**Annex B**

**Call for Proposal (CFP) Template for Responsible Parties - Punjab**

**(For Civil Society Organizations- CSOs)**

**Section 1**

**CFP No. UNW-AP-PAK-CFP-2022-001**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage an (Responsible Parties) as defined in accordance with these documents. UN-WOMEN now invite 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 **1700 HRS**. on **16th FEBRUARY 2022.**

**The budget range for this proposal should be** **USD 140,000 – USD 160,000**

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1**  | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties
2. Proposal data sheet for Responsible Parties
3. UN Women Terms of Reference

**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 |
| **Section 2** |  |
| 1. Instructions to proponents
 |  |
|  **Annex B-2** Template for proposal submission |  |
|  **Annex B-3** Format of resume for proposed staff **Annex B-4** Capacity Assessment minimum Documents  |  |

Interested proponents may obtain further information by contacting this email address: registry.pakistan@unwomen.org

1. **Proposal data sheet for Responsible Parties**

|  |  |
| --- | --- |
| **Program/Project:** | **Requests for clarifications due:** |
| **Women’s Economic Empowerment (WEE)** | **Date: 7th February2022** | **Time: 1500 hrs.** |
|  | **(via e-ma**il): registry.pakistan@unwomen.org  |
| **Email:** registry.pakistan@unwomen.org | **UNWOMEN clarifications to proponents due: [if applicable]** |
|  | **Date: 11th February 2022** | **Time: 1700 hrs.** |
| **Telephone number: +92-346-8502197** |  |
|  | **Proposal due:** |
| **Issue date: 31st January 2022** | **Date: 16th February 2022** | **Time: 1700 hrs.** |
|  |  |
|  | **Planned award date: 1st March 2022** |
|  | **Planned contract start-date / delivery date (on or before):** 1st March 2022 |

1. **UN Women Terms of Reference**

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| 1. **Introduction** **[Please elaborate]**
	1. **Background**

Women’s underrepresentation in the national economy and labour market are the most important factors for the continuing economic inequality between men and women in Pakistan. The World Economic Forum Global Gender Gap Report 2021 (GGGR)[[1]](#footnote-2) states that the countries with the largest economic gender gaps are Iran, India, Pakistan (31.6 percent), Syria, Yemen, Iraq and Afghanistan. The Pakistan Bureau of Statistics (PBS) 2017-18 national census states **labour force participation among women of all ages at 14.52 percent** and male participation at 48.32 percent[[2]](#footnote-3). This disparity translates to income inequality, as a Pakistani woman’s income is only 16.3 percent of a man’s[[3]](#footnote-4). Women are **limited in their choice to work and in the types of employment** they are able to engage in. Home-based work is the ‘acceptable’[[4]](#footnote-5) choice for women who need additional income to support their families. In Pakistan, home-based workers (HBWs) are overwhelmingly women. According to estimates, there are more than 12 million HBWs in Pakistan and their number is rising at a rate of five percent a year[[5]](#footnote-6). **COVID-19** severely disrupted labour markets around the world, including Pakistan due to workplace closures driven by lockdowns and mobility restrictions. The effects of labour market disruption brought about by the pandemic have been disproportionate. It increased vulnerability of already marginalized segment of the workforce, like the informal economy workers, including the HBWs. It is worth to be noted that 81% of homebased workers in Pakistan are women [[6]](#footnote-7)Although there are significant challenges to women’s economic empowerment (WEE) faced in Pakistan, there is also huge potential in the world’s fifth most populous country with 38 percent of the population under the age of 15. The current Government is trying to promote a favorable environment for private enterprise and coupled with the adoption of technology this provides an opportune moment to reduce gender disparities in Pakistan. According to a study by Gine and Mansuri[[7]](#footnote-8), 51.90 percent of women in Pakistan want to work before marriage and 47.20 percent of women want to work after marriage. This data suggests that there is indeed **willingness to work among Pakistani women** and that current labor force participation rates are not reflective of this. Linking women businesses to market and industries not only helps them grow but also contributes to overall economic growth[[8]](#footnote-9). Many of the issues faced by Pakistani women wanting to work, such as **lack of mobility and access to finance can be addressed through technology-based solutions**. Access to smartphones and digital literacy can be a strong force to increase WEE. Pakistan is fully committed to the UN Sustainable Development Goals (SDGs) of which SDG 5 aims to “achieve gender equality and empower all women and girls[[9]](#footnote-10)” and puts these aims at the forefront and as a necessary step in order to achieve “economic growth, promote social development and enhance business performance[[10]](#footnote-11)”. It is important to note that **SDG 5 marks out gender equality and empowerment (GEE) as enhancing economic activity** and not the other way round. SDG 5 mainly focuses on the private sector to promote GEE by harnessing the power of technological innovation and taking a proactive and responsible approach in business to protect women’s and girl’s rights and invest in a way that further enhances their status. SDG 8 aims to “promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all[[11]](#footnote-12)”.UN Women has been working with, Women Homebased Workers (WHBWs), including those belonging to the most vulnerable populations, and the importance of ‘leaving no one behind’ has been embedded in the UN Women programming, i.e. reaching out to women with disabilities, women from religious minorities and different ethnic groups, and the transgender community. The focus is conceptualizing strategies that relate to their life realities and promote their economic status and participation. It is worth mentioning that provincial variations prevail in terms of the WHBWs voice, visibility, abilities, mobility, and connectivity. Contextual variations also exist related to terms of the business environment and opportunities, availability of resources and linkages, and human resource in public and private sector organizations. UN Women’s work has resulted in improved income generating opportunities, access to identity (CNIC), skills development, social security/health benefits, insurance, microcredit schemes, and market linkages, enabling them to participate more fully in the formal and informal economy. The capacity building interventions include orienting WHBWs to their rights as workers, important concepts of life skills management, basic health and hygiene, financial literacy, how to handle and address domestic violence and sexual harassment, e-commerce, and basic concepts on entrepreneurship development. On the policy advocacy around HBWs laws with the provincial governments, UN Women’s technical support has been instrumental in drafting and facilitating the legislative process of the HBWs laws. After the laws were promulgated in the Sindh and Khyber Pakhtunkhwa, UN Women further supported the labour and human resource departments in drafting Rules of business to help expediate the implementation process of these legislation pieces. UN Women considers violence against women and girls (VAWG) as an economic issue, as it has cost implications on individuals, households, businesses and society. The close linkage between WEE and Ending VAWG is therefore of strategic importance in all UN Women programming as the **agency has a zero-tolerance policy on violence against women and girls**. Reducing GBV risk through advocacy, policy influence, network and alliance building, legislative interventions, and community engagement, particularly with men and boys are the key strategies that UN Women employs in all its projects. UN Women has learnt through experience that **addressing violence has a positive impact on women both socially and economically**. Women’s economic independence and increased decision-making ability reduces the risk of violence as their financial status improves and they are empowered to directly address violence inflicted on them, particulary domestic violence.UN Women Pakistan is embarking upon a new project aiming to empower women and girls economically and socially to ensure that **they are able to thrive in private and public spaces**. By providing women workers in Pakistan with equal opportunities, access to services and benefits and a work environment free from harassment, the project will fuel inclusive and sustainable economic growth, create a more prosperous society, and spur progress on the SDGs.* 1. **General Overview of services required/results**

The project **“Women’s Economic Empowerment”** (WEE) will work directly with at least 1,500 Women workers (WWs) and Women Owned Businesses (WOBs) in two districts of **Punjab**, namely **Multan and Sialkot**, mobilizing them, forming them into functioning groups, and connecting them with a range of services and resources (access to finance, markets, skills development, and enterprise development etc). Efforts will also be made to train these women to maintain a mobile financial wallet for which linkage will be established with the relevant service providers and private sector.Importantly linkages with the government led social protection initiatives as well as Micro-finance institutions will be developed during the implementation. This project will incorporate **EVAWG as a cross cutting theme**. All direct women beneficiares, mutiple indirect beneficiaries and stakeholders will be exposed to training, sensitization and orientation sessions on EVAWGUN Women will provide funding for innovative and catalytic initiatives focusing on the above-mentioned activities in two districts of Punjab, namely **Multan and Sialkot**.  |
| 1. **Description of required services/results**

The project proposes the following outcome/output/activities: **Outcome 1:** **An enabling environment is created for improved agency and access to services and skills for women workers (WWs) and women-owned businesses (WOBs)****Output 1.1:** **WWs and WOBs have enhanced capacity and marketable skills to operate micro enterprises**

|  |  |
| --- | --- |
| **Activities** | **Targets** |
|  |
| Capacity enhancement of WHBWs, WWDs, transgender persons and minority women through vocational and technical training courses  | 500 |  |
| Specialised trainings on digital literacy for women  | 250 |  |
| Entrepreneurship and business development for women and excluded groups in collaboration with telcos and private sector  | 250 |  |

**Output 1.2:** **WWs and WOBs have improved access to financial institutions and vocational training centres**

|  |  |
| --- | --- |
| **Activities** | **Targets** |
|  |
| Support registration of women HBWs with provincial social security institutes and other departments for improved social protection through provision of Computerized National Identity Cards (CNIC) and organizing them into groups | 1,000 |  |
| Linkages with public and private sector training institutes (TEVTA, SMEDA, MFIs like Akhuwat, First Women’s Bank, Online technology platforms etc.) to improve women HBWs’ access to skills and microfinance | 750 |  |
| Partnership with existing chambers of commerce and supporting formation of new rural women chambers of commerce. | 2 |  |

**Output 1.3:** **More platforms exist for increased collective action of WWs and WOBs**

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| --- | --- |
| **Activities** | **Targets** |
|  |
| Identification and group formation of women to strengthen their agency, bargaining skills, leadership, entrepreneurship and business development | 1,500 |  |
| Public advocacy campaigns/messages with focus on workplace safety, enforcement of minimum wage, safeguarding ethics | 1 Campaign (3,000 women reached) |  |

**Outcome 2:** **WWs and WOBs operate in safer and harassment-free working spaces****Output 2.1:** **Improved knowledge and understanding of EVAWG to reduce violence risk**

|  |  |
| --- | --- |
| **Activities** | **Targets** |
|  |
| EVAWG training for all women beneficiaries (cross cutting), partners, stakeholders and men/boys | 1,500 |  |
| Awareness/sensitization sessions on human/legal rights & on referral mechanisms | 1,500 direct beneficiaries |  |
| 9,000 indirect beneficiaries |  |
| Advocacy with men and boys, developing male champions | 120 |  |

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| 1. **Timeframe:**

The project duration is 12 months:Start Date: 1st March 2022 (tentative)End Date: 28th February 2023 |
| 1. **Competencies:**

• At least 05 years of experience in designing and implementation of similar activities.• Reputed nationally registered organization with representative office in Pakistan and outreach in mentioned areas of intervention.• Proven track record of working in the area of women’s economic empowerment and sustainable livelihoods.• Previous work experience with UN agencies or other international development agencies is an advantage.• Ability to communicate in local language.• Valid MoU with/NOC from EAD/Relevant Provincial Authorities to implement projects in the province.• A verifiable reputation of integrity and competence. |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**CFP No. UNW-AP-PAK-CFP-2022-001**

**Description of Services:**

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. 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization
 | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[12]](#footnote-13)
 | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area.
 | Yes/No |
| * 1. 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)[[13]](#footnote-14). | Yes/No  |
| 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  |

**Section 2**

**CFP No. UNW-AP-PAK-CFP-2022-001**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
	1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
	2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
	3. A description of the services required is described in CFP Section 1- C “Terms of Reference”.
	4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
	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.
	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.
	7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at : registry.pakistan@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **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.

1. **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 reserve 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.

1. **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.

1. **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**

* 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.
	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 in clearly marked separate sealed envelopes as part of the template for proposal submission (Annex B2-3). These two envelopes (technical & Financial proposals) should be put in a 3rd sealed envelope, with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the envelopes are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The envelope should clearly indicate the name and address of the proponent.

**All proposals should be sent in hard copy by courier on below mentioned address:**

**Ms. Huma Gul**

**Programme Officer, WEE&SL**

**Plot 5-11, Diplomatic Enclave 2, 4th Road, G-4, Islamabad**

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 **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.

1. **Proposal currencies**

 10.1 All prices shall be quoted in **PKR**

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.

1. **Evaluation of technical and financial proposal**
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		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) x 30 points = 15 points

1. **Preparation of proposal**
	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.

* 1. 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.
	2. 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.
	3. 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.
	4. 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.
	5. 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 |

1. 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.
2. **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 initialled by the person or persons signing the proposal.

1. **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 12 months 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. UNW-AP-PAK-CFP-2022-001**

|  |
| --- |
| **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.

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| **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.

|  |
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| **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

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| **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

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| **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.

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| **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 [[14]](#footnote-15) |  |  |  |  |
| 6. Other support requested  |  |    |  |  |
| 7. Support Cost (not to exceed 7%) |  |  |  |  |
| **Total Cost for Result 1**  |  |  |  |  |

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. UNW-AP-PAK-CFP-2022-001**

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. UNW-AP-PAK-CFP-2022-001**

**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](https://undocs.org/ST/SGB/2003/13)Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;  | Mandatory |

**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 |  |

1. Global Gender Gap Report 2021, World Economic Forum <http://www3.weforum.org/docs/WEF_GGGR_2021.pdf> [↑](#footnote-ref-2)
2. <https://www.pbs.gov.pk/sites/default/files//Labour%20Force/publications/lfs2017_18/TABLE-15_perc_R.pdf> [↑](#footnote-ref-3)
3. Global Gender Gap Report 2021, World Economic Forum <http://www3.weforum.org/docs/WEF_GGGR_2021.pdf> [↑](#footnote-ref-4)
4. Home-Based Workers in Pakistan: Statistics and Trends, Women in Informal Employment: Globalizing and Organizing (WIEGO) Statistical Brief No.9, December 2013 [↑](#footnote-ref-5)
5. https://www.dawn.com/news/1631932 [↑](#footnote-ref-6)
6. Pakistan labor force Survey 2017-18. [↑](#footnote-ref-7)
7. <https://openknowledge.worldbank.org/bitstream/handle/10986/31335/Pakistanat100Overview.pdf?sequence=3&isAllowed=y> [↑](#footnote-ref-8)
8. Womenomics; Women Powering the Economy, Development Advocate Pakistan, United Nations Development Programme (UNDP), March, 2021 [↑](#footnote-ref-9)
9. <https://sdgs.un.org/goals/goal5> [↑](#footnote-ref-10)
10. [ibid](https://sdgs.un.org/goals/goal5) [↑](#footnote-ref-11)
11. <https://sdgs.un.org/goals/goal8> [↑](#footnote-ref-12)
12. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-13)
13. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-14)
14. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-15)