**Date:** **20th of September 2021**

**Cover Letter for The Call for Proposal for Responsible Partners**

Thank you for your interest in applying to UN Women Sudan call for proposal. Please note that the call contains different sections which needs to be carefully examined and filled.

**Please note that all proposals submitted without all the annexes filled and/or without the required supporting documents will be disqualified:**

**Annex B-1** Mandatory requirements/pre-qualification criteria

*Provide two references and answer the questions, and upload supporting documents, including the registration certificate for your organization.*

**Annex B-2** Template for proposal submission

 *Fill in the template according to the instructions.*

**Annex B-3** Format of resume for proposed staff

 *Use the template to list the resumes for each proposed staff member.*

**Annex B-4** Capacity Assessment Minimum Documents

 *Attach all mandatory documents.*

**Please read the following documents before filling in the proposal**: *CFP letter for Responsible Parties*, *Proposal data sheet for Responsible Parties*, and *UN Women Terms of Reference.*

Proposals must be received by UN Women at cfp.sudan@unwomen.org not later than **23:59 hrs** on **25th September 2021**.

Kindly note, that the organizations which had already applied need to re-apply by sending all required documents to the above email address.

The budget range for this proposal should be (**15,000 USD – 30,000 USD**), please submit the proposed budget in a separate document.

*Interested proponents may obtain further information by contacting this email address:* *Hanadi.abdelrahman@unwomen.org* *with copy of the email to* *gabriela.lonngren@unwomen.org**.*