview subjects are likely to form a diverse group of people working in the UN at different levels who are able to inform the CSO/coalition of CSOs on the implementation of the various parts of the Secretary-General's System-wide Strategy on Gender Parity.

- 12. Question: Will UN Women supply the list of targeted interview participants or is the successful organization to develop the list once work begins?**

Answer: UN Women will support the identification of key stakeholders and interviewees. However, the CSO/coalition of CSOs is expected to proactively work to identify the wider group of interviewees.

- 13. Question: If the successful organization is to develop the interview list, will UN-Women provide the parameters/guidelines for how the list should be developed?**

Answer: Yes, UN Women will support the identification of key stakeholders and interviewees.

- 14. Question: How many interviews does UN-Women expect to be completed?**

Answer: The Call for Proposal does not specify the exact number of interviews that need to be completed. However, the number of interviews needs to be sufficient so that comprehensive information is gathered on the progress on each broad area and recommendation specified in the Strategy.

15. Question: Since the CFP says the budget has been adjusted due to COVID-19, are all interviews expected to be conducted online or by phone with no travel?

Answer: Yes. No travel is necessarily expected as part of the project.

16. Question: If travel is expected, to how many locations and where?

Answer: No travel is necessarily expected as part of the project.

17. Question: Is it anticipated that the CSW will take place in person or remotely in 2021? Would the research team be expected to travel? Would these travel costs be covered separately by UN Women?

Answer: It is difficult to predict, as of now, what the arrangements for the CSW will be in 2021 due to the COVID-19 pandemic. As of now and during the pandemic, travel is not expected as part of the project and additional funds will not be available beyond the fund paid for the CSO/coalition of CSOs to implement the project.

18. Question: The Call for Proposal includes the production of communication materials. Can more be provided on the kind of communications materials envisioned, given the limited budget and timeline?

Answer: The CSO/coalition of CSOs is welcome to put forward ideas on effective communication materials that would strengthen the implementation of the Strategy.

Methodology

19. Question: Does UN-Women expect the successful organization to only develop the methodology and questions or to actually carry it out?

Answer: The selected CSO/coalition of CSOs will develop the methodology and also carry it out. Please kindly refer to activity 1 and 2 that cover the related sub-activities.

20. Question: Does UN-Women anticipate or expect the successful organization to develop and distribute a questionnaire survey or to strictly conduct interviews?

Answer: The main focus will be on qualitative interviews in line with the Call for Proposal. Conducting a questionnaire/survey is not excluded if it adds value.

21. Question: Does UN-Women expect the research methodology to be quantitative, qualitative, or mixed method?

Answer: The main focus will be on qualitative interviews as indicated in the Call for Proposal. Additional quantitative methods can be considered if they add value and the choice of method is well justified.

Applying as a coalition

22. Question: If we apply as a coalition of 2-3 civil society organizations, will all the coalition members need to submit the annexes (pre-qualification criteria, resumes etc.) as part of the submission?

Answer: No. Only the Lead CSO needs to submit the required annexes. UN Women will sign an agreement only with the Lead CSO which will be responsible for the coalition's delivery of results. The coalition will develop its own internal agreements on how responsibilities and the fund will be shared. In the proposal, however, it should be clear and with no doubt who will be responsible for each element to be implemented.

23. Question: Is it a lead and co-partner structure of partnership that has to be created to apply for this project?

Answer: It should be clear which CSO is the Lead CSO and who is the coalition manager. It should be clear and with no doubt who will be responsible for each element to be implemented.

24. Question: Is it mandatory for both members of a coalition possess an FCRA account (Foreign Contribution Regulation Act in India)?

Answer: CSOs need to follow the rules of the country where they operate. UN Women will enter into a partnership agreement only with the Lead CSO and transfer funds to the Lead CSO. Any sub-agreements will need to be managed by the Coalition as per their rules and regulations and any fund transfers to members of the coalition will need to follow the rules of the Country.

25. Question: Two CSOs will be submitting a joint proposal. How to deal with the requested references (which organisation should submit)?

Answer: The references for the lead agency are sufficient.

Resources

26. Question: What staff and/or resources from UN-Women, if any, will be available to the successful CSO?

Answer: The selected CSO/coalition of CSOs will be responsible for implementing the project and delivering the deliverables as identified in the Call for Proposal. The Office of the Focal Point for Women in the UN system at UN Women will closely and actively monitor the project implementation, delivery, results and project closure. As indicated in the Call for Proposal, the CSO/coalition of CSOs

will discuss the process, methods, findings and analysis with UN Women. UN Women will provide guidance, feedback and comments to ensure a successful completion of the project.

27. Question: Will UN-Women provide the primary and secondary data for the successful organization to review, or is the successful organization expected to research and find the primary and secondary data?

Answer: The CSO/coalition of CSOs is expected to research and independently identify the primary and secondary data. UN Women has mentioned some key sources of data in the Call for Proposal, including the Secretary-General's speeches, Secretary-General's reports and publicly available UN system-wide data.

28. Question: Will UN-Women require and/or supply any particular/specific equipment/tools for privacy or security?

Answer: This will be discussed with the selected CSO/coalition of CSOs.