



UN Trust Fund to End Violence against Women Call for Proposals for Latin America and Sub-Saharan Africa

The Spotlight Initiative: Concept Note Form

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

I. Organization Information

A. Organization contact

Organization name*			
Address		City	
State or Province		Country or Territory	
E-mail		Website	
Telephone number (include country and city code)		Fax number (include country and city code)	

* 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.

B. Primary contact person

Title	<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.
First Name	
Last Name	
Job Title	
E-mail*	

C. Secondary contact person

Title	<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.
First Name	
Last Name	
Job Title	
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.

D. Type of organization (select one)

<input type="radio"/> Civil Society Organization (select one) <ul style="list-style-type: none"> <input type="checkbox"/> Women’s <input type="checkbox"/> Human rights <input type="checkbox"/> Men’s <input type="checkbox"/> Development <input type="checkbox"/> Youth <input type="checkbox"/> Humanitarian <input type="checkbox"/> Disabled People’s Organization (DPO) <input type="checkbox"/> Faith-based <input type="checkbox"/> Other <p style="text-align: center;">Specify</p>	<input type="radio"/> International Non-Governmental Organisation
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Does the organization have a legal status in the country of operation? Yes No

Is the organization a women-led organization?* Yes No

Insert the organization's mission and/or vision statement from its constitution/articles of association (maximum 200 words):

Describe the organization's focus area of work as well as major projects implemented in the field of ending violence against women over the past five years (maximum 200 words):

List your major donors (maximum 60 words):

* 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), 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.

E. What percentage of leadership positions in the 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

F. What percentage of staff members working as core staff in the organization are women? (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

G. Annual organizational expenditure (in US dollars) *

	2016	2017	2018
Estimated resources spent on ending violence against women programming (in US dollars)	2016	2017	2018

*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.

H. Does the organization have organizational audit reports for the three fiscal years?

2016	2017	2018
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please also attach the organizational audit reports under Section VI.

I. Does the organization have certified financial statements for the three fiscal years?

2016	2017	2018
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please also attach the last three certified financial statements under Section VI.

J. Has the organization previously applied for a grant from the UN Trust Fund?

No Yes Year(s)

K. Has the organization previously received funds from the UN Trust Fund?

No Yes
Year(s) Amount (US dollars)

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

L. The UN Trust Fund may share the organization information provided in this section with other donors. Please state whether your organization consents to this information being shared.

- Yes, I consent to the information provided in this section being shared with other donors.
 No, I do not consent to the information provided in this section being shared with other donors.

II. Project Focus

A. Country and/or territory of implementation

B. Primary level of proposed project intervention (select one)

- Community
 Sub-national (i.e. province, state)
- Local
 National

C. 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)

<input type="checkbox"/> Violence in the family <ul style="list-style-type: none"> <input type="checkbox"/> Intimate partner violence <input type="radio"/> Physical violence <input type="radio"/> Sexual Violence <input type="radio"/> Psychological and emotional violence <input type="radio"/> Economic violence <input type="checkbox"/> Non-partner violence <input type="radio"/> Physical violence <input type="radio"/> Sexual Violence <input type="radio"/> Psychological or emotional violence <input type="radio"/> Economic violence <input type="checkbox"/> Violence against the girl child (non-spousal violence, violence related to exploitation) <ul style="list-style-type: none"> <input type="checkbox"/> Harmful practices <input type="radio"/> Early/Child marriage <input type="radio"/> Forced marriage <input type="radio"/> Pre-natal sex selection <input type="radio"/> Female Infanticide <input type="radio"/> Female genital mutilation/cutting <input type="radio"/> Dowry-related violence <input type="radio"/> So called 'honour crimes' <input type="radio"/> Maltreatment of widows (e.g. widow 'cleansing') <input type="radio"/> Other (specify) <input type="checkbox"/> Violence against domestic workers <input type="checkbox"/> Other 	<input type="checkbox"/> Violence in the community <ul style="list-style-type: none"> <input type="checkbox"/> Femicide <input type="checkbox"/> Sexual violence by non-partners (rape/sexual assault) <input type="checkbox"/> Sexual harassment and violence in public spaces/institutions <input type="radio"/> Violence in schools <input type="radio"/> Violence in the workplace <input type="radio"/> Violence in public spaces <input type="radio"/> Other (specify) <input type="checkbox"/> Trafficking in women and girls <input type="checkbox"/> Other 	<input type="checkbox"/> Violence perpetrated/condoned by the State or at the State level <ul style="list-style-type: none"> <input type="checkbox"/> Custodial violence <input type="checkbox"/> Forced sterilization/pregnancy/ abortion <input type="checkbox"/> Sexual and gender-based violence during armed conflict or in post-conflict situations <input type="checkbox"/> Sexual and gender-based violence in refugee/ internally displaced persons (IDPs) camps <input type="checkbox"/> Sexual and gender-based violence in post-natural disaster settings <input type="checkbox"/> Other
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†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.

Please select only those categories that are relevant to the intervention.

D. Primary beneficiaries (individuals) – the women and/or girls who will directly benefit from this project and whose lives are expected to change for the better as a result of this project. Please note the benefits and positive impact on the lives of the women and girls should be objectively verified through evidence by the end or shortly after the end of the project. (You may select a maximum of four categories). Please also enter the approximate number of primary beneficiaries you expect to reach.

<input type="checkbox"/> Female domestic workers <input type="checkbox"/> Female migrant workers <input type="checkbox"/> Female political activists/human rights defenders <input type="checkbox"/> Female sex workers <input type="checkbox"/> Female refugees/Internally displaced/asylum seekers	<input type="checkbox"/> Indigenous women/from minority ethnic groups <input type="checkbox"/> Lesbian, bisexual, transgender <input type="checkbox"/> Women/girl victims of trafficking <input type="checkbox"/> Women/girls with disabilities <input type="checkbox"/> Women/girls living with HIV and AIDS <input type="checkbox"/> Women and girls forced in prostitution	<input type="checkbox"/> Women/girl victims of sexual exploitation <input type="checkbox"/> Women in detention <input type="checkbox"/> Other Specify
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Main characteristics of Primary Beneficiaries

<u>Age (select all that apply)</u> <input type="checkbox"/> Girls (0-9) <input type="checkbox"/> Adolescents (10-19) <input type="checkbox"/> Young women (20-24) <input type="checkbox"/> Adult Women <input type="checkbox"/> Elderly women (60 and above)	<u>Target group (select only one)</u> <input type="checkbox"/> Women and/or girls in general <input type="checkbox"/> Women and/or girl survivors of violence <input type="checkbox"/> Both of the above	<u>Setting (select all that apply)</u> <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Informal (e.g. slums)
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Estimated total number of Primary Beneficiaries:

Please select only those categories that are relevant to the intervention.

E. Secondary beneficiaries – those individuals the project will work with in order to change the lives of the primary beneficiaries. For example, those who act as change agents, enablers or service providers in order to achieve the project outcomes. These could be women, girls, men or boys. (You may select a maximum of four categories). Please also enter the approximate number of secondary beneficiaries you expect to reach through this initiative.

<input type="checkbox"/> Members of civil society organizations (including NGOs) <input type="checkbox"/> Members of community-based groups <input type="checkbox"/> Educational professionals (i.e. teachers, educators) <input type="checkbox"/> Members of faith-based organizations <input type="checkbox"/> Members of the general public/community at large	<input type="checkbox"/> Government officials (i.e. decision makers, policy implementers) <input type="checkbox"/> Health professionals <input type="checkbox"/> Journalists/Media <input type="checkbox"/> Legal officers (i.e. lawyers, prosecutors, judges) <input type="checkbox"/> Men and/or boys <input type="checkbox"/> Parliamentarians	<input type="checkbox"/> Private sector employers <input type="checkbox"/> Social/welfare workers <input type="checkbox"/> Uniformed personnel (i.e. police, military, peace-keeping officers) <input type="checkbox"/> Other Specify
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Estimated total number of Secondary Beneficiaries:

Please select only those categories that are relevant to the intervention.

Please count individuals - NOT organizations - that will benefit from the project, by the end of the project.

F. UN Trust Fund Strategic Results Areas: Please select up to FOUR (and at least one) results areas that best represent the key results the project aims to achieve:

1. Improved access for women and girls to essential, safe and adequate multi-sectoral services to end VAW/G

Service providers (health, social, legal, police) are better able to **provide safe and adequate response and care** for VAW/G survivors

Service providers (health, social, legal, police) are better able to **identify and refer VAW/G survivors or those at risk** to appropriate support and care

Specialist support services are set up or improved to help women and girl survivors and those at risk

Multi-sectoral services and/or systems are set up to improve provision of services to women and girl survivors or those at risk

Women and girl survivors or those at risk are able to access services through **improved ease of accessibility** (e.g. number, geographic distance, facilities for differentiated needs, knowledge of services)

Cases of violence against women and girls are more effectively and/or often **reported, investigated and/or prosecuted**

2. Improved prevention of VAW/G through changes in behaviour, practices and attitudes

Education institutions (school, university etc.) improve practices, the curriculum, policies or services to prevent and/or address VAW/G

Community, youth and other groups mobilize people to change behaviour, attitudes and practices with regard to women's and girls' legal/human rights and take action to prevent VAW/G

Individuals have improved attitudes and behaviours with regard to women's and girls' legal/human rights and take action to prevent VAW/G

Community leaders and/or key decision makers and authorities advocate for changes in behaviours, attitudes or practices and take action to prevent and end VAW/G

Practitioners and/or advocates of harmful practices (e.g. FGM, early forced marriage) **have changed attitudes and behaviours** in order to end the practice

Women and girls have improved confidence and/or are equipped with knowledge to report unwanted sexual activity and/or violence

3. Increased effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G

Institutions responsible for addressing VAW/G improve effectiveness to prevent and respond to VAW/G (e.g. through improving capacity, resources, efficiency or coordination etc).

Laws, policies, protocols, budgets and/or national action plans on VAW/G are developed and/or improved to more effectively prevent and respond to VAW/G

Policy makers, Government officials and/or decision makers are equipped and have the capacity to improve institutional response and prevention of VAW/G

Accountability systems and/or mechanisms are set up or improved to effectively respond, engage and be accountable to women and girls, key stakeholders and the public in the institutional response to VAW/G

Evidence and data on VAW/G is effectively generated and used to influence and inform the institutional response to VAW/G

New or improved systems, protocols and/or databases are created to collect, record, analyse and/or refer cases of VAW/G appropriately and securely

G. 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. Increased effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G

Outcome 3. Improved prevention of VAW/G through changes in behaviour, practices and attitudes

If you selected Outcome 2 (increasing effectiveness of legislation, etc.) please describe the specific law(s), policy(ies) or plan(s):

Include information on the specific national and/or local law(s), policy(ies) and action plan(s) and challenges to its implementation. Briefly describe how the proposed intervention will make a difference in the implementation. (maximum 250 words)

III. Project description

A. Project Summary

In three sentences each, please provide the following (maximum 300 words):

- 1) Justification (why): Justify your proposed project, referring to the evidences of gaps, issues and needs identified from previous initiatives, needs assessments, research and/or evaluations.
- 2) Results (what): Describe what results your proposed project is aiming to achieve.
- 3) Strategy (how): Describe the strategies that will be employed to achieve the intended results.

B. Title

C. Duration 3 years

D. Project Start date* --/--/----
(day/month/year):

Project End date: --/--/----
(day/month/year)

E. Total amount requested from the UN Trust Fund (in US dollars)

F. Total contribution from applicants** (in US dollars)

G. Total project budget (in US dollars)

H. Co-Implementing partners. Please list all the implementing partners of the project, starting with the applicant organization: (maximum 50 words)***

*The estimated start date cannot be before 01 December 2019 (01/12/2019)

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

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

*** 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.

I. 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.

J. Specify the approximate amount of requested budget allocated to each of the following type of project intervention:

Advocacy and/or awareness-raising campaigns:

Research, evidence gathering and/or data collection :

Other (all other budget allocations):

Enter amount without any periods, commas, symbols or spaces. Please round up to the nearest dollar. The sum of each of the categories selected should add up to the total amount requested from the UN Trust Fund (Section III, Question E).

Please pay close attention to the guidance and rules on applying for funding in each of these areas noted in the Call for Proposals document. While proposals heavily focusing on advocacy/awareness raising or research/data collection are NOT automatically excluded at concept note stage, these areas of work must be clearly justified below.

K. The UN Trust Fund invites proposals in the following areas. Please indicate the category your application falls under: (select one)

This proposal will contribute to one or more of the *UN Trust Fund's Strategic Results Areas*:

(a) Improving access for women and girls to essential, safe and adequate multi-sectoral services to end VAW/G;

(b) Increasing effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G; and

(c) Improving prevention of VAW/G through changes in behaviour, practices and attitudes.

L. Problem Analysis and Project Justification (maximum 300 words)

Briefly describe the main problem the project aims to address including relevant statistical information on the nature, scope and scale of violence against women and/or girls in the targeted area. Describe why this project is needed: what gaps and/or challenges exist in current national and/or civil society efforts to tackle the problem that justify the need for the intervention?

M. Project Results (maximum 300 words)

Briefly describe the intended results in terms of the most significant change expected in the lives of women and girls by the end of the project period. Also describe the positive changes in individual, community or institutional behaviours, policies or practices that will address and/or prevent violence against women and girls as a result of the project.

N. Project Strategies and Theory of Change (maximum 500 words)

Briefly describe how the project will achieve the expected results outlined above. Describe the project strategies and methodologies for influencing change and explain why these are expected to lead to the results proposed.

O. Project Principles and Approach (maximum 500 words)

Describe how you will apply a human-rights based approach to project design and implementation. How will the organization ensure that the rights of women and girls will be respected and ensure the safety of beneficiaries and partners involved in the project?

P. Project Sustainability (maximum 500 words)

How will project design and implementation ensure that results continue to have a lasting impact on the lives of women and girls after the project ends?

Q. Evidence: How do you know that the proposed project is likely to work and achieve the expected results? Please select one category below, which best represents the evidence or rationale for the proposed project methodology:

There is documented evidence (in the form of a published, reputable evaluation or research paper) that the proposed project methodology is likely to work in this or similar context (maximum 300 words)

Please describe the evidence and provide references and links to the publications.

There is some (but limited) documented evidence, that the proposed project methodology is likely to work but this is a promising approach based on evidence from other contexts (maximum 300 words)

Please describe the evidence and provide references and links if possible. Describe why the organization believes this project approach will work (and/or can be replicated, scaled-up) in this context while managing the risks of limited evidence.

There is no documented evidence, but this proposal is a unique opportunity to test a new approach or work in a new context or difficult environment (maximum 300 words)

Please describe why there is no documented evidence (this can include limited capacity of local organizations to conduct research) and why this project is still a worthwhile investment for the UN Trust Fund.

R. Partnership and Stakeholder Strategy (maximum 400 words)

Please describe any partners and stakeholders you need to work/engage with to achieve project results. What is your strategy for ensuring that partnerships operate well, that stakeholders are engaged and supportive and that beneficiaries are consulted? What evidence of past successful partnerships can you provide?

IV. Organizational capacity

A. Technical expertise and experience in the field of ending violence against women and girls (maximum 300 words)

List and describe projects implemented by your organization in the field of ending violence against women and girls over the past five years. Please provide at least one major achievement to which the organization contributed to in this field. 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 (under Section VI). If you do not have expertise in the field, please explain how your organization is suitable to manage the project proposed and how you will resource and secure the necessary expertise.

B. Organizational capacity in project and financial management (maximum 300 words)

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. How will you ensure these functions meet the quality standards expected in managing UN Trust Fund grants?

For international NGOs, please 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.

V. Project Budget

See Annex 3 – Budget Form 2019.

VI. Required Attachments

Please note that you can only upload files of up to 10 MB each. If you have multiple documents please merge them into one, if possible.

A. 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.

B. Organizational Audit Reports

For all applicants: Attach the organizational audit reports for the previous three years – including 2016, 2017, 2018. If you do not undertake annual organizational audits, please attach a formal letter stating the reason for this.

C. Certified Financial Statements

For all applicants: Attach the certified financial statements for the previous three fiscal years – including 2016, 2017, 2018. This is a basic requirement for the UN Trust Fund and your application will not be considered further without these documents.

D. Women's rights and women-led Organizations

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.

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.

VII. Optional Attachments

A. 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.