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**UN Trust Fund to End Violence against Women**

# **2021 Call for Proposals**

# Project Concept Form

Please review the Call for Proposals document carefully before completing the Project Concept form.

**Completing this Form**

The information requested in this application form represents the minimum the UN Trust Fund must obtain to consider your project for a grant. You must consider each question as mandatory unless it is specifically identified as optional. All amounts must be entered in US dollars (USD) without any periods, commas, symbols or spaces. Please round up to the nearest dollar.

Before you begin your application, please read all parts of this form and the Eligibility Checklist (Annex 1) to ensure your submission is in line with the UN Trust Fund’s priorities and requirements.

Your Project Concept will be assessed holistically. There is no need to repeat the same information in different sections.

In general, successful project concepts include the following components: (a) They focus on specific forms of violence against women and girls—as opposed to addressing all forms of violence—thus ensuring more effective and dedicated interventions; (b) they demonstrate a clear articulation of which results will be achieved, for and with whom, where and how, and for what ultimate purpose; (c) they specify equitable partnerships, especially those with women’s groups and networks and describe their specific roles in the project; and (d) they indicate both qualitative and quantitative mechanisms for monitoring and reporting.

For this Call for Proposals, it is expected that applications will focus on working with marginalized women and girls and those experiencing intersecting forms of discrimination. An external analysis, commissioned by the UN Trust Fund and co-produced with former grantees, finds that organizations working with women and girls with intersecting vulnerabilities typically work on: (1) identifying the specific group or specific groups of women and girls who are at high risk of violence because of overlapping aspects of their identities, status, or situation (2) co-producing programming with women living with overlapping vulnerabilities wherever possible, (3) addressing how the invisibility of certain groups of women and girls is created and reinforced, (4) paying attention to multidimensional power relations, engaging with individuals, groups and systems that together put women and girls at risk of violence and (5) working collaboratively with partners, including women’s movements, that engage with different groups of women and build an intersectional approach in ways that maximize resources and learning by building synergy and shared agendas.

**I. Organization Profile**

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| **Organization Information** | | | |
| Organization name\* |  | | |
| Address |  | City |  |
| State or Province |  | Country or Territory |  |
| E-mail |  | Website |  |
| Telephone number |  | | |

\* Do not use acronyms. In case there is more than one organization applying, only include the name of the organization that will be responsible for project management and contractual obligations (the “lead organization”). There will be an opportunity to list names of co-applicants later.

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| **Primary contact person** | | **Secondary contact person** | |
| Title | Ms.  Mr. Mx.  Dr. | Title | Ms. Mr. Mx.  Dr. |
| First Name |  | First Name |  |
| Last Name |  | Last Name |  |
| Job Title |  | Job Title |  |
| E-mail\* |  | E-mail\* |  |

\* Please include an email address that will remain active for at least one year as all application updates will be sent via email.

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| **Type of civil society organization (select one)** | |
|  Women’s Rights  Community Based  National  Regional  International  Network/Coalition   Youth/Girl’s Rights |  Human rights   Humanitarian   Disabled People’s Organization (DPO)   LGBTIQ+   Development   Faith-based   Other (Specify) |

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| **Is your organization’s work primarily focused on ending violence against women and/or girls?** | Yes  No |

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| **Insert your organization’s mission and/or vision statement as it appears in its constitution/articles of association**.  Provide translations where necessary. (Maximum 100 words) |
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| **Is your organization governed and led by women?\*** | Yes  No |

\* To be considered “women-led” the organization must demonstrate that it is governed and led by women. For the UN Trust Fund, this requires evidence that a minimum of 51 per cent of leadership positions across various decision-making levels in the organization (management, senior management and board levels) are held by women. Kindly attach evidence to this effect (a list of all staff and board, with gender and position).

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| **What percentage of leadership positions in your organization are held by women?**  (e.g. President, Executive Director, Board Members, Senior Managers, etc.) (select one) | | |
| 0 to 20 per cent | 41 to 50 per cent | 61 to 80 per cent |
| 21 to 40 per cent | 51 to 60 per cent | 81 to 100 per cent |

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| **Is your organization constituent-led?**  If so, please explain how your organization is meaningfully represented by members of the community it intends to work with and reach in this project. (Maximum 200 words) |
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| **Does your organization's mission focus on furthering the rights of marginalized women and/or girls?**  If so, explain your organizational structure and/or constituency involvement.(Maximum 100 words) |
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| **Does your organization have a legal status in the country of operation?** | Yes  No |

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| **Which year was your organization established?** |
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| **Has your organization previously received funds from the UN Trust Fund?** | No  Yes  Year(s)       Amount (US dollars) |

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| **List your major donors.** (Maximum 60 words) |
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| **Annual organizational expenditure (in US dollars) \*** | 2018 | 2019 | 2020 |
| Estimated resources spent on ending violence against women programming (in US dollars) | 2018 | 2019 | 2020 |

\*The information provided should match with and be verifiable against the financial statements submitted as required attachments.

Enter amount without any periods, commas, symbols or spaces. Please round up to the nearest dollar.

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| **Does your organization have organizational audit reports for the three fiscal years**? | 2018  Yes  No | 2019  Yes  No | 2020  Yes  No |

Please also attach the organizational audit reports. If you do not undertake annual organizational audits, please attach a formal letter stating the reason for this.

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| **Does your organization have certified financial statements for the three fiscal years?** | 2018  Yes  No | 2019  Yes  No | 2020  Yes  No |

Please also attach the last three certified financial statements.

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| **Technical expertise and experience in the field of ending violence against women and girls** (Maximum 500 words)   1. Explain your organization’s history and experience of programming on ending violence against women and/or girls. 2. List and describe projects implemented by your organization in the field of ending violence against women and girls over the past five years. 3. Provide details of the number of staff with technical expertise as well as at least one CV (resume) of a permanent/fixed-term staff member with the requisite skillset.   For international NGOs:   1. Also provide details of: (1) whether or not you have a dedicated team, unit or section dedicated to ending violence against women and girls and/or gender equality; and (2) the estimated number (and percentage) of full-term staff dedicated to ending violence against women and/or gender equality projects. |
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Provide at least one CV (resume) of a permanent/fixed-term staff member with technical expertise and experience in the field of ending violence against women and girls.

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| **Organizational capacity in project and financial management** (Maximum 400 words)   1. How will you ensure your project and financial management functions meet the quality standards expected in managing UN Trust Fund grants? 2. Provide details of the number of staff with expertise in: (1) project management; (2) data collection, monitoring and evaluation; and (3) financial management and accounting. |
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| **Organizational Resilience** (Maximum 300 words)   1. How will your organization ensure it has (or will further build through this grant) the capacities, systems and processes to strategically pursue your organizational mission? 2. How will this grant contribute to your organization becoming more resilient over time, fit for purpose and effective? |
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| **The UN Trust Fund may share your organization’s profile with other donors.**  The purpose of information sharing is to increase visibility and raise funds for the important work being done globally by organizations to address violence against women and girls. Please indicate whether your organization consents to this information being shared. |
| Yes, I consent to the information provided being shared with other donors. |
| No, I do not consent to the information provided being shared with other donors. |

**II. Project Profile**

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| **Country** **and/or territory of implementation** |  |

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| **Project Title** |  |

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| **Project Start date\*** (day/month/year): | --/--/---- | **Project End date** (day/month/year) | --/--/---- |

\*The estimated start date cannot be before 01 April 2022 (01/04/2022)

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| **Total amount requested from the UN Trust Fund** (in US dollars) |  |
| **Total contribution from applicants**\* (in US dollars) |  |
| **Total project budget** (in US dollars) |  |

\*Applicants, wherever possible, are invited to indicate in-kind contributions (i.e. office space, staff, conference facilities, media outlets, supplies), or other contributions.

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| **Co-Implementing partners.**\* (Maximum 50 words)  Please list all the implementing partners of the project, starting with the applicant organization: |
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\* The applicant organization (whose contact details are provided in the proposal) may work with relevant partners to complement its expertise, outreach capacity and build the capacities of grassroots organizations. If successful for a grant, the applicant organization would be accountable for the management of the awarded grant in its entirety and would be responsible for ensuring its co-implementing partners understand the requirements and obligations of the UN Trust Fund grant. The UN Trust Fund highly encourages the use of Memoranda of Understanding among partners to define roles, responsibilities and lines of accountability.

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| **Does the project require government registration or approval?** | Yes  No  If yes, provide estimated timeline in months |

Please note this information is only requested to provide a realistic assessment of the project start date and has no impact on the selection process.

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| **Primary** **level of proposed project intervention** (select one) | | | |
| Community | Local | Sub-national (i.e. province, state) | National |

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| **Primary** **settings of proposed project intervention** (select all that apply) | | | |
| Informal Setting (e.g. slums) | Peri-urban setting | Refugee / IDP camp / setting | Rural setting |
| Urban setting | Other (please describe) | | |

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| **Form(s) and manifestation(s) of violence against women in various settings that will be addressed by the project** (you may select a maximum of four) | | |
| **Violence in the family**  Intimate partner violence   Physical   Sexual   Psychological and emotional   Economic  Non-partner violence   Physical   Sexual   Psychological or emotional  Economic  Violence against the girl child (non-spousal violence, violence related to exploitation)  Harmful practices   Early/Child marriage   Forced marriage   Pre-natal sex selection   Female Infanticide   Female genital mutilation/cutting   Dowry-related violence   So called ‘honour crimes’   Maltreatment of widows  Violence against domestic workers  Other (Specify) | **Violence in the community**  Femicide  Sexual violence by non-partners (rape/sexual assault)  Sexual harassment and violence in public spaces/institutions   Violence in schools   Violence in the workplace   Violence in public spaces   Other (specify)  Trafficking in women and girls  Other (Specify) | **Violence perpetrated/condoned by the State or at the State level**  Custodial violence  Forced sterilization/pregnancy/ abortion  Sexual and gender-based violence during armed conflict or in post-conflict situations  Sexual and gender-based violence in refugee/ internally displaced persons (IDPs) camps  Sexual and gender-based violence in post-natural disaster settings  Other (Specify) |

†Form(s) and manifestation(s) of violence against women in various settings are aligned with the "In-depth study on all forms of violence against women: report of the Secretary-General" (<http://www.un.org/womenwatch/daw/vaw/SGstudyvaw.htm#more>). See pages 37-47 for definitions.

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| **Primary Beneficiaries and Partners (Women and Girls only):** Indicate whether your project will be focused on directly engaging women and girls “in general” and/or women and girl “survivors” of violence as direct beneficiaries and/or partners in the project. This can include women and girls who act as critical agents of change in the project and/or co-create and actively participate in the design and implementation of the projects as representatives of key constituent groups. You must select at least one option, and you may select both.  (If “survivors” is selected the online application system will automatically select "women and girls in general” as well). | | |
| Women and girls in general | | |
| Women and girl survivors of violence | | |
| **Primary Targeted Beneficiaries and Partners (Women and Girls):** Select up to 4 groups of women and/or girls targeted by your project as rights holders, beneficiaries or agents of change. You must select at least ONE group and select up to FOUR. You can add up to two “other” self-described categories as long as the overall number selected does not exceed FOUR. As/when people fall into more than one category (have multiple identities), you must explain these intersections across groups in the narrative section of your application. | | |
| Women/girls living with HIV and AIDS  Lesbian, gay, bisexual, transgender, queer/questioning and intersex  Women/girl refugees and/or Internally displaced (IDPs)  Indigenous women/girls | Women/girls with disabilities  Women/girls from minority ethnic groups  Women/girls experiencing racial discrimination and/or injustice  Self-identified sex workers  Women and girls in the lowest income groups | Women/girl migrants  Women human rights defenders/ gender advocates  Other category 1 (describe in 10 words or less)  Other category 2 (describe in 10 words or less) |
| **Target Age Group of Primary Beneficiaries and Partners (Women and Girls):**Select the age groups of the primary beneficiaries and partners your project aims to target. You must select at least ONE category and you may select all that apply to the project. Please note that the international age of the child, as defined by the UN Convention of the Rights of the Child is 17 years and under. Hence if your project intends to work with children, the proposal must describe the ethnical and safety considerations for doing so and the protocols your organization will put in place (e.g. in the Risk Analysis section). | | |
| 0-9 Years  10-14 Years  15-17 Years | 18-19 Years  20-50 Years  51-59 Years | 60-64 Years  65 Years and Older |

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| **Secondary Beneficiaries and Partners (all genders):** Select up to 4 groups of people targeted by your project as secondary beneficiaries and/or key partners in your project (agents of change, duty bearers, key stakeholders or project participants). You must select at least ONE group and may select up to maximum FOUR. You can add up to two “other” self-defined categories as long as the overall maximum selected does not exceed FOUR*.*  **Targeted agents of change, duty bearers, key stakeholders or project participants** | | |
| Human rights defenders / activists / gender advocates  Members/Leaders of faith-based organizations  Traditional leaders and/or actors (e.g. chiefs, healers etc.)  Health professionals (e.g. doctors, nurses, health workers, etc.)  Men and/or boys (in general, e.g. as agents of change)  Members/Leaders of Civil Society  Organizations and Non-Governmental Organizations  Members/leaders of the community and/or community -based organizations/groups | Members/leaders of youth groups  Media professionals (e.g. journalists)  Education professionals (e.g. teachers. educators)  Students (primary, secondary or tertiary)  Police (e.g. law enforcement, detectives, regular uniformed police)  Other uniformed personnel (e.g. military, peace-keeping officers, etc.)  Judicial and legal personnel (e.g. judges, prosecutors, lawyers, etc.)  Government officials (e.g. district councillors, policy makers, etc) | Parliamentarians  Private sector/ business employers/employees  Social/welfare workers  Family members (e.g. parents, husbands, mothers-in-law)  Community volunteers (e.g. as community mobilisers)  Other category 1 (describe in 10 words or less)  Other category 2 (describe in 10 words or less) |

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| **UN Trust Fund Strategic Results Areas:** Select up to FOUR (and at least one) results area that best represents the key results the project aims to achieve. These key results are aligned with the three priority outcome areas of the UN Trust Fund’s Strategic Plan 2021-2025. You are asked to select the “best fit” results, i.e., those that are closest to the primary results your project aims to achieve. Under outcome 3, on increased effectiveness of legislation, it is recognized that civil society cannot achieve these results alone, but rather by supporting or working in partnership with local, sub-national or national government partners and institutions. If successful for a grant, applicants will report against these results once a year. | | | |
| **1. Improved access for women and girls to essential, specialist, safe and adequate multisectoral services.**  ***Improved access to adequate and safe specialist support services*** for survivors and women and girls at risk of violence (e.g. shelters, helplines, psychosocial support, etc)  ***Improved essential service provision*** for survivors and women and girls at risk of violence (e.g. Through health, social, welfare, justice services)  ***Cases of violence reported by women and girls are being more effectively reported, handled*** and/or referred, investigated and/or prosecuted  ***Improved access to justice for survivors in cases of violence*** (e.g. through legal aid, support to access court, institutional improvements to improve the justice process)  ***Improved access to information, goods and/or resources*** to help prevent and respond to violence against women and girls (e.g. access to knowledge on services available, or access to resources in crisis situations) | **2. Improved prevention of VAW/G through changes in behaviour, practices and attitudes**  ***Social norms, behaviours, attitudes and practices in the community are transformed*** or improved to better protect women and girls from *violence* (e.g. through community mobilisation, group education, public campaigns etc)  ***Environments / public spaces are made safer*** from violence for women and girls (e.g. Initiatives to prevent sexual harassment and all forms of violence in schools, work environments, transport hubs, etc)  ***Women and girls are empowered through improved resources, skills and capacities*** to escape from and prevent VAW/G (e.g., through life skills training and other economic and social empowerment initiatives)  ***People are supported in their interpersonal relationships to prevent VAW/G*** (e.g. through skills development in interpersonal communication and shared decision-making in the household)  ***Women and girls have increased capacities to exercise leadership in efforts to end VAW/G*** (e.g. as agents of change, human rights defenders, community leaders, etc taking an active and often public role in EVAW/G etc) | **3. Increased effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G**  ***Local, sub-national or national government institutions design and/or implement reforms, strategies and/or policies*** to prevent or respond to VAW/G (e.g., reforms within the justice system to meet the needs of the most marginalised women)  ***Local, sub-national or national guidelines, protocols and/or standard operating procedures are developed or strengthened*** to deliver essential services for survivors and women and girls at risk (e.g., protocols on case management are revised to align with international standards)  ***Institutional partners have increased capacities to develop or implement national and/or local multi-sectoral strategies, policies and/or action plans*** on ending violence against women and girls (e.g. government officials have improved capacities/knowledge/skills draft an action plan inclusive of the needs of the most marginalised women)  ***Legislation relating to ending violence against women is developed, better implemented or improved*** (e.g. work with institutional partners leads to amendments or improvements to laws to criminalise VAW/G)  ***Accountability systems are in place and/or improved*** to hold Government to account for commitments on ending violence against women (e.g. through civil society, multi-stakeholder taskforces or other mechanisms to hold duty bearers to account) |

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| **Alignment with the UN Trust Fund’s Strategic Plan and Outcome Areas:** |
| Please select only ONE of the three outcome areas below that best represents the PRIMARY focus and overall goal of the project proposed: |
| Outcome 1.Improved access for women and girls to essential, safe and adequate multi-sectoral services to end VAW/G |
| Outcome 2.Improved prevention of VAW/G through changes in behaviour, practices and attitudes. |
| Outcome 3. Increased effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G |

**III. Project Concept**

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| **Project Summary** (Maximum 500 words)  Provide a brief overview of your proposed project. This should include a **who** (your target groups), **why** (project need/justification), **where** (geographic coverage) and **what** (results). Justify your proposal with a brief explanation of how your project will contribute to the prevention and/or elimination of violence against women in your specific context and how your organization intends to work with and for marginalized women and/or girls. |
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| **Project Context and** **Problem Analysis** (Maximum 750 words)   1. Describe the specific problem your project intends to address in the context of your country/areas of intervention. 2. Indicate which intersecting form/s of violence are being addressed and what the barriers are to prevention or response. 3. Who are the marginalized women and girls your project intends to work with? What problems do they face and what are the wider structural forces that together make this group at higher risk of violence/most at risk of being left behind? Include a needs analysis from the perspective of the women and girls at the center of the proposed project. |
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| **Project Results** (Maximum 500 words)   1. Briefly state the overall goal of this project. What are the main expected results that will contribute to this goal? 2. When talking about results, specify who (individual, community, institution) is likely to experience the positive change and whattype of change your interventions is likely to effect (for instance, behavioral change/change in the ways institutions relate to and serve survivors of violence/change in community attitudes, beliefs and norms underlying violence against women and girls, etc.). 3. Provide an approximate target number of Primary Beneficiaries and Partners (Women and Girls) your project intends to reach. Disaggregate by the type of primary beneficiary/partner where feasible and explain any intersections across groups when people fall into more than one category (i.e. have multiple identities). |
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| **Theory of Change and Project Strategies** (Maximum 500 words)   1. Describe the logical thinking behind your proposed intervention and how it will incrementally bring about the desired results. 2. State the project strategies, methodologies and assumptions influencing change and explain why these are expected to lead to the results proposed and successfully address the intersecting forms of violence and discrimination your intervention will focus on. |
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| **Transformative Approach & Project Sustainability** (Maximum 500 words)   1. Describe how the project design and implementation will contribute to systemic change and lasting impact on the lives of women and girls. |
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| **Evidence** (Maximum 500 words)   1. Describe if there is documented evidence (e.g. a published, reputable evaluation or research paper) or documented practice-based knowledge that the selected strategies and methodology are likely to work in this or similar contexts. Provide references and links, where possible. 2. If there is limited or no documented evidence, then please explain why there is no documented evidence and why this project is likely to work. |
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| **Learning Journey** (Maximum 300 words)   1. What will be the learning journey of this project? What kinds of monitoring, assessment, research or listening tools and systems will be put in place in order to iteratively learn throughout project implementation? 2. How will the project remain agile and adaptive, based on what you are listening and learning? |
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| **Human Rights Based and Survivor-Centred** **Approach** (Maximum 500 words)   1. How will the project design and implementation prioritize the human rights of the most marginalized women and girls? 2. What is their expected involvement in the project (e.g. will they be co-producers/designers/agents of change)? 3. How will the project hold duty bearers accountable? |
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| **Partnership Strategy** (Maximum 500 words)   1. Who are the partners (other local CSOs, INGOs, government bodies, private sector, researchers, networks) that you need to work/engage with to achieve project results? 2. What is/will be the nature of these partnerships (for instance, sharing resources, networks, power, data)? 3. What is your strategy for ensuring that partnerships are ethical and mutually beneficial, and best represent the needs of marginalized women and girls? 4. What evidence of past successful partnerships can you provide? For new partnerships, describe what activities may be necessary to establish the partnership and any potential risks if it is not possible to establish a partnership as planned. |
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| **Risk Analysis and Mitigation Measures** (Maximum 750 words)   1. Provide an assessment of risks (organizational, social, political risks/conflict, etc.) and how you plan to assess, monitor and mitigate these risks. 2. Describe the ethical and safety protocols your organization will put in place (or plans to implement) to ensure your project activities and monitoring and evaluation activities “do no harm” to women and girls and are survivor centred. 3. If your project targets children, at-risk women and girls or survivors, explain what ethics and safety protocols and plans will be put in place to safely work with them. |
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**IV. Project Budget**

See Annex 3 – Concept Note Budget Form 2021.

**V. Required Attachments**

1. Legal registration

**For all applicants:** Attach the articles of association of the applying Organization and proof of legal status in country of operation. This is a basic requirement for the UN Trust Fund and your application will not be considered further without these documents.

1. Organizational Audit Reports

**For all applicants:** Attach the organizational audit reports for the previous three years – including **2018, 2019, 2020.** If you do not undertake annual organizational audits, please attach a formal letter stating the reason for this.

1. Certified Financial Statements

**For all applicants:** Attach the certified financial statements for the previous three fiscal years – including **2018, 2019, 2020**. This is a basic requirement for the UN Trust Fund and your application will not be considered further without these documents.

1. Women’s rights and women-led Organizations

**For women’s rights organizations:** Provide evidence in the forms of by-laws, articles of association, statutes, constitution and organigrammes that enable the UN Trust Fund to ascertain whether the organization is a women’s right organization.

**For women-led organizations:** Provide evidence that a minimum of 51 per cent of leadership positions across various decision-making levels in the organization (management, senior management and board levels) are held by women. This includes, for example, proof of composition of board of directors and organigramme of senior management disaggregated by gender, as well as a formal letter clearly stating the absolute number and percentage of women in leadership positions in particular as well as in the organization overall.

**VI. Optional Attachments**

1. Endorsement/Support letter

**For all applicants:** You may attach a letter of endorsement from another key stakeholder (for example, a previous beneficiary of your organization, a former or current partner organization, co-implementing partner for proposed intervention, etc.) that specifically speaks to your expertise in the field of ending violence against women and girls.   
**Please note: to ensure fairness, letters of endorsement by UN Women offices will not be accepted.**