

### Questions and Answers:

For more details on the Call for Proposal and the Funding Template, please listen to the recording of the information session.

### Call for Proposal

Q: Can organizations work in different areas mentioned in the Call for Proposal (for example Burj Hammoud, Beirut and Sin el Fil or do we need to choose one?

*A: Organizations can work in one or more of the regions mentioned in the call for proposal.*

Q: Can organizations apply more than one application?

*A: No, organizations cannot submit more than one application, either as a lead or as a partner. If an organization or partner appears in more than one application, all applications will be disqualified.*

Q: How many partners can be part of a consortium?

*A: There are no limits in terms of the number of implementing partners. The only requirement is that the lead organization needs to be registered in Lebanon. For joint projects, the roles and responsibilities of each organization must be clearly detailed within the application in the appropriate section in the proposal template. Proposals must clearly indicate which organization will take lead responsibility for project management and contractual obligations.*

Q: Are Palestinian Organizations allowed to apply? Are Faith-Based Organizations allowed to apply?

*A: Yes, all legally registered civil society organizations in Lebanon can apply.*

Q. Can an organization that is registered in a different country than Lebanon apply to the Call for Proposal (as a lead applicant or co-implementing partner)?

*Organizations that are not legally registered in Lebanon cannot apply as a lead applicant. However, they can be a co-implementing partner.*



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Q: Can organizations that do not meet the eligibility criteria (for example organizations with an annual budget of over 1 million USD, educational institutions or international organizations) be co-implementing partner?

A: Yes. For joint projects, only the lead organization is required to meet the eligibility criteria. However, the WPHF will prioritize proposals from local women's organizations and small community-based organizations.

Q. Our organization has a registration number at the Ministry of Interior but not in the Ministry of Finance, are we eligible to apply?

A. Organization can only apply if you are eligible to open a corporate bank account in the organization's name. Bank accounts of individuals are not accepted. If you cannot have a corporate bank account, then you can consider applying through a consortium where the lead applicant is a registered entity with a corporate bank account.

Q. Our organization has no experience working with a UN agency, would our organization still be considered?

A. Yes, we are encouraging the new and small organizations that have not yet received funding from the UN to apply.

Q. Is the "Mental health and wellbeing" focus considered as eligible for the call?

A. Only if you can provide a link between the provision of mental health services and the objectives of the CFP (women's participation in the response and recovery process).

Q. Is there any toolkits or good practices manuals to have a strong submission?

A. On the last page of the CFP, you can find a list of useful resources. In addition, you can find a tip sheet to help count the number of direct and indirect beneficiaries at the bottom of the page together with the other application documents: <https://wphfund.org/call-for-proposals-in-lebanon/>

Q. What is the way to send the submission? And can I send supporting documents via WeTransfer if the documents are very large?

A. Submissions are to be sent to email [cfp.lebanon@unwomen.org](mailto:cfp.lebanon@unwomen.org) and it can contain a WeTransfer link. All documents should be attached in one email (not several emails).

Q. Can you help in writing a proposal?



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*A. No, the UN cannot provide individual support to organizations for writing their proposal. However, if you have questions concerning the call, we will answer those by updating the FAQ sheet. Please send your inquiries to email [cfp.lebanon@unwomen.org](mailto:cfp.lebanon@unwomen.org)*

Q. Can I apply for a part of my ongoing project and still be considered?

*A. Yes, the WPHF accepts proposals for ongoing projects. However, the specific value-added of the contribution should be clearly outlined.*

Q. Can organizations use government statistics and assessments and studies from other organizations for the proposal.

*A: Yes, Organizations should be using available data and information to explain the context of the project proposal and justify why the project is needed.*

#### Funding template

Q. How to list the lead applicant and the partners in my submission?

*A. Information on the lead applicant should be included on the left side of the first page (cover page). In case of a consortium, the co-implementing partners should be listed on the right side of the cover page under "implementing partners" as well as under V. Formal Partnerships (with Implementing Partners). VI. Collaborations and Coordination should include government bodies or other organizations who you are collaborating with, and who do not have implementation roles or responsibilities and do not receive funding through this project.*

Q. Can I submit my proposal in Arabic?

*A. Yes, submissions are accepted in Arabic, English and French.*

#### Results Framework

Q: Do the suggested impact and outcome indicators in the results framework (Annex A) need to be included?

*A: At least one of the two mentioned impact indicators must be selected. Please note that this can include plans, policies and decision-making processes on local/ community level. Both outcome indicators need to be included (# of direct and indirect beneficiaries).*

Q. Can organizations add additional lines for more outcomes and outcome indicators on the funding template?

*A: Yes, more outcome level indicators can be added, and additional outcomes can be added.*

### Budget

Q. Which budget line should be used for the transfers to the co-implementing partners (sub-grantees) in case of a consortium?

*A. The budget category 6 “Transfers and Grants to Counterparts”.*

Q. What is the difference between budget line 4 (contractual services) and 6 (Transfer and Grants)?

*A: The budget category 6 is for implementing partners (sub-grantees) in case of a consortium. Budget category 4 is related to procurement processes (contracts to other organizations that are not part of the consortium/ joint project – for example, facilitators or translators).*

Q. In Annex B - Budget per category table, do we have to detail each of the categories (such as how many staff and what is each salary etc.) or we need to only put a general budget for each category?

*A. For the budget we try to keep it as simple as possible for the application process – only the overall budget per category needs to be included. The organization that will be selected will be asked to share a more detailed budget at a later stage.*

Q. What is the Dollar rate to be considered?

*A. Budgets should be submitted in dollars. If payments need to be done in local currency, a document from the bank should prove that the amount is exchanged as per the official bank rate (currently at 3,900 LBP). UN Women will provide additional guidance to selected partners regarding the exchange policy and procedures.*

Q. Can organizations hire International consultants and where would this be added?

*A. Yes, national and/or international consultants can be hired and budgeted under line 4 “contractual services” if they are not a staff in the organization.*