

Call for Proposal (CFP) Template for Responsible Parties (For Civil Society Organizations- CSOs)

Section 1

CFP No. UNW-ESA-ECO-CFP-2021-006

a. CFP letter for Responsible Parties

UNWOMEN plans to engage an (Responsible Parties) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than (time) _ 23:59 **Ethiopia standard time (GMT+3) on 08 March 2022**

The budget range for this proposal should be [35,000 -50,000]

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: _____

b. Proposal data sheet for Responsible Parties

Program/Project: Support Government in the establishment and strengthening of multi-sectoral coordination mechanisms on prevention and response to Violence Against Women and Girls including Harmful Traditional Practices (VAWG/HTP) and adoption and implementation of gender responsive policies and legislations”.

Program official’s name:

Email: Ethiopia.public@unwomen.org

Telephone number: +251 115 17 08 25

Requests for clarifications due:

Date: **24 February 2022**

Time: 23:59

(via e-mail) Tsgereda.lemma@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: **01 March 2022**

Time: CoB (5:30p.m)

Proposal due:

Planned award date:

15 April 2022

Planned contract start-date / delivery date (on or before): Immediately After the Award

c. UN Women Terms of Reference

TERMS OF REFERENCE

To select two local CSO partners to implement the project on ***“Support Government in the establishment and strengthening of multi-sectoral coordination mechanisms on prevention and response to Violence Against Women and Girls including Harmful Traditional Practices (VAWG/HTP) and adoption and implementation of gender responsive policies and legislations”***.

Background/Context for required services/results

Violence Against Women and Girls (VAWG) and Harmful Traditional Practices (HTP) are amongst the most widespread human rights violations faced globally. About 1 in 3 women worldwide have experienced either physical and/or sexual intimate partner violence or non-partner sexual violence in their lifetime. In Ethiopia, violence remains a threat to women’s empowerment. Women face physical, psychological, and sexual abuse. The abuse undermines their health and undermine their ability to earn livelihoods and disrupt their social systems and relationships. In many cases, girls are robbed of their childhood, deprived of an education, denied protection against diseases, and deprived of the ability to learn valuable life skills. According to the 2016 Ethiopian Demographic and Health Survey (EDHS) report, nearly one-quarter (23 percent) of women have it at some point in their lives experienced physical violence while 10 percent of the women have experienced sexual violence. 34 percent of married women have experienced spousal violence, whether physical or sexual or emotional, with emotional violence being the most common. Same study also shows high rates of under-reporting (66 percent) by women and girls who experienced violence. In addition, female genital mutilation/cutting (FGM/C), early marriage, and abduction are prevalent and life-threatening practices that require attention for their harmful effects and implications in the life of girls and women. According to EDHS 2016, 58 percent of women between the age of 25-49 married before their 18th birthday and 65 percent of women in the 15-49 age group are circumcised.

In response to the need for prevention and provision of coordinated assistance to women and children’s survivors of violence, a National Coordinating Body (NCB) was formed in 2008 (2001 Ethiopian calendar) under the leadership of the Ministry of Justice (MoJ). The NCB comprises of members from government line ministries and departments, UN agencies and other relevant civil society organizations. The formation of this NCB with components of both prevention and response to VAWG is very instrumental to ensure provision of standard essential services across all sectors including justice, health care and social services. Under the leadership of MoJ and the NCB, a national five-year strategy (2021/22-2026) on prevention and response to violence against women and children has been undertaken with the support of UN Women and UNICEF. This strategy builds on the strength of its predecessor (2011-2016) and generate a new momentum around a multisectoral and multistakeholder coordination and action to ending VAWC. The overall goal of the strategy is to enable women and children enjoy their rights without fear of violence and strengthen reporting mechanisms and support services to survivors of VAWC. Further, the National Alliance to End Child Marriage and Female Genital Mutilation (FGM) in Ethiopia, was

initiated in 2013 as a strategic partnership among government institutions, UN agencies, civil society organizations, and development partners to synergize the national efforts to end child, early and forced marriages and FGM. The alliance has continued to provide support in strategic guidance and facilitating the implementation of coordinated and harmonized interventions among its members in the area. FDRE Ministry of Women and Social Affairs (MOWSA), in collaboration with key stakeholders, has developed the National Costed Roadmap to end Child Marriage and Female Genital Mutilation/ Cutting (National Roadmap) 2020-2024. The National Roadmap is an evidence-based costed plan that outlines the key strategies, packages of interventions, and expected results, targets, and milestones towards the elimination of child marriage and FGM/C in Ethiopia.

Furthermore, with the aim of filling the gap in the normative framework on prevention and response to VAWG, MOWSA with the support of UN Women is currently supporting the development of a comprehensive anti-GBV policy. The policy is aimed to serve as an overarching framework based on which various laws, strategies guidelines and specific policy documents could be derived from.

Although policy documents adopted by the government of Ethiopia acknowledge VAWG as an obstacle to gender equality and provide measures for ending VAWG and harmful practices, there are still legal and institutional barriers to gender equality and women empowerment. Despite the repeated attempts and support by the federal government of Ethiopia and other development partners, Afar and Somali regions have not yet adopted family law making advocacy efforts towards bringing about policy changes in this area critical. A recent study conducted by the International Law and Policy Institute concluded that the adoption of family law in Afar Region has been impeded by religious laws and customary justice systems that tend to prevail over the State's formal legal system¹. Similarly, the Assessment on the general socioeconomic status of women and girls in Afar and Somali regions and factors hindering the adoption of family law has identified that Afar and Somali Regions has resisted adoption of family law due to legal provisions related to age of marriage, bigamy or polygamy, period of widowhood, irregular unions, child adoption, and paternity by judicial decision. The CEDAW Committee, in its 2011 and 2019 Concluding Observations recommended that Ethiopia adopts family law in Afar and Somali Regions, in conformity with the Federal Family Code of 2000. These recommendations were made to harmonize national legislation with standards and protections provided in CEDAW.

UN Women Ethiopia Country Office's (ECO) is thus planning to continue supporting the above-mentioned initiatives both at federal and regional level in partnership with a Civil Society Organization (CSO) that has the required capacity, good reputation among government sectors and presence in all operation areas. The selected organization will be implementing a project on "Support government in the establishment and strengthening of multi-sectoral coordination mechanisms on prevention and response to VAWG/HTP and adoption of the comprehensive anti-GBV policy.

General Overview of services required/results.

The objective of this project is to strengthen institutional capacity and commitment of government institutions in putting in place effective coordination mechanisms and policy frameworks on prevention and response to VAWG/HTPS. The project will build on initiatives supported by UN Women thus far and ensure the desired results are achieved in terms of coordination and policy development on VAWG and HTPS. The impact of the project will be to effectively mitigate, prevent and respond to VAWG and HTPS. Below are proposed outcome and outputs of the project.

¹ Dori, D.F. (2016). Women's Rights in Ethiopia: The Customary Justice Systems, in K. Tronvoll (Ed.), Key Report Under the Project on Protection of Women's Rights in the Justice Systems of Ethiopia

Outcome: An enabling policy framework and functional multi-sectoral coordination mechanism is in place to address violence against women and girls (VAWG) and harmful traditional practices (HTPs)

Output 1. Established and strengthened multi-sectoral coordination mechanisms on prevention and response to VAWG/HTPs

Output 2. Strengthened government commitment to adopt a comprehensive anti-GBV policy and adoption of Family law in Afar and Somali regions

UN Women expects the Implementing Partner to provide the below services:

- Provide technical support to government in the effort to roll out the five-years strategic and action plan on violence against women and children (VAWC) and the national costed roadmap on child marriage and female genital mutilation (FGM) including to the new women and children/social affairs standing committee of the Parliament to further strengthen accountability.
- Support regional BoJ and BoWSA in the establishment and strengthening of regional coordination body on prevention and response to VAWG and HTPs in Afar, Amhara, Oromia, and Somali regions
- Support government and CSOs advocacy efforts including policy dialogues towards adoption and implementation of national anti-GBV policy and Family law in Afar and Somali
- Capacity building of the policy makers and legal drafting committee to enact and effectively implement a comprehensive anti-GBV policy
- Build capacity of regional policy makers and legal drafting committee to enact regional Family law in Afar and Somali.

Description of required services/results

The project aims to enhance the institutional capacity and commitment of government institutions in putting in place effective coordination mechanism and policy frameworks on gender equality and prevention and response to VAWG/HTPS. The specific objectives of the project are to:

- Ensure full functionality of existing and newly established coordination mechanisms in prevention and response to VAWG/HTP
- Ensure the full implementation of the national strategy on VAWC and National Roadmap on CM and FGM
- Ensure coordination mechanisms on prevention and response to VAWG and HTP are established and strengthened in selected regions through supporting MOJ, MOWSA and regional bureaus
- Increase the commitment and political will of policy makers to adopt comprehensive Anti-GBV Policy and regional Family law in Afar and Somali regions through conducting intensive advocacy and capacity building

Timeframe: Start date and end date for completion of required services/results

The project period is expected to run from **April to August 2022** subject to amendment.

Competencies: Technical/functional competencies required.

The CSO needs to have:

- Legally constituted organization with a valid registration in Ethiopia
- Good reputation and trust among government sectors
- High understanding of national and international tools, guidelines, and policies on VAWG/HTPS
- Experience working with government sectors particularly MOWSA and MOJ

<ul style="list-style-type: none"> • Experience in conducting advocacy on adoption and implementation of laws and policies that promote Equality/VAWG/HTP • Experience in coordinating and liaising with government agencies and participation in existing coordination mechanisms such as NCB and National Alliance on CM and FGM • Presence in regions such as Afar, Amhara, Oromia and Somali is an asset • A team of dedicated, qualified, and skilled professionals to carry out their critical role in implementing the project
<p><i>Monitoring, Reporting and Evaluation</i></p> <p>Monitoring of the program and documentation of results will be an integral part of the project implementation. The monitoring process will be carried out to check progress per set implementation timelines and against targets. A detailed M&E framework will be developed as part of the program implementation process.</p>
<p><i>Communication and reporting obligation</i></p> <p>The Implementing Partner is expected to ensure that reporting, analysis and recommendations are evidence-based and participatory. The selected entity will work closely with UN women personnel during project implementation and provide quarterly and final narrative and financial reports in line with the project agreement and UN Women guidelines and requirements.</p> <p>To achieve expected results, the Implementing Partner will receive a comprehensive induction on UN Women’s project to End Violence Against Women and Girls and continued guidance and support from UN Women personnel on program implementation, monitoring and reporting.</p>
<p><i>Institutional Arrangement</i></p> <p>The Implementing Partner is expected ensure documentation of results, success stories and learnings to aid informed management of the project and enable sharing of knowledge with other stakeholders.</p>
<p>The selected organization should submit technical proposal that includes the following:</p> <ol style="list-style-type: none"> 1) Executive summary 2) Organizational Capacity (experience in similar projects/relevant staff expertise/financial capacity and systems) 3) Situation analysis 4) Justification 5) Results to be achieved 6) Indicative activities and work plan 7) Monitoring and evaluation (M&E) plan 8) Implementation and management arrangements
<p>Budget Request:</p> <p>The proposed intervention size and budget request must fall between a minimum indicative amount of USD 35,000 and a maximum amount of 50,000 USD.</p>

This TOR is approved by:

Signature:

A handwritten signature in black ink, appearing to read 'Marie Goretti Nduwayo', is written over a horizontal line. The signature is stylized and somewhat cursive.

Name and Designation: Marie Goretti Nduwayo
Representative to UN Women ECO, AU and UN ECA a.i.

Date of Signing: 17/12/2021

Annex B-1
Mandatory requirements/pre-qualification criteria
[To be completed by proponents and returned with their proposal]

Call for proposal
Description of Services:
CFP No.

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ²	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ³ .	
1.8. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

² In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

³ [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. UNW-ESA-ECO-CFP-2021-006

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Local CSOs and Women Rights Organizations (WROs) are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at **Ms. Tsgereda Lemma**, (title) by email at tsgereda.lemma@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

- 2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN-WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

5.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

6. Amendments to CFP documents

6.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

7. Language of proposal

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.

7.2 Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

8. Submission of proposal

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: Ethiopia.public@unwomen.org

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

8.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

8.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

9. Clarification of proposals

9.1 To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

10. Proposal currencies

10.1 All prices shall be quoted in (local currency) ETB

10.2 UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

10.3 Regardless of the currency of proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal above.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization’s mandate is relevant to the work to be undertaken in the TORs (component 1)	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3 and 4)	35 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.

Formula for computing points:
Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s price is \$20.00. Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an

item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) **as an integral part of their proposal**. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	Annex B-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex B-2 Template for proposal submission
Part of proposal	Annex B-3 Format of resume for proposed staff
Part of proposal	Annex B-4 Capacity Assessment minimum Documents

13. If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

13 Format and signing of proposal

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialed by the person or persons signing the proposal.

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of [number of months/year(s)]with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex B-2 Template for proposal submission

Call for proposal
Description of Services:
CFP No.

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

Component 2: Expected Results and Indicators (max 1.5 pages)

This section should articulate the proponent's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.

2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan

Project No:		Project Name:	
Name of Proponent Organization:			
Brief description of Project			
		Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result			
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)	

Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

Component 6: Results-Based Budget (max. 1.5 pages)

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 in 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. Other associated costs should be funded from other sources.

- 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 monitoring and evaluation.
- 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 UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. 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.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		--		
5. Other costs ⁴				
6. Incidentals				
7. Other support requested		--		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

⁴ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

I, (Name) _____ certify that I am (Position) _____
of (Name of Organization) _____; that by signing this Proposal for and on behalf of (Name
of Organization) _____, I am certifying that all information contained herein is accurate and truthful
and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in
the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document
attached).

(Seal)

(Signature)

(Printed Name and Title)

(Date)

Annex B-3
Format of resume for proposed staff

Call for proposal
Description of Services:
CFP No

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

Education/Qualifications: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained).

Employment Record/Experience

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment).

References

Provide names and addresses for two (2) references.

Annex B-4

Capacity Assessment minimum Documents

(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal
Description of Services:
CFP No.

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	

Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years	