

## Invitation for Proposals (to be issued by UNFPA)

United Nations Population Fund (UNFPA) in Georgia, an international development agency, invites qualified organizations to submit proposals for implementing Youth for Social Change Initiative under the Programme „Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus “, supported by European Union (EU) implemented by UNFPA in Georgia. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations (NGO) for prospective partnership with UNFPA Georgia to support achievement Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus Programme results and contribute to the implementation of the 2021-2025 UNFPA County Programme.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email, with email subject clearly marked “NGO Invitation for Proposals\_ Youth 4 Social Change”

at the following address: UNFPA Georgia: [sbenidze@unfpa.org](mailto:sbenidze@unfpa.org) by 15 June, 2021.  
Proposals received after the date and time will not be accepted for consideration.

Applications must be submitted in English or Georgian language.

Any requests for additional information must be addressed in writing by June 8<sup>th</sup>, 2021 at the latest to [sbenidze@unfpa.org](mailto:sbenidze@unfpa.org).

UNFPA shall notify applying organizations whether it is considered for further action.

Please see [Working with UNFPA: Key information for UNFPA Implementing Partners on completing the Protection from Sexual Exploitation and Abuse \(PSEA\) Assessment](#).

### Section 1: Background

1.1 UNFPA mandate	UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every child birth is safe, and every young person's potential is fulfilled.
1.2 UNFPA Programme of Assistance in Georgia	<p>In Georgia, UNFPA works with the government and other partners to implement 2021-2025 Country Programme with the focus on the following areas: (a) sexual and reproductive health, including adolescents and youth; (b) gender equality and women’s empowerment; and (c) population dynamics.</p> <p>Further information on the UNFPA Georgia Programming can be found on <a href="http://unfpa.org/georgia">http://unfpa.org/georgia</a></p>
1.3 Specific Scope of Work	United Nations Population Fund (UNFPA) within the frames of EU funded programme ‘ <b>Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus’ (2021-2022)</b> ’ is implementing ‘ <b>Youth for Social Change</b> ’ initiative in Samtskhe-Javakheti region of Georgia focusing on ending harmful practices, promoting gender equality, and gender-biased social

norm change through youth engagement and peer-to-peer mobilization. Its **overarching goal is to educate, empower and engage youth** to trigger social norm change through local youth-led initiatives that challenges stereotypes, and discriminatory gender norms and mobilizes public support to end harmful practices and promote gender equality. Under this component UNFPA Country Office in Georgia is looking for the **Partner Civil Society Organization from Samtskhe-Javakheti Region** to provide technical support in the implementation of the Youth for Social Change initiative.

Its **overarching goal is to educate, empower and engage youth (age:15-19)** to trigger social changes through small scale youth-led initiatives (including communication campaigns, advocacy events, information sessions, etc.) that challenges discriminatory gender stereotypes and norms and mobilizes public support to end harmful practices and advance gender equality. Within the frames of programme this will be achieved by mobilizing young people (age:15-19) in Samtskhe-Javakheti to participate in the Youth for Social Change Training Programme and to develop small scale group initiatives at the local level aiming to contribute gender-biased social norm change.

### **Background**

In order to **educate, empower and engage youth** UNFPA Country Office, developed comprehensive **training module and curriculum** for working with youth (age: 15-19) to trigger gender-biased social norm change.

Training programme based on the developed module shall involve **at least 80 young people (age: 15-19)** selected by the partner organization from local communities in Samtskhe-javakheti region (Akhaltsikhe, Akhalkalaki, Adigeni, Aspindza, Ninotsminda). During the training participants will work to increase their commitment to gender equality, to build advocacy skillset and to form youth teams initiating small-scale advocacy projects addressing gender inequalities and discriminatory social norms.

Training programme will be delivered - over the course of four full-day sessions - by selected pool of local facilitators, trained and supported through Training of Trainers (TOT). After the completion of the training programme, facilitators will provide necessary mentorship and support to youth teams in the process of implementing the small-scale efforts, as well as facilitate to establish and stimulate youth network. Youth teams will be supported by UNFPA through selected local partner organizations to ensure smooth implementation of small scale youth projects designed as a result of the training programme.

In light of the above mentioned, UNFPA Georgia will select the partner NGO in Samtskhe-Javakheti Region to support the implementation of Youth for Social Change Initiative. In the following period (July, 2021 - September, 2022) selected partner organizations will lead the below listed activities:

**Activity 1:** Reviewing the Training Manual and respective annexes by the youth development expert based on the recommendations of the 1st phase training

cycles, and according to the culturally sensitive context, **in close consultation and collaboration with UNFPA/Georgia CO and the Project Manager.** Ensure, preparation of the module and participant materials/handouts in the local language.

**Activity 2:** Selecting the pool of **8 youth facilitators** from Samtskhe-Javakheti region based on the entry competences elaborated by UNFPA Georgia. Selected facilitators will participate in six-day intensive Training of Trainers (ToT) organized by the partner organization (in close collaboration with the UNFPA) to familiarize themselves with the Youth for Social Change Training Module and strengthen their facilitation and mentorship skills. Selected partner organization shall ensure recruitment, selection, coordination, attendance of the facilitators in the ToT and deliver the ToT with high quality.

**Activity 3:** Selecting Youth for Social Change Training **participants** from Samtskhe-Javakheti (Akhaltsikhe, Akhalkalaki, Adigeni, Aspindza, Ninotsminda) based on the entry competences elaborated by UNFPA CO. Selected participants will attend the Youth for Social Change Trainings (1 training includes four-full day sessions) delivered by designated facilitators, form the teams and elaborate small-scale advocacy projects.

**Activity 4:** Ensuring the smooth delivery of Youth for Social Change Trainings in Samtskhe-Javakheti including providing logistical and operational support (such as securing the venue/catering, participant transportation, facilitators, etc.).

**Activity 5:** Together with selected facilitators partner organization is expected to support youth teams complete the small scale projects developed as a result of the training. Partner organization will ensure that facilitators conduct regular online/offline meetings with the assigned teams and that essential resources for youth teams to complete the projects are in place.

**Activity 6:** Partner organization is expected to organize online and/or offline skill building camps (not exceeding three days), for the training participants, to strengthen advocacy skills and advance competences of young people for completing the small-scale community projects (topics can include, effective presentations, social media for social change, storytelling, developing project idea, critical issues regarding gender equality, harmful practices, etc.).

**Activity 7:** Together with selected facilitators partner organization is expected to establish participant database and support the establishment of youth network involving alumni of the training participants; Partner organization is expected to support UNFPA CO at the local level in arranging youth advocacy meetings and events (e.g. International Youth Day, Youth Festival, etc.)

**Activity 8:** Arrange and ensure the mobilization of participants/team of facilitators to attend to the Youth Forum aiming to present completed youth

	<p>community projects, acknowledge the results of the youth for social change initiative and establish a youth network in Samtskhe-Javakheti Region.</p> <p>Partner organization shall include the visibility and communication element in their proposal to ensure the wider dissemination of the information regarding the initiatives.</p> <p>Implementation period (July, 2021- September, 2022)</p> <p>UNFPA will provide technical and overall guidance and will ensure quality control of the ongoing activities and developed products. All work will be conducted in close consultation with the EU Delegation in Georgia, and the EUD Focal Point will be informed in advance of all activities and invited to open and participate therein.</p> <p>For more information regarding Youth for Social change initiative please see Annex 1.</p>
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Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> <li>● Copy of provisions of legal status of the NGO in Georgia [<i>Required to be eligible for review</i>]</li> <li>● Organizational bylaws or constitution (registry documents)</li> <li>● Names of the Board of Directors/governing entity</li> <li>● Attachment I – NGO Profile and Programme Proposal (along with budget proposal). When completing PSEA Assessment part, please also include supporting documentation.</li> <li>● Latest <b>annual report</b> and <b>audit report (if any)</b> as separate documents or hyperlink to the documents</li> </ul>	
2.2 Indicative timelines	Invitation for Proposal issue date	May 21, 2021
	Deadline for submissions of proposals	June 15 <sup>th</sup> , 2021
	Deadline for requests of additional information/ clarifications	June 8 <sup>th</sup> , 2021
	Review of NGO submissions	[2-3 weeks after deadline]
	Notification of results communicated to NGO	[2 weeks after review of proposals]

Section 3: Process and timelines	
3.1 Review & evaluation of NGO submissions	<p>Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results <i>using criteria outlined in section 3.2 below</i>.</p> <p>It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. Selected NGOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply.</p>

3.2 Selection criteria	<p>This call for expressions of interest is open to any not-for-profit civil society/youth organization in Samtskhe-Javakheti region with previous experience working on issues related to <b>youth empowerment, participation and development, gender equality, harmful practices, women's and girls' rights and empowerment</b>; Established network and collaboration with local government bodies, civil society and youth platforms are essential.</p> <p>Eligible organizations will be selected in a transparent and competitive manner, based on their capacity to ensure the highest quality of service, including the ability to apply innovative strategies to meet programme priorities in the most <b>efficient</b> and <b>cost-effective</b> manner.</p> <p>UNFPA Georgia office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p>NB: Any proposal not submitted in specified working language will be excluded from consideration.</p>		
	<table border="1"> <tr> <td data-bbox="401 751 618 932">Governance &amp; Leadership</td><td data-bbox="618 751 1466 932"> <ul style="list-style-type: none"> <li>• The organization has a clearly defined mission and goals that reflect the organization's structure and context, as well as alignment to UNFPA priority areas.</li> <li>• Organization does not have a history of fraud, complaints or service delivery issues.</li> </ul> </td></tr> </table>	Governance & Leadership	<ul style="list-style-type: none"> <li>• The organization has a clearly defined mission and goals that reflect the organization's structure and context, as well as alignment to UNFPA priority areas.</li> <li>• Organization does not have a history of fraud, complaints or service delivery issues.</li> </ul>
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3.3 Prospective partnership agreement	<p>UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission.</p>		

\*\*\*\*This invitation for proposals is announced in the framework of the programme ‘Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus funded by the European Union, and implemented by UNFPA in Georgia.

**Please See Attachment I: NGO Profile and Programme Proposal (To be completed by NGO submitting the proposal) below.**

## Attachment I: NGO Profile and Programme Proposal (To be completed by NGO submitting proposal)

The purpose of this proposal is to provide the following information: a) overview of the NGO, b) an outline of the activities the NGO is proposing to partner with UNFPA and c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP.

Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals.

### Section A. NGO Identification

A.1 Organization information	Organization name	
	Address	
	Website	
A.2 Contact information	Name	
	Title/Function	
	Telephone	
	Email	
	Are you registered in the <a href="#">United Nations Partner Portal</a> ?	
A.3 Conflict of interest statement	To your knowledge, do any staff members of your organization have personal or financial relationships with any staff of UNFPA, or any other conflicts of interest with this programme or UNFPA? If so, please explain.	
A.4. Fraud statement	Does your organization have fraud prevention policies and practices in place?	

### Section B. Overview of the organization

B.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of funding	<i>Outline funding base, including local, international, and private sector donors</i>
	Main funding partners/ donors	

B.2 Staff capacity	<i>List of number and key functions of core organization staff</i>
B.3 NGO mandate and background (900 words max.)	<i>Outline the organization's mandate and field of work, and how it aligns to UNFPA's mandate.</i>
B.4 Available expertise and specialists (900 words max.)	<i>Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area</i>
B.5 Experience in proposed area of work (1500 words max.)	<i>Outline of type/scope and key results achieved in proposed programmatic area in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in Georgia and prior experience with any organization of the United Nations</i>
B.6 Knowledge of the local context/ Accessibility to target population (900 words max.)	<i>Outline of presence and community relations in the location(s) the activities will be implemented in: include access to vulnerable populations and hard-to-reach areas, if any)</i>
B.7 Credibility (900 words max.)	<i>To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?</i>
B.8 Monitoring (900 words max.)	<i>Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyse and use programme monitoring data</i>

Section C. Proposal overview	
C.1 Programme title	Youth for Social Change Initiative in Samtskhe-Javakheti Region
C.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Invitation for Proposal</i>
C.3 Proposed programme duration	<i>From MM/YYYY to MM/YYYY</i>
C.4 Proposed Programme budget	<i>Please indicate total budget (for detailed description please refer to section D.4)</i>

Section D. Proposed interventions and activities to achieve intended results	
D.1 Programme Summary	<i>This section should provide a brief summary of the programme.</i>



(1700 words max.)	<p><i>It should include a problem statement, the context and the rationale for the Programme:</i></p> <ul style="list-style-type: none"> <li>• <i>Overview of the existing problem;</i></li> <li>• <i>How the problem is linked to global/regional/national priorities and policies; and</i></li> <li>• <i>The relevance of the programme in addressing problem identified</i></li> </ul>
D.2 Organizational background and capacity to implement (1500 words max.)	<i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</i>
D.3 Expected results (1500 words max.)	<i>“What” this programme will achieve - programme objectives and expected results</i>
D.4 Description of activities and budget	<i>The applicant should include a separate excel spreadsheet with full details of activities and associated budget. This section includes a detailed description of budgeted activities to be undertaken to produce the expected results. Clear linkages between activities and results must be indicated. For more details please see Attachment 2: guidance note for budget development</i>
D.5 Gender, Equity and Sustainability (optional)	<i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i>
D.6 Other partners involved	<i>This section outlines other partners who have a role in programme implementation, including potential sub-contractees and other organizations providing technical and financial support for the programme</i>
D.7 NGO contribution	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>
D.8 Additional documentation	<i>Additional documentation can be mentioned here for reference</i>

## Section E. Programme Risks and Monitoring

E.1 Risks	<i>Identify major risk factors that could result in the proposed activities not being successfully implemented and any key assumptions on which the proposed intervention is based. Include any actions the organization will undertake to address/reduce identified risk(s).</i>
E.2 Monitoring	<i>This section briefly outlines the monitoring activities</i>

## Section F. References

Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship.

Reference 1:

Reference 2:	
Reference 3:	

Section G. Preventing Sexual Exploitation and Abuse (PSEA) Capacity Assessment	
Please note, the results of this assessment may be shared with other United Nations entities	
G.0 Preliminary Screening	<p>Does the organization have direct contact with beneficiaries?  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your response is no, stop here and do not complete this section. However, please note if your organization begins working with beneficiaries at a later date, UNFPA will require your organization to fill out a self-assessment.</p> <p>If yes, please continue.</p> <hr/> <p>Has the organization's PSEA capacity been assessed by a UN entity in the last 5 years?  Yes <input type="checkbox"/> <i>If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.</i></p> <p>No <input type="checkbox"/> <i>If no, complete G.1 through G.8</i></p>
G.1 Policy Requirement	<p><i>Please provide supporting documentation for any fields marked "Yes".</i></p> <p>Your organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that the partner accepts the standards of conduct listed in section 3 of the ST/SGB/2003/13.  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Code of Conduct (internal or interagency)</li> <li><input type="checkbox"/> PSEA policy</li> <li><input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.2 Subcontracting	<p>Your organization's contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.   Yes <input type="checkbox"/> No <input type="checkbox"/> *N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contracts/partnership agreements for sub-contractors</li> <li><input type="checkbox"/> Other (please specify):</li> </ul> <p><i>* Please Note: If the partner notes that it does not have subcontractors in the self-assessment this core standard is not applicable and UNFPA will assess this core standard as N/A. However, if this situation changes and the same partner subsequently subcontracts activities to another entity, this would warrant a re-assessment.</i></p>

G.3 Recruitment	<p>Your organization has a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration)</li> <li><input type="checkbox"/> Recruitment procedures</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.4 Training	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel<sup>1</sup> (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> <li>1) a definition of SEA (that is aligned with the UN's definition);</li> <li>2) an explanation on prohibition of SEA; and</li> <li>3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</li> </ol> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training package</li> <li><input type="checkbox"/> Attendance sheets</li> <li><input type="checkbox"/> Training certificates</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.5 Reporting	<p>Your organization has mechanisms and procedures for personnel, recipients of assistance and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility).</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal Complaints and Feedback Mechanism</li> <li><input type="checkbox"/> Participation in joint reporting mechanisms</li> <li><input type="checkbox"/> Communication materials</li> <li><input type="checkbox"/> PSEA awareness-raising plan</li> <li><input type="checkbox"/> Description of reporting mechanism</li> <li><input type="checkbox"/> Whistle-blower policy</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>

<sup>1</sup> Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.

G.6 Assistance	<p>Your organization has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or GBV systems (where applicable) and/or referral pathways at an inter-agency level.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal or Interagency referral pathway</li> <li><input type="checkbox"/> List of Available service providers</li> <li><input type="checkbox"/> Description of referral or Standard Operation Procedure (SOP)</li> <li><input type="checkbox"/> Referral form for survivors of GBV/SEA</li> <li><input type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.7 Investigations	<p>Your organization has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written process for review of SEA allegations</li> <li><input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support</li> <li><input type="checkbox"/> PSEA investigation policy/procedures</li> <li><input type="checkbox"/> Contract with professional investigative service</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.8 Corrective Measures	<p>Your organization has taken appropriate corrective action in response to SEA allegations, if any.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff.</li> <li><input type="checkbox"/> Specific measures to identify and reduce risks of SEA in programme delivery.</li> <li><input type="checkbox"/> Other ((please specify):</li> </ul>

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind while preparing a project budget:

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of workshop management.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UNFPA for its Support Costs, not exceeding a rate of 3-4%. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.

Sample Budget outline for further reference:

<b>Expenditure Category</b>	<b>Unit Costs</b>	<b>Implementation Period</b>	<b>Total in GEL</b>	<b>Total in USD</b>	<b>% of total direct costs</b>
1. Personnel					
2. Stationary / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts (individual contracts/service contracts)					
5. Local Travel					
6. Other support requested					
7. Support Cost (not to exceed 4% or the Total direct costs)					