

GSP Call for Proposals

Frequently asked questions

1. When is the deadline for submission of proposals?

The deadline for submission of proposals is 12:00 pm on **Thursday 23 February 2012**. Early e-mail submissions are encouraged to avoid congestion.

2. How long should the proposal be?

Proposals should be short to the point and succinct. Lengthy proposals are strongly discouraged, what is important and what should be clearly stated is the logical link between the objectives, strategies, and activities. Proposals should at most be 5 pages or less including the cover page work plan and results framework.

3. How should we draft our budget? Can we have a sample?

The budget states the ratio between the estimated costs and the expected results. It should also demonstrate that the proposed expenditure is necessary for the action. Below is a sample of a budget:

Activities	Number of units	Unit rate	Totals
Capacity building for young women			
Develop IEC materials	1	100	100
Young women skills training	4	200	800
Young women outreach meetings	per month	50	300
Sub total			1,200
Grand total			1,200

Budget Notes:

- All prices are in USD.
- Budget is for 6 months
- Each training session will be for 30 participants drawn from Marange district

4. If more than one organisation applies for funding, how should they draw the budget?

The budget should be drawn along broad budget lines, clearly stating what each one will be used for. There should be one organisation that is responsible for reporting on the budget lines. The work plan should clearly state the roles of the different organizations.

5. Suppose organisation X applies for funding with organizations Y and Z can organisation X still apply for funding with organisation A and B? Taking note that the activities will be different.

Organisation X can only apply once in partnership with other organizations. Hence it should prioritize its activities. This is done to avoid double dipping and also because the funds are limited.

6. Can you apply for funds to supplement action that is already funded by another funding partner?

Yes you can clearly stating the contribution by the other funding partner and the expected results. If funds will contribute to the same results, this should be well stated and reflected in the budget and implementation plan.

7. Can we use the funds to purchase equipment such as vehicles, machinery and immovable property?

No these funds are clearly for actions stated in the call and cannot be used for purchasing such.

8. Can we include a salaries budget line and if so what percentage of the budget should this be?

Costs for salaries are covered in the 10% administrative fees that is awarded to each partner on submitting its narrative and financial reports that are satisfactory.

9. If my proposal is not successful, can I contact you for more feedback in order for me to improve on my proposal?

We receive close to hundred submissions which make it difficult for us to provide feedback on individual proposals. Hence we only give feedback to successful applicants. We however acknowledge receipt of your proposal if submitted via e-mail. As for hand delivered proposals, our security will issue you with a stamped receipt.

10. What if I do not stay in Harare and am unable to attend your meeting on clarifying the guidelines, where can I get more information?

You are free to submit your query by written e-mail to gsp.admin@undp.org. Our team will make an effort to respond to you timorously.

END