

Annex B
Call For Proposals (CFP) Template for Responsible Parties
(For Civil Society Organizations commitment makers in the Generation Equality Action Coalition on Feminist Movements and Leadership - CSOs)

[Section 1](#)

CFP No. UNW-HQ-WPP-CFP-2024-001

a. CFP Letter for Responsible Parties

UN Women plans to provide funding to civil society and women's rights organizations active in the Generation Equality Action Coalition on Feminist Movements and Leadership as defined in accordance with these documents. UN Women now invites proposals from qualified proponents to provide the requirements for the submission as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address specified not later than **23:59 EDT (NY Time)** on **11 November 2024**.

The budget range for this proposal should be min. \$45,000 - Max.¹ \$150,000 USD.

This UN Women Call For Proposals consists of <u>two</u> sections:	Documents to be completed by proponents and returned as part of their proposal (mandatory)
<p><u>Section 1</u></p> <p>a. CFP Letter for Responsible Parties b. Proposal Data Sheet for Responsible Parties c. UN Women Terms of Reference d. Acceptance of the terms and conditions outlined in the template Partner Agreement e. Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p>	<p>Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p>
<p><u>Section 2</u></p> <p>a. Instructions to Proponents, which includes the following: Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents Annex B-5 <u>UN Women template Partner Agreement</u> Annex B-6 <u>UN Women Anti-Fraud Policy</u></p>	<p>Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents</p>

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

b. Proposal Data Sheet for Responsible Parties

Program/Project:	Requests for clarifications due:	
Women and Youth Democratic Engagement (WYDE) Women's Leadership	Date:	Time: 23:59 EDT
Programme Officer's name:	Via e-mail:	
Email:	UN Women clarifications to proponents due:	
	Date:	Time: 23:59 EDT
	Proposal due:	
	Date:	Time: 23:59 EDT

¹ If the proposed budget is beyond the maximum range, the proposal will be rejected.

		Planned award date:	
		Planned contract start-date/delivery date (on or before):	24 February 2025
Contact:			

c. UN Women Terms of Reference

1. Introduction

a. Background and Context

The **WYDE | Women’s Leadership Initiative** is a collaborative global effort aimed at advancing women’s full and effective political participation and decision-making at all levels, especially those most often left furthest behind. Women and young women leaders remain unequally represented in decision making globally due to entrenched barriers to the full and effective participation of women in public life. Although women’s political participation has increased over the past 30 years, power imbalances remain. Globally, women constitute only 26.6 per cent of national legislators, 35.5 per cent of local government members and 22.8 of all cabinet ministers.²

As a multistakeholder initiative, funded by the European Union, UN Women together with the International Institute for Democracy and Electoral Assistance (International IDEA), the Inter-Parliamentary Union (IPU), and the United Cities and Local Governments (UCLG) are implementing the Women and Youth Democratic Engagement (WYDE)| Women’s Leadership component through the project titled “Advancing Women’s Political Participation and Decision-Making through Social Norms Change, Networking and Global Advocacy”.

Over three years, this initiative seeks to address the multiple challenges to women’s participation through advocacy, networking, and transformative social norms change. The programme will leverage collective action, partnerships, coordination, knowledge, and resources **at global and regional levels**, and specifically through:

- i. Advocacy & Networking: Support women’s leadership through coordinated **advocacy**, intergenerational **networking** and access to knowledge and resources.
- ii. Global Knowledge Sharing: **Increase and share global knowledge** on women’s political participation for use by policy makers and to inform capacity building initiatives.
- iii. Social Norms Change: Promote **transformative gender social norms** through evidence-based advocacy and capacity building.

Underpinning this work is the goal to ensure that women are perceived as equally legitimate political actors as men in decision-making processes and institutions. To accomplish these goals requires countering entrenched social norms which limit women’s rights and participation, and necessitates raising awareness and sensitizing community leaders, men and boys, as well as the public at large through specific and deliberate actions. Civil society and women’s rights organizations are fundamental in carrying out social norms change through demand driven approaches.

² Inter-Parliamentary Union, June 2023, <https://data.ipu.org/women-ranking?month=7&year=2023> ; IPU and UN-Women, Map of Women in Politics 2023; UN-Women, August 2023. <https://localgov.unwomen.org/>

Therefore, through WYDE, UN Women and partners will contribute to strengthening leadership and networking of women in public life including through existing dialogue mechanisms, at global, regional, and local levels. One of the approaches used is to strengthen partnerships with women's organizations and networks to support the implementation of commitments made by the Generation Equality Forum (GEF) Action Coalition on Feminist Movements and Leadership (AC6) by directly funding civil society and women's rights organizations who are active AC6 commitment makers dedicated to advancing women's political participation and with a specific focus on young women. This funding, with an initial amount of about \$865,000, will directly support women's organizations and youth movements which are advancing the AC6's targets to support women and girls' meaningful participation, leadership, and decision-making power.

From the start of the AC6's work, women's organizations and feminist and youth movements have driven advocacy, networking, and exchange of good practices, especially amongst youth and groups of women that face multiple and intersecting forms of discrimination and who entered the Generation Equality journey with the ambition that it would unlock new resources to support their engagement. This funding will ensure that much needed resources are provided to this group of engaged civil society members to reach their goals under the Generation Equality Action Coalition's mandate.

To be able to fully meet their potential as leaders and commitment makers, women's organizations and youth leaders require long-term funding to strengthen and capacitate their organizations, promote knowledge-sharing and cross-learning and common action to meet the AC6 targets. The EU-UN shared ambition to fast-track progress on achieving SDG 5 gender equality goals, and to support partners to advance women's participation in public life globally, presents an important opportunity to leverage collective action, partnerships, coordination, knowledge, and resources at a global level to help address key obstacles to the full and effective participation and decision-making of women and girls in all their diversity.

2. Description of expected results

This funding will enable UN Women to support the implementation of the AC6 commitments, through directly supporting civil society and women's rights organizations, including young women's organizations. Civil society organizations and women's rights organizations are on the forefront of shifting and redefining social norms to promote gender equality. Specifically, organizations funded through WYDE will focus on creating space and consultations to empower feminist networks, build capacity, provide networking spaces towards creating lasting and transformative social norms change by AC6 commitment makers over the next two years. Implementation of funded projects will directly work to strengthen the leadership of women in public life through dialogue mechanisms at global, regional and local levels.

Applicant's work should focus on actions to accelerate change to social norms and shift cultural attitudes which negatively portray women's roles in communities and society while aligning with the goals and commitments of the Generation Equality Action Coalition on Feminist Movements and Leadership. Through coalition-building, organizations will work to change the harmful social norms which often prevent women leaders from gaining traction and creating long-term change. It is envisioned that results from the funded organizations will enable these shifts in societal attitudes through implementing new or existing evidence-based methodologies.

A strong and sustained women's movement is the basis for achieving the intended results of the WYDE Women's Leadership programme. To advance the women's movement, organizations should

seek to promote and expand a transformative and intersectional approach to decision-making and leadership which could include intergenerational exchanges between seasoned women's advocates and youth leaders. This may include mentoring young leaders to build the next generation of strong feminist leaders through coalition-building.

Therefore, seeking to expand women's leadership and political participation, WYDE welcomes applicants from the Generation Equality Action Coalition on Feminist Movement's and Leadership (AC6) to respond to this Call for Proposals as lead applicants. Based on expertise in their specific context, applications may focus on strategies including the following:

- **Building women's political leadership capacity:** CSOs/WROs may choose to build women's leadership skills through enhancing their capacity such as through the creation of training materials or methodologies. In addition, organizations focusing on building the leadership capacities of underserved women and girls including women living with disabilities, Indigenous and representing the LGBTQI+ community, as non exhaustive examples, should be prioritized to meet the goals of advancing inclusive feminist movements.
- **Mentorship for emerging leaders:** CSOs/WROs may connect existing networks or feminist movements with youth-led or other emerging leaders with experienced activists to build their ability to make collective change. For instance, women's and especially young women's organizations may benefit from networking with organizations who have long histories of advocacy and impact in feminist movements. Activities can include funding programmes which equip feminist leaders with skills to mobilize communities towards shifting social norms through advocacy and coalition building. This may also include the use of new or innovative technologies to engage with young activists and encourage young women's political engagement and participation. Youth-led organizations are highly encouraged to apply as the lead organization and/or be included as a sub-partner or as a member of the consortium involved in implementation.
- **Leverage convening powers for social norms change:** CSOs/WROs partners will engage men and boys and key stakeholders, like the media, as agents of change, and as strategic partners in eliminating all forms of discrimination against women and girls, by understanding and addressing unequal power relations, gender stereotypes and practices that perpetuate discrimination, combating gendered disinformation and supporting the design and implementation of policies and programmes that address the roles and responsibilities of men and boys in transforming negative social norms and attitudes. Further, as an illustrative example, organizations may work to prevent and address violence against women in public life through transforming social norms at all levels of society.
- **Bolster feminist movement building:** Through building the capacity of AC6 members as a consortium, lead organizations should ensure they are engaging in direct sub-partnering with additional civil society partners to best deliver the intended results. Further, lead and sub-partner organizations from constituency-led organizations are encouraged to apply to ensure representative perspectives in project implementation.
- **Increasing women's political leadership:** Organizations should consider implementation strategies which aim to increase the opportunities for women leaders to engage in consultations around new policies and legislations. Activities may therefore include advocacy to include women in decision making bodies through taking a structural change approach. This can also include creating knowledge and evidence around women's political leadership. As an example, activities may include undertaking a perception survey or

conducting baseline reviews to change social norms towards increasing women's political leadership

Organizations' work should encourage inclusive feminist movements through taking an intersectional approach in programmatic activities. For example, organizations should ensure the active participation of women facing multiple threats of discrimination and disadvantages such as women with disabilities, Indigenous women, LGBTQ+ women and other underserved women to encourage inclusive leadership. In addition, organizations may take a specific approach to lead social norms changes focused on the intersectional discrimination experienced by women who are most underserved.

3. Application modalities:

Successful applications from CSOs will include in their proposals to what extent they will use sub-partners, and include the names of all proposed sub-partners. The lead organization may aim to engage sub-partners to build the capacity of, and support, a consortium of organizations. This strategy of engaging sub-partners in a consortium should be clearly described in the proposal documents as an outcome of the proposed funding describing which organizations will be sub-partners, the methods of engagements and expected outcomes in terms of transforming social norms and building feminist movements and women leaders. Further, in addition to being lead organization applicants, applicants should prioritize engaging young women-led organizations as sub-partners should be considered as well as engaging constituent-led organizations where possible including organizations led by women living with disabilities and Indigenous-led/women-led organizations, among other women-led organizations.

4. Timeframe: Start date and end date for completion of required services/results [Please elaborate]

- Funding is available for a period between 12 to 24 months for a budget between minimum \$45,000 - \$150,000. Partner agreements are expected to be signed by 24 February 2025 at the latest.
- Project implementation will take place after partner agreements are signed and will conclude by 28 February 2027.

Competencies:

Mandatory criteria

- The lead organization must be a legally registered non-governmental organization with a proven track record in promoting women's political participation, transforming social norms and leadership, enhancing in advocacy and movement building, or similar criteria.
- The lead organization must have certified annual financial statements for the previous three years.
- The lead organization must have at least 3 years of experience in work related to women's political participation, leadership, human rights and/or movement building or related themes.
- The proposal must be for an initiative in one country (applications must be single country proposals only).
- The country of implementation must be located in a country eligible to receive Official Development Assistance.³

³ <https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html#oda-recipients-list>

- Applicants must answer the mandatory questions on (a) fraud and wrong-doing and (b) sexual exploitation and abuse and (c) sanctions. (I.e. not be under any sanctions or investigations or been the subject of a finding of wrongdoing following an investigation). These would need to be agreed to in order to sign the Partner Agreement.
- The lead organization must be a member and commitment maker of UN Women's Generation Equality Action Coalition on Feminist Movements and Leadership.
- The lead organization must accept the terms and conditions of the Partner Agreement.
- The lead organization must ensure that the sub-partners adhere to the terms and conditions of the Partner Agreement.

Priority criteria:

Thematic expertise

- Expertise in implementing projects to promote women's political participation.
- Track record and proven experience in transforming social norms to advance women's participation; including results achieved in transforming social norms through work with men, boys, the media and community members.
- Experience in implementing projects working with women's networks or women's and feminist movements and, ideally, as networks together with other AC6 CSO members. Applications will be prioritized for work to build and support feminist and women's movements, and especially those promoting young women. Interventions could promote, create or expand networks and movements.
- Proven organizational experience in coalition-building of relevant civil society organizations, including key local stakeholders such as local and national government agencies.
- Champion diverse leaders including women leaders living with disabilities, Indigenous women leaders, LGBTQI+ women leaders, women leaders from the lowest income groups, among others.
- Experience in building the leadership and political capital of women leaders and/or training and capacitating young women on political leadership.

Organizations

The Call for Proposals will prioritize the following:

- **Prioritize women's rights organizations:** An organization must demonstrate its core work is dedicated to women's rights and the leadership and promotion of gender equality. This can be evidenced through the organization's mission statement or vision statement.
- **Prioritize organizations led by young women and/or dedicated to the advancement of young women's leadership:** A young women's led organization would be defined as at least 51 per cent of leadership positions being held by young women, including directors and board members (young women to be defined between the age of 18-35).⁴
- **Prioritize applications from either lead organizations or applications featuring sub-partners led by or for marginalized/underserved populations, specifically organizations led by women living with disabilities:** An organization for instance led by and for the advancement of LGBTQI+ women leaders, organizations led by and for persons living with disabilities and Indigenous led organizations are examples.

⁴ Established by the General Assembly resolution 76/306 on the Establishment of the United Nations Youth Office

- **The lead organization should sub-partner with implementing partner organizations towards capacity building:** To encourage building women's movements, lead organizations should work to build the capacity of organizations through partnership on delivery of the programme.

Exclusionary criteria (specific to funding under the European Union)¹⁰:

Specific to whether the partner or a person having powers of representation, decision-making or control over the organization, or a member of the organization's administrative, management or supervisory body has been the subject of a final judgment or of a final administrative decision for one of the following reasons:

- bankruptcy insolvency or winding-up procedures;
- breach of obligations relating to the payment of taxes or social security contributions;
- grave professional misconduct, including misrepresentation;
- fraud;
- corruption;
- conduct related to a criminal organization;
- money laundering or terrorist financing;
- terrorist offences or offences linked to terrorist activities;
- child labour and other trafficking in human beings;
- creating a shell company;
- being part of a shell company; or
- any other irregularities that may be a cause for concern.

d. Acceptance of the terms and conditions outlined in the template Partner Agreement

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Annex B-1
Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
[To be completed by proponents and returned with their proposal]

Call For Proposals
Description of Services
CFP No.

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a **pass/fail rating** on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN Women reserves the right to verify any information contained in a 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. Are the services being requested 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 has currently or has been provided by the proponent.	Reference #1: Reference #2:
2. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].	Yes/No
3. Has the proponent as an organization been in operation for at least five (5) years ⁵ ?	Yes/No
4. Does the proponent have a permanent office within the location area?	Yes/No
5. Can UN Women conduct 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
6. Fraud or other wrongdoing: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?	Yes/No
7. Sexual exploitation and abuse: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA) ⁶ ? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for SEA by UN Women, another UN entity or otherwise?	Yes/No
8. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?	Yes/No
9. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 "Special measures for protection from sexual exploitation and sexual abuse"?	Yes/No

⁵ In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.

⁶ [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 Implementing Partners.

10. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?	Yes/No
11. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6)?	Yes/No

Please provide the following information:

1 Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?	Yes/No
2 What is the female to male ratio in the proponent’s board?	

Acceptance of the terms and conditions outlined in the template Partner Agreement.

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Requirements	Proponent’s response
Acceptance of the terms and conditions outlined in the template Partner Agreement.	Yes/No
Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement.	

Section 2

CFP No. (To be filled in by UN Women)

a. Instructions to Proponents

1. Introduction

- 1.1 UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirements for a 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) "UN Women Terms of Reference"**.
- 1.4 UN Women 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 the submission of proposals. No proposal may be modified subsequent to the deadline for the submission of proposals. 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, UN Women 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 UN Women, by email at WYDE@unwomen.org. Proponents must not communicate with any other personnel of UN Women 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 proponent, 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. 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 evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. 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.
- 4.2 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 UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 1b of this annex (on page 1)**.
- 5.2 Written copies of UN Women's responses to such inquiries (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.
- 5.3 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, UN Women 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, UN Women may, at its discretion, extend the deadline for the submission of proposal.

7. Language of Proposals

- 7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, 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 English translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

8. Submission of Proposals

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2**) 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, UN Women 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: WYDE@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will 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 UN Women inbox. UN Women 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 UN Women in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

9. Clarification of Proposals

- 9.1 To assist in the examination, evaluation and comparison of proposals, UN Women 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. UN Women will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents.

10. Proposal Currencies

- 10.1 All prices shall be quoted in USD.
- 10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

11. Evaluation of Technical and Financial Proposals

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

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 UN Women 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.

Suggested table for evaluating technical proposal

1	The proposal is compliant with the CFP requirements	15 points
2	The organization's mandate is relevant to the work to be undertaken in the UN Women Terms of Reference (component 1)	20 points
3	The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3, 4 and 5)	35 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated (using **component 6**) 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.

12. Preparation of Proposals

- 12.1 Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and may result in rejection of the proponent's proposal.
- 12.2 The 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 the proponent understands and confirms acceptance of UN Women's 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 one 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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent's Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
- 12.7 The proponent's proposal shall state the following and 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 and Contractual Aspects
Part of proposal	Annex B-2 Template for Proposal Submission
Part of proposal	Annex B-3 Format of Resume for Proposed Personnel
Part of proposal	Annex B-4 Capacity Assessment Minimum Documents

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 Proposals

- 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(s) following negotiation of an acceptable contract. UN Women 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 of the agreement 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 UN Women 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 and a maximum term of 24 months.

Annex B-2
Template for Proposal Submission

Call For Proposals
Description of Services
CFP No.

Mandatory Requirements/Pre-Qualification Criteria
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Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission.

Proponent's Eligibility Confirmation and Information	Proponent's Response
1 What year was the organization established?	
2 In what province/state/country has the organization been established?	
3 Has the organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes/No
4 Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes/No
5 Has the organization or any of its employees and personnel ever been: a. suspended or debarred by any government, a UN agency or other international organization; b. placed on any relevant sanctions list including the - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list , United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or c. been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)	Confirm Yes/No
6 It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.	Confirm Yes/No
7 Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.	Confirm Yes/No
8 The proponent must confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UN Women.	Confirm Yes/No
9 The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this CFP.	Confirm Yes/No
10 UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.	Confirm Yes/No

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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization’s target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization’s length of existence and relevant experience;
6. an overview of the organization’s capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
 - a. describe what measures are in place to prevent SEA;
 - b. describe reporting and monitoring mechanisms and procedures;
 - c. describe what capacity exists to investigate SEA allegations;
 - d. describe past allegations of SEA, if any, and how they were handled, including the outcome;
 - e. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
 - f. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
 - a. describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);
 - b. describe relevant history in managing resources through grant awards;
 - c. describe the proponent’s grant portfolio;
 - d. describe relevant history in working with small organizations including experience in providing technical assistance;
 - e. describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and
 - f. describe the proponent’s capacity to assess and manage risks.

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 Terms of Reference. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
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 proponent and UN Women.

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.

This section should also include the details of all proposed sub-contracting and sub-partnering.

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 all required milestone reports and monitoring reviews in the Implementation Plan.

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 and 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; and
- 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, risk of sub-contractors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government’s environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

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 of activities. 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 they would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
- Support Costs mean 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, overhead 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.
- If the partner has a Support Cost Policy that specifies a rate, the partner can include this rate to not exceed a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower).
- If the Partner does not have a Support Cost Policy, the partner must provide a break-down of support costs (not exceeding a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower).
- 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.
- Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
 - maximum for personnel related costs on a proposal - 20% of programming costs;
 - between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
 - 3% for monitoring and evaluation; and
 - up to 7% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

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

 _____ (Seal)

⁷ If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant.

⁸ "Other costs" refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote.

(Signature)

(Printed Name and Title)

(Date)

Annex B-3
Format of Resume for Proposed Personnel

Call For Proposals
Description of Services
CFP No

Name of personnel: _____

Title: _____

Years with CSO: _____ Nationality: _____

Education/Qualifications:

Summarize college/university and other specialized education of personnel 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:

- *For all positions held by personnel member since graduation: List each position and provide 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 proponents and assessed by the reviewer]

Call For Proposals
Description of Services
CFP No.

Document	Mandatory / Optional
Governance, Management and Technical	
Organization's legal registration documentation	Mandatory
Rules of governance of the organization	Mandatory
Organigram of the organization	Mandatory
List of key management at organization	Mandatory
CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory
Details of organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy)	Mandatory
Details of organization's PSEA policy framework	Optional
Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA.	Mandatory
Organization's policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP)	Mandatory
Organization's policy and procedure for selecting partners (if sub-partner/s are going to be used)	Mandatory
Administration and Finance	
Administrative and financial rules of the organization	Mandatory
Details of the organization's internal control framework	Mandatory
Audited statements of the organization during last 3 years	Mandatory
List of banks with which organizational bank accounts are held	Mandatory
Name of external auditors of organization	Optional
Procurement	
Organization's 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.) used by organization	Mandatory
List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes	Mandatory
Client Relationship	
List of main clients/donors of organization	Mandatory
Two references for organization	Mandatory
Past reports to clients/donors of organization for last 3 years	Mandatory