

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

Section 1

CFP No. **UNW-ESA-ECO-CFP-2022-002**

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) **05:30 PM** on **27/01/2022**

The budget range for this proposal should be **15,000 USD – 20,000 USD** (Min. – Max.).

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: Strengthening civil societies, women led CSO's and women movements capacities to advance women's rights to participate in public and political life in Ethiopia

Program official's name: Desset Abebe

Email: Desset.abebe@unwomen.org

Telephone number: +251-913-185145

Issue date: 4 January 2022

Requests for clarifications due:

Date: 19 January 2022 **Time:** (5:30 PM)
 (via e-mail): Tsgereda.lemma@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 21/01/2022 **Time:** 23:59 (Ethiopia standard time, GMT+3)

Proposal due:

Date: 27 January 2022 **Time:** 23:59 (Ethiopia standard time, GMT+3)

Via email:
 Ethiopia.public@unwomen.org

a. UN Women Terms of Reference

Project Title	Strengthening civil societies, women led CSO's and women movements capacities to advance women's rights to participate in public and political life in Ethiopia
Duty Station	Home-based
Duration	7 months (February 2022 – August 2022)
Expect start date:	Immediately after signing of the contract

1. Introduction

a. **Background/Context for required services/results**

UN Women (UNW), grounded in the vision of equality enshrined in the Charter of the United Nations, works for strengthening accountability to human rights of women; elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts while building effective partnerships with civil society (CSO) especially women led organizations including at grassroot level and other relevant actors.

In terms of actors, while the state is the primary responsible actor to account for gender equality and women empowerment (GEWE), civil society organizations and women movements have a critical role to play. Civil society's role in promoting women political participation extends from lobbying and advocacy for positive special measures including electoral quotas and reform of electoral systems to training of candidates and emerging women leaders, advocating for the prevention of violence against women in politics and social norm change to promote women's rights, undertaking gender audits of elections, support for and strategic alliances with women politicians'...etc. Organized and systematic advocacy initiatives led by civil society and women led organizations calling for stronger accountability amongst itself and *the* community and the government is key. Such systematic advocacy and interventions keep the women agenda at the top of political agenda and creates accountability between government and CSOs and women movement.

The Government of Ethiopia has demonstrated its commitment to accountability to gender equality and women empowerment in several legal and policy and planning frameworks. The FDRE Constitution includes strong commitments to the human rights of women and particularly stipulates women have equal power with men without any discrimination to take part "in the conduct of public affairs, directly and through freely chosen representatives", "to vote and to be elected at periodic elections to any office at any level of government" and "to be a member of his own will in a political organization, labour union, trade organization, or employers' or professional association".¹ In addition, the FDRE Constitution states the need to apply temporary special measures for women "to enable them compete and participate on the basis of equality with men in political, social and economic life as well as in public and private institutions" and to "take part in the conduct of public affairs, directly and through freely chosen representatives;"²

The Government of Ethiopia also aspires to bring women at the centre of the country's 10-year Development Plan (2021-2030). Accordingly, strategic pillar 3.5 "Equitable participation of women and children" envisions ensuring "gender equity in economic and social sectors" and "fair participation of women and youth in leadership and decision-making positions."³ Aligned with the 10-year Development Plan the Ministry of Women and Social Affairs Ten Year Development Plan focuses on ensuring women's equal participation, representation, and leadership role across the national development process.⁴ The Ten Year sector plan aimed to increase the number of women in legislative (Parliament) from 38.8% to 45%, the Judiciary from 26.6% to 35% and plans to maintain 50% of women representation in decision making position in the executive organ of the government.

Ethiopia has held its 6th General Election in June 2021, and the number of female parliamentarians who hold seats in the parliament are 181 out of 425 seats amounting to 42% showing an increase in representation from the 2015 – 2021

² Article 25 and 35 (3) of the FDRE Constitution, 21 August 1995.

Ethiopia 2030: The Pathway to Prosperity Ten Years Perspective Development Plan, (2021-2030)

⁴Ethiopia 2030: The Path to Prosperity Ten Years Perspective Plan (2021 -2030). https://phe-ethiopia.org/wp-content/uploads/2021/04/10_year_plan_english_final.pdf

Parliament.⁵ Percentage of members of the parliament (MP's) under 30 is 6.1 % of which the representation of young women is 3.66%.⁷ Percentage of MP's 40 and younger are 35.37% with women representation at 15.65%.⁸ These numeric figures depict that youth representation in the HOPR is very low. Data on representation of women with a disability in the Parliament is not available. In the executive branch of the government, before April 2018, the marginalization of Ethiopian women in leadership in the executive branch of the government was very apparent where representation ranged between 9-13%.⁹ In April 2018, Ethiopia achieved gender parity in ministerial position. However, as of October 2021, women hold 36 percent (8 out of 22) of ministerial positions at Federal level, and 33 % in Cabinet Position (including the Prime Minister and Deputy Prime Minister and Ministers) a regression from the 50 percent parity achieved in 2018.¹⁰ In general data shows that women are still well below parity in the legislative and executive branch and low representation in other levels of government for instance in the executive branch below cabinet at Federal level and overall, at regional level. In addition, representation tend to be concentrated in "traditional" portfolios, for example those dealing directly with women's affairs and the social sectors.

While there exists an enabling normative and institutional framework, available data on the ground shows that women are not participating in governance and leadership positions in equal terms as men. This is due to the constitutional legal framework on temporary special measures is not backed by strong subsidiary regulatory framework including adopting a regulatory framework to ensure the effective, harmonized, and mandatory implementation of temporary special measures as was observed by the CEDAW Committee in its 2019 Concluding Observations. The Committee also raised a concern on the lack of an institutionalized system to promote the representation of women in decision-making positions. The special measures are not also extended to other areas in which women are not sufficiently represented and by the lack of adequate monitoring and assessment of adopted special measures.¹¹ A limited resource is also allocated to achieve gender equality and women's empowerment. In addition, regardless of these limitations in implementation, other violation of women's rights persisted in the country, which stems from deeply rooted social norms and cultural practices. As a result, women are not equally participating in society and face restrictions to political participation, decision making and access to opportunities and services.¹²

Women in Ethiopia continue to face numerous of negative cultural, religious, and social norms and practices that limit their full participation as equals, alongside men, in decision-making and leadership processes in both public and private life. Institutional constraints also present major barriers to women's political participation and the achievement of gender equality and women empowerment in Ethiopia. Most political parties are male controlled and do not have affirmative action policies in place to increase the number of women nominated to contest for the various elective seats during general elections. Gender-based electoral/ political violence also hinders women from meaningful political participation.

b. Justification

Women's political participation including the degree of women' participation is a fundamental prerequisite for gender equality and genuine democracy.¹³ It facilitates women's direct engagement in public decision-making and is a means of ensuring better accountability to women. Political accountability to women begins with increasing the number of women in decision-making positions, but it cannot stop there. Gender-sensitive governance reforms that will make all elected officials more effective at promoting gender equality in public policy and ensuring their implementation are also required.

Women's movements play a vital role in deepening democracy, holding the state accountable to gender equality and ensuring that laws and policies on women's rights translate into real changes in women's lives. In countries with weak women's movements, the scope for deepening democracy is limited. In Ethiopia, before 2019, there was a limited space

⁵ Official data from 2021 election not yet complete for the 547 Seats of the House of Peoples Representatives. Election was held on 21 June 2021 and 30 September 2021. Data does not include some constituencies in Oromia, Benishangul-Gumuz, Amhara, Gambela Regions among others.

⁶ UN women, Young Women's Participation in Politics and Decision Making in African Union Member States, Policy brief (2020)

⁷ Article 30 (criteria of Candidature) of the Ethiopian Electoral, Political Parties Registration and Electoral Code of Conduct No. 1162/2011, a candidate shall be 21 years of age or above on the date of registration. Data on the age of parliamentarians is collected at start of the legislature, following the most recent elections. Please refer Interparliamentary Union page @ https://data.ipu.org/content/ethiopia?chamber_id=13389

⁸ Data on the age of parliamentarians is collected at start of the legislature, following the most recent elections. Please refer Interparliamentary Union page @ https://data.ipu.org/content/ethiopia?chamber_id=13389

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¹⁰ Please see data on the Cabinet in the executive branch of the Government @ <https://www.pmo.gov.et/council/>

¹¹ CEDAW/C/ETH/CO/8 P.15

¹² Common Country Analysis in Ethiopia.

¹³ Democracy and Gender Equality: The Role of UN, IDEA, United Nations, UNDP and UN WOMEN, 2013

for CSOs to work in human rights, governance including women’s right to political participation due to the repealed restrictive CSO Proclamation No. 621/2009.¹⁴ A reform that started in 2018 resulted in the repeal of restrictive civil society laws and the adoption of new legislation, the Civil Societies Organization Proclamation No. 1113/2019 (March 2019), a progress towards expanded political and civic spaces for CSOs to engage in promoting gender equality on several fronts including women’s participation in governance and political life. This has been instrumental for CSO’s in Ethiopia in contributing to advocating for women’s participation in politics during the 6th General Election as well as for gender-equity in legal and policy provisions including during the revision of electoral laws in Ethiopia. Still CSOs due to the far-reaching consequences of the old CSO law their capacity to organize, advocate and contribute to developing and monitoring policy is weak in all aspects and fragmented without adequate platform, and in many cases their capacity to stimulate women’s political participation has been diminished.

It is in line with this that UN Women Ethiopia Country Office Strategic Note (2022 – 2025) seeks to strengthen its partnerships with civil society, particularly women led organizations (WLOs), women’s rights organizations (WROs), women’s rights activists, youth groups, organizations of persons with disabilities and community-based organizations focused on GEWE.

UN Women’s ECO is therefore pleased to announce a Call for Proposals : “Strengthening civil societies, women led CSO’s and women movements capacities to advance women’s rights to participate in public and political life in Ethiopia” with innovative and high impact projects. These initiatives will contribute to the implementation of constitutional rights of women as per the FDRE Contestation Article 35 and other policy and planning frameworks that advances women’s rights to participate in public and political lifeline with Sustainable Development Goals (SDGs).

2. Description of required services/results

The call for proposal encourages innovative women rights organisations/CSOs/ initiatives aimed strategically at advancing of women’s full and effective participation in public and political life in Ethiopia. Specifically, it can include efforts to promote women’s full and effective leadership and political participation at all levels of decision-making and in all spheres of life, or initiatives to help design, enforce and implement new and existing gender equality laws and policies, or to shift social norms and practices toward greater respect for and enjoyment of women’s equal rights particularly root causes of inequalities between men and women in participating in public and political life taking in to account intersectionalities.

In line with this the project must contribute to the following components:

- Strengthened capacity of CSOs, women led organizations and women movements to contribute to the advancement of women’s rights to participate in public and political life.
- Increased and equitable participation of women in democratic processes and civic life, particularly young and marginalized women.
- Improved promotion and protection of women's civil and political rights by governments and civic entities.
- Advocate towards breaking traditions, cultural barriers, and stereotypes which hinder women’s inclusion and effective participation in national, state, and local leadership positions.

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

A term of Seven months starting date being February 2022 and completion of services/results by end of August 2022 subject to quarterly review of progress and delivery of the required services and results. Final narrative and financial report shall be submitted not later than 31 August 2022

4. Competencies: [Please elaborate]

a. Technical/functional competencies required;

Through this Call for Proposals, UN Women seeks proposals from CSO’s, women led CSOs, women’s coalitions with strong track record in advancing gender equality and the empowerment of women and young women particularly on women’s right to participate in public and political life including at community and grassroots level. CSOs will need to have proven capacity to develop and implement innovative interventions.

All applicants will have to demonstrate absorptive capacity and a financial management record commensurate with the grant request amount.

Technical/functional competencies required:

- Extensive experience in working on women’s rights issues, particularly on women’s rights to participate in public and political life;
- Experience in developing and implementing advocacy, capacity building and strategies on strengthening women’s movement;
- Track record of working with and organizing women at community level;
- Experience and track records on applying Results Based Management and its application to key processes (e.g. planning, monitoring, reporting and evaluation);
- Experience in working at Federal or Regional level in Ethiopia;

¹⁴ According to Proclamation no. 621/2009, CSOs that received more than 10 percent of their funds from international sources are referred as Ethiopian Charities or Societies and cannot work in the area of human rights.

- Experience and track records on applying Results Based Management and its application to key processes (e.g. planning, monitoring, reporting and evaluation);
- Experience in working at Federal or Regional level in Ethiopia;
- Relevant experience in partnership with UN Women or other UN Agencies, government, CSOs Networks and other development actors;
- Have presence (an office with staff capacity) in the target area proposed. Alternatively, applicants should demonstrate that they have existing partnerships or will establish partnerships, such as with Key Women’s rights Organizations (CBOs/CSOs) based at Federal and Regions. In such cases, applicants will indicate potential partnerships and will subsequently need to enter into a Memorandum of Understanding as part of this engagement

5. Technical Assistance

Successful applicants will also benefit from the following support from UN Women Ethiopia Country Office as follows:

- Monitoring and technical support services;
- Bringing global standards, norms and best practice to national contexts;
- Impact tracking through Results Based Management Support;

6. Eligible programme proposals

The overall thematic focus on strengthening CSOs and Women Movement to promote GEWE particularly women’s right to participate in public and political life by assisting the government to translate the commitments on GEWE to reality through innovative initiatives in Ethiopia.

The implementation schedule will cover February – August 2021 Only.

Please note: All applicants are advised to review UN Women’s website to familiarize themselves with the organizations’ strategic priorities www.unwomen.org

Important notes

- The application should be submitted by either a single organization or more than one organization working in a consortium on the above thematic areas.
- Proposals should ideally reflect partnerships among civil society organizations and Government institutions. Special attention will be paid to organizations with a demonstrated track record of working with grassroots women’s organizations including **women with disability**.
- Prioritization will also be given to organizations with a track record of work with women and young women specifically the most excluded at community level (rural areas). In addition, prioritization will be given to proposals that considers gender transformative changes focusing on the root causes of inequalities between men and women in their different intersectionalities and structural barriers that hinders accountability to women’s rights to participate in public and political life.
- Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management and contractual obligations. UN Women will sign partnership with and disburse funds to the applicant organization only.
- Eligible organizations currently partnering with UN Women may apply under this call for proposals.

Non-eligible applicant organizations

The following are **NOT eligible** to apply to this call for proposals:

- Government agencies or institutions
- UN agencies
- Bilateral or multilateral organizations, financial institutions, development agencies
- Private sector entities
- Private individuals
- CSOs not focused on gender equality and women’s empowerment

This TOR is approved by:

Signature: _____



Name and Designation: Marie Goretti Nduwayo

UN Women Representative to Ethiopia, AU, and ECA, OIC

Date of Signing: 28/12/2021

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

Call for proposal

Description of Services: Strengthening civil societies, women led CSO's and women movements capacities to advance women's rights to participate in public and political life in Ethiopia

CFP No.: UNW-ESA-ECO-CFP-2022-002

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 ¹⁵	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) ¹⁶ .	
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

¹⁵ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

¹⁶ [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-2022-002

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). **Women's organizations or entities 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 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 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.

1. 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.

2. 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 Ethiopian Birr (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 initialled 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 7 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.

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 ¹⁷				
6. Incidentals				
7. Other support requested		--		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

¹⁷ “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	