

## Call for Proposal (CFP)

CFP No. CFP-THA-2019-001

### Section 1 – CFP letter

UNWOMEN plans to engage (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than **5 PM Bangkok time on 15 October 2019**.

This UNWOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UNWOMEN Terms of Reference

### CFP forms to be returned (mandatory):

- |         |   |
|---------|---|
| Annex 1 | Proposal/no proposal confirmation form            |
| Annex 2 | Mandatory requirements/pre-qualification criteria |
| Annex 3 | Technical proposal submission form                |
| Annex 4 | Financial proposal submission form                |
| Annex 5 | Resumes of proposed team members                  |
| Annex 6 | Capacity Assessment Document Checklist            |

Interested proponents may obtain further information by contacting this email address: [cfp.roap@unowmen.org](mailto:cfp.roap@unowmen.org) and cc [parichat.srinopnikom@unwomen.org](mailto:parichat.srinopnikom@unwomen.org)

## Call for Proposal (CFP)

CFP No. CFP-THA-2019-001

### Section 2: Proposal data sheet

Program/Project: Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region.

Program official's name: Vipunjit Ketunuti

Email: [vipunjit.ketunuti@unwomen.org](mailto:vipunjit.ketunuti@unwomen.org)

Telephone number: +66 2 288 1626

Issue date: 12 September 2019

#### Requests for clarifications due

Date: 18 September 2019 (*via e-mail*) [cfp.roap@unwomen.org](mailto:cfp.roap@unwomen.org) and  
[vipunjit.ketunuti@unwomen.org](mailto:vipunjit.ketunuti@unwomen.org) and  
[parichat.srinopnikom@unwomen.org](mailto:parichat.srinopnikom@unwomen.org)

Time: 12.00 PM Bangkok time

#### UNWOMEN clarifications to proponents due

Date: 23 September 2019

Time: 05.00 PM Bangkok time

#### Proposal due

Date: 15 October 2019

Time: 05.00 PM Bangkok time

Planned award date: 20 November 2019

Planned contract start date: 20 November 2019 – 30 September 2022

## Call for Proposal (CFP)

CFP No. CFP-THA-2019-001

### Section 3: Instructions to proponents

#### 1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. 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.
- 1.5. 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.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN Regional Office for Asia and the Pacific, Thailand by email at [cfp.roap@unwomen.org](mailto:cfp.roap@unwomen.org) and cc: [vipunjit.ketunuti@unwomen.org](mailto:vipunjit.ketunuti@unwomen.org) and [parichat.srinopnikom@unwomen.org](mailto:parichat.srinopnikom@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### 2. Cost of proposal

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

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 2. See section 10 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. Clarification of CFP documents**

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 in 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.

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.

#### **5. Amendments to CFP documents**

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.

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.

#### **6. Language of proposal**

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. 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.

#### **7. Submission of proposal**

- 7.1 A single proposal that contains information about technical approach, capacity and budget (financial) should be submitted 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 submission email and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The proposal should also include a Performance Management Framework (PMF), outlining the annual milestones and targets.

The email text body should indicate the name and address of the proponent and the description of the proposal (technical and financial).

The proposal should be submitted in one (1) email accompanied by the forms prescribed in this CFP (Annex 3 and 4) – the email subject line and corresponding attachment should read:

CFP No.: CFP-THA-2019-001 - (Annex 1, Annex 2, Annex 3, Annex 4, Annex 5 and Annex 6)

All proposals should be sent by email to the following secure email address:  
[cfp.roap@unwomen.org](mailto:cfp.roap@unwomen.org)

- 7.2 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.

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.

- 7.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

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

## 8. Clarification of proposals

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.

## 9. Proposal currencies

All prices shall be quoted in THB (Thai Baht)

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.

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.

## 10. Mandatory/pre-qualification criteria

- 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement 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.

- 10.2 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.

## 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 a Committee for Partners' Assessment (CPA) 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.

Technical description and appropriateness/adequacy of approach	40 points
Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered;</li> <li>organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required</li> <li>relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	15 points
Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>Overall governance/management structure of the proponent organization</li> </ul>	8 points
Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
<b>TOTAL</b>	<b>70 points</b>

### 11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

- 11.2.1. 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 15 October 2019, 05.00 PM Bangkok time

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	Mandatory Requirements/pre-qualification criteria ( <b>Annex 2</b> hereto)
Part of proposal	Technical Proposal Submission Form ( <b>Annex 3</b> )
Part of proposal	Financial Proposal Submission Form ( <b>Annex 4</b> )
Part of proposal	Resumes of proposed team members with prescribed information ( <b>Annex 5</b> )

Part of proposal	Capacity Assessment Checklist ( <b>Annex 6</b> )
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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.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form ( <b>Annex 1</b> hereto)
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### 13. Format and signing of proposal

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.

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 up to three years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN



## Call for Proposal (CFP)

CFP No. CFP-THA-2019-001

Country: Thailand

### Section 4: UN Women Terms of Reference

UNWOMEN Thailand is issuing a Call for Proposals (CfP) for a responsible partner (RP) to implement the UNWOMEN component of the Joint Programme with ILO called “Safe and Fair: Realizing the Rights of Women Migrant Workers Rights and opportunities in the ASEAN Region.” UNWOMEN is seeking for innovative proposals from committed organizations that have extensive experience in the field of violence against women (VAW) service delivery, women’s labour migration and anti-human trafficking, particularly for enhancing quality service delivery and access for women migrant workers (WMWs), and capacities of peer-to-peer networks for community mobilization in preventing and responding VAW and human trafficking.

#### 1. Introduction

UN Women grounded in the vision of equality enshrined in the Charter of the United Nations, works for the 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 centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

UNWOMEN’s contribution to the Program, Safe and Fair: Realizing women migrant workers’ rights and opportunities in the ASEAN region (2018 – 2022) for ensuring quality service delivery for women migrant workers. This program will relate directly to impact area 3 of UNWOMEN Thailand’s Annual Work Plan, which is aligned with and contributes to the 12th National Economic and Social Development Plan (NESDP 2017-2021) which articulates a clear vision for greater security, prosperity and sustainability, and the United Nation Partnership Framework (UNPAF) for Thailand 2017-2021. UNWOMEN Thailand’s strategic impact area 3 “All women and girls live a life free from all forms of violence” focuses on Increased access to information, coordinated quality services and supportive networks, which is central to the 2030 Agenda for Sustainable Development (leaving no one behind), particularly Goal 5.

Safe and Fair works in close cooperation with governments and social partners to achieve three inter-linking specific objectives:

**Specific objective 1:** Women migrant workers are better protected by gender-sensitive labour migration governance frameworks;

**Specific objective 2:** Women migrant workers are less vulnerable to violence and trafficking and benefit from coordinated responsive quality services; and

**Specific objective 3:** Data, knowledge and attitudes on the rights and contributions of women migrant workers are improved.

There has been an increase in attention towards violence against women (VAW) particularly in forms of domestic violence and sexual conducts. Thailand has put in place protection mechanisms for women during criminal justice process; however, challenges remain in accessibility to complaint and justice process for cases such as domestic violence, harassment in work force or in working

environment. Factors include lack of knowledge on rights, protection and entitlements in justice process, limited information available from relevant service providers during criminal justice process, legal status, language barrier for non-Thais, etc. Though there is no formal data informing the statistic of violence against women cases of women migrant workers, it is believed that there is a significant number of women migrant workers who received physical, emotional and sexual abuse not being reported and recorded.

Recognizing the challenges faced by women migrants, Safe and Fair will work with relevant stakeholders from government, non-government and employment sectors to strengthen the legal and policy framework related to VAW to ensure that it responds to women in migration and to increase access to quality services for women migrants. Safe and Fair will also seek to address negative attitudes and behaviours towards migrants particularly migrant women through building a knowledge base on the perceptions of women migrant workers, and violence towards women migrant workers, as well as an understanding of good practices in strengthening fair and safe migration, taking particular note of the voices and opinions of women migrants themselves.

## **2. Background/ Context of services required/ results**

It is estimated that there are around 14 million migrant workers from ASEAN Member States, 6 million of whom have migrated within South-East Asia. An increase in autonomous women's labour migration has been the response to the need of women to find work and contribute to the family income, whilst at the same time a pull from countries of destination that have a demand for women to fill feminized sectors of labour particularly in the domestic work. Due to gender inequalities and discrimination, women are particularly vulnerable to violence and trafficking, and services for survivors of violence often do not meet their needs.

The migrant workers that enter Thailand can be classified into two main groups: regular and irregular migrant workers. In September 2016 the Office of Foreign Workers Administration, Department of Employment and Ministry of Labour reported that there were approximately 1.5 million fully documented migrant workers. This number includes migrants who have entered Thailand through the MOU agreements and those who have received temporary passports through the National Verification process. There are however no reliable statistics available on the number of irregular migrants currently residing in Thailand and most estimates suggest that there are over 1 million. Many migrants willingly opt for informal migration options due to much lower costs and much less time than invested in the formal processes making them become vulnerable to different forms of exploitations including human trafficking while migrating, labour and sexual exploitation and domestic violence.

Thailand represents different migration patterns from crossing border with seasonal employment along border area to transfer to urban or industrial areas for higher wages. Bangkok is resided by at least 120,000 registered migrant workers. Many of them are employed in domestic work and general services. Mae Sot District of Tak Province, as neighbouring province bordering Thailand and Myanmar, is one of the transit and destination hubs for migrants from Myanmar seeking economic opportunity. There are approximately 120,000 migrants living in Mae Sot. Most of them are irregular migrants working in low-skilled jobs, driven to migration by the poverty and indebtedness. Chiang Mai is also one of the main destinations of migrant workers with approximately 100,000 registered migrants as well as ethnic minorities. About half are women migrant workers employed in domestic and entertainment sectors. With legal status and remote and private workplace, women migrant workers lack of access to information and services and access to reach out to service providers for help and information. These conditions making them are more vulnerable than the others who work in other

sectors. Due to dynamic migration movement and vulnerability of migrant women, the implementing site for the CfP will be in Bangkok, Tak (Mae Sot) and Chiang Mai Provinces.

### 3. Description of required services/results

#### 3.1 Programme Outcome and Outputs

Aligning to the Objective 2 and 3 of the Safe and Fair Project as discussed above, the engagement of a Responsible Party (RP) under this Call for Proposals (CfPs) will contribute to the following outputs.

<p><b>Outcome 2: Women migrant workers are less vulnerable to violence and trafficking and benefit from coordinated responsive quality services.</b></p> <ul style="list-style-type: none"> <li>• Output 2.2: Capacity of regional, national and local government, social partners and civil society to implement policy for coordinated multi-sectoral services provision that respond to the needs of migrant women workers is strengthened.</li> <li>• Output 2.3: Networks of women's groups, community-based organizations, labour unions and local government agencies are established and mobilized to prevent violence and trafficking of women throughout the migration cycle.</li> </ul>
<p><b>Outcome 3: Data, knowledge and attitudes on the rights and contributions of women migrant workers are improved.</b></p> <ul style="list-style-type: none"> <li>• Output 3.3: Public campaigns to change attitudes and behaviours towards women migrant workers are implemented, particularly targeting employers, recruiters, duty-bearers and youth groups, including to address VAW, trafficking and gender based discrimination of women migrant workers.</li> </ul> <p>The proponent is expected to contribute to UN Women in achieving this output and its associated targets. The expected details are described below.</p>

**Important note:** The activities described below are proposed activities that may be complemented with **additional activities** and may be **decomposed into sub-activities** in your proposal. The selected organization is supposed to propose methodology and approaches to implement the below key interventions of the project and develop detailed activities in discussion with the UN Women Regional Office for Asia and the Pacific and its office in Thailand. The RP recruited under this CfP will be closely working together with all other RPs that UNWOMEN or ILO will recruit under Safe and Fair Programme.

#### Description of Required Activities:

The activities under Output 2.2, Activity 2.2.3 is to strengthen coordination of and access to quality services, informed by services data, for women migrant workers. It aims to ensure coordination among service providers including government and non-government organizations and relevant stakeholders in health, welfare, police and justice sectors in providing quality services to migrant women with VAW experiences. The Thai Government has put in place mechanism to provide services on VAW regardless

of nationality. However, it might not address experiences specifically faced by migrants. In some areas where there are high population of migrants, referral is limited only among NGO and CSO. With these gaps, the RP is required to establish and roll out a coordination mechanism through SOP engaging service providers from all sectors at local level in delivering quality services to and improving access to quality services by women migrants with VAW experiences. The coordination mechanism should engage agencies under the existing mechanism including local office of the Ministry of Social Development and Human Security and One Stop Crisis Center (OSCC).

The Scoping Studies conducted under Safe and Fair in February 2019 addressed the two notable issues pertaining to data management. The available data does not well capture (if at all) the number of migrant women workers who are accessing protection and support services in relation to VAW. In addition, there are questions regarding the standardization of definitions and data capture, for example how domestic violence or sexual assault is defined by different agencies which creates challenges in bringing the data together meaningfully. To address these challenges and achieve Activity 2.2.3, the RP is also required develop methodology and tools for prevalence data survey for VAW experiences and access to quality services of women migrant workers. The developed tools aim at improving the data collection, usage and management of nationality, gender and age disaggregated data on VAW.

Output 2.3 aims to promote and mobilize roles of networks of women's groups, community, labour unions and local government agencies on prevention of violence and trafficking of women throughout the migration cycle. From the scoping study conducted in February 2019, peer-to-peer networks are identified as an important channel for information dissemination and support for migrants. These networks allow women to support each other with fewer barriers including lack of interpreters. With ability to reach out to migrant women, the networks are also important resources for policy advocacy from women migrant workers' perspective. However, there is a limitation of training on gender-responsive service delivery to ensure quality services for women migrant workers.

To achieve Output 2.3, the RP will implement Activity 2.3.2 is to support and promote community-based interventions aimed at raising awareness and changing social norms around women's labour migration, preventing violence against women and trafficking and promoting gender inequality. The RP will conduct interventions and participatory capacity building activities at the community level to enhance understanding on safe migration and prevention and gender responsive responses to violence against women migrant throughout the migration cycle.

Activity 2.3.3 aims at building and strengthening national and transnational peer-to-peer networks of women migrant. The RP will facilitate coordination including but not limited to meetings among peer-to-peer network representatives already established on VAW or in other work sectors (particularly, migration and trafficking) to discuss models and approaches to strengthening networks and to implement the recommendations of strengthening the peer-to-peer networking. Hence, existing establishment of networking and working relationship with recruitment agencies, labour exchange offices and migrant resource centres is a critical requirement.

Activity 2.3.4 aims at utilizing innovative information, communication technology to prevent violence and trafficking of women migrant workers and increase access to quality services. Technology has become an important tool in disseminating information and strengthening communication among networks of practitioners as well as with women migrant workers. The RP is responsible to create or develop innovative ICT tools and approach to enhance networking and coordination among the networks, service providers and migrant women that will contribute to increased preventive measures and access to quality services on VAW.

The activities under Output 3.3, Activity 3.3.2 aims at raising awareness through public awareness campaign focused on violence against women migrant workers, including what comprises violence, how it manifests, and it's impacts. Campaigns and awareness raising will emphasize the rights,

experiences and obligations of women migrant workers and employers and provide information and support available to prevent and respond to trafficking and VAW. In addition, campaigns should put particular emphasis on engaging a youth audience, including in educational settings.

In achieving the abovementioned Outputs and Activities, the RP should demonstrate extensive experiences in implementing awareness raising activities, social norms and behavior change activities, peer-to-peer networking, and coordinating as well as organizing multi-stakeholders round table discussions with duty bearers and service providers. The selected RP might potentially be required to collaborate with other RPs that will be contracted under the ILO component of the programme.

### 3.2 Proposed Target Groups and Locations

Under the CfP, the RP is required to implement the project in **Bangkok, Tak (Mae Sot) and Chiang Mai Provinces**. Through the proposed activities, direct beneficiaries of the programme will be **women migrant workers, family members of migrants, former women migrant workers survivors of violence**. Indirect beneficiaries will be other community members including local leaders, young people, men and boys and duty bearers.

### 3.3 Required Results

**The required results: The work under this TOR will contribute to the achievement of Output 2 and 3 through the following results:**

Output	Results	Proposed Activities
<ul style="list-style-type: none"> <li>Output 2.2: Capacity of regional, national and local government, social partners and civil society to implement policy for coordinated multi-sectoral services provision that respond to the needs of migrant women workers is strengthened.</li> </ul>	<ol style="list-style-type: none"> <li>1. A local coordination mechanism on VAW for women migrants is established among service providers with engagement of local MSDHS and OSCC.</li> <li>2. Methodology and tools for prevalence data survey for VAW experiences and access to quality services of women migrant workers are developed and implemented.</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop and roll out the SOP on service delivery and referral pathways on VAW for migrant women.</li> <li>2. Conduct minimum of 2 capacity building trainings to ensure service providers are equipped with necessary knowledge and skill to provide quality services for women migrants with VAW experiences under the developed SOP.</li> <li>3. Develop methodology and tools for prevalence data survey for VAW experiences and access to quality services of women migrant workers</li> <li>4. Monitor and document the implementation of the developed SOP including number of women migrants who access support services (health, welfare, police, justice) and number of referrals made for follow-up services for women</li> </ol>

		migrants by front-line service providers.
<ul style="list-style-type: none"> <li>Output 2.3: Networks of women's groups, community-based organizations, labour unions and local government agencies are established and mobilized to prevent violence and trafficking of women throughout the migration cycle.</li> </ul>	<p>3. Networking and communication channels among women's groups, community, labour unions and local government agencies / service providers are established.</p> <p>4. Women migrants have increased access to information on VAW information and services available through developed technology and ICT tools.</p>	<p>5. Establish a networking and communication channels / platforms including but not limited to consultations and roundtable discussions.</p> <p>6. Provide minimum of 2 capacity building trainings for the networks to be able to provide gender responsive quality service to women migrants.</p> <p>7. Develop and implement minimum of 1 innovation to increase access to information on essential services for violence against women survivor such as community outreach, training, website, mobile application, etc.</p>
<ul style="list-style-type: none"> <li>Output 3.3: Public campaigns to change attitudes and behaviours towards women migrant workers are implemented, particularly targeting employers, recruiters, duty-bearers and youth groups, including to address VAW, trafficking and gender based discrimination of women migrant workers.</li> </ul>	<p>5. Women migrants have increased knowledge and understanding on VAW, trafficking and gender based discrimination of women migrant workers through participating in awareness-raising campaigns.</p>	<p>8. Develop and conduct minimum of 2 awareness raising campaigns with the aim to provide knowledge and information on VAW, trafficking and gender based discrimination of women migrant workers.</p> <p>9. Develop minimum of 2 Information, Education and Communication (IEC) materials on VAW, trafficking and gender based discrimination of women migrant workers in simplified context in migrant languages to be disseminated to women migrants during awareness raising campaigns.</p>

Under the outputs, among others, the following suggested draft M and E indicators need to be measured:

Indicators	Baseline Target (by September 2020)
Number of women migrants who access support services (health, welfare, police, justice) for survivors of violence and trafficking. (related with SAF Indicator 2.2)	<ul style="list-style-type: none"> <li>Baseline: 0</li> <li>Target: 150</li> </ul>



Number of referrals made for follow-up services for women migrants by front-line service providers. (related with SAF Indicator 2.2)	<ul style="list-style-type: none"> <li>• Baseline: 0</li> <li>• Target: 200</li> </ul>
Number of users of community-based and women-led networks active in preventing VAW and trafficking. (related with SAF Indicator 2.3)	<ul style="list-style-type: none"> <li>• Baseline: 0</li> <li>• Target: 400</li> </ul>
Number of women migrants who are provided with information by networks. (related with SAF Indicator 2.3)	<ul style="list-style-type: none"> <li>• Baseline: 0</li> <li>• Target: 1,500</li> </ul>
Number of persons reached through campaigns to address VAW, trafficking and gender based discrimination of women migrant workers. (related with SAF Indicator 3.3)	<ul style="list-style-type: none"> <li>• Baseline: 0</li> <li>• Target: 4,000</li> </ul>
Number of persons reached through awareness-raising campaigns to change attitudes and behaviors towards women migrants. (related to SAF indicator 3.3)	<ul style="list-style-type: none"> <li>• Baseline: 0</li> <li>• Target: 4,000</li> </ul>

While these are suggested activities and indicators, the proponents of this CFP should demonstrate strong results based frameworks. The selected RP will be working closely with UN Women during project implementation. UN Women will provide technical support, as necessary, and valuable connections through its engagement with key stakeholders in Thailand.

#### 4. Reporting obligations

As per UN Women's rules and regulations, the selected partner will report to UN Women on a quarterly basis. A financial report and a short narrative progress report must be submitted every Quarter.

#### 5. Timeframe

Estimated start date: 20 November 2019

End date: 30 September 2022

#### 6. Budget

The total grant is a maximum of 13,870,000 THB.

#### 7. Eligibility & qualifications of the responsible party

Legally registered Women Non-Governmental Organizations (NGOs), Women Civil Society Organizations (CSOs) and Women Group Networks in Thailand with a proven track record in violence against women, migration and human trafficking, particularly around providing capacity building trainings, community mobilizing, peer networking and consultations with local authorities and presence in target locations are eligible to submit proposals.

#### 8. Competencies

1. Proven track record in the implementation of violence against women projects, ideally having experiences in managing Ending Violence Against Women (EVAW), labour migration and anti-human trafficking projects with migrant women as direct beneficiaries;

2. Capacity and capability of delivering capacity building trainings (ideally, social norms around women's rights and female labour migration and men and boy engagement in preventing violence against women) at community level;
3. Strong local network with the government agencies, community based organizations and other peers network;
4. Experience in preventing violence against women, responding and providing services for migrant workers and human trafficking survivors, particularly in working relationship with recruitment agencies and migrant networks at all level is an asset.
5. Relevant experience in partnerships with UNWOMEN and/or other UN agencies, NGOs, other development actors and governments.



## Template for proposal submission

### 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

Name of Proponent Organization:													
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 a Performance Management Framework (PMF) with an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative) including end-project review. 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

## Suggested template for PMF

Expected results	Indicators	Sources/Means of verification	Baseline (with indicative timeframe)	Collection Methods (with indicative timeframe/frequency)	Annual Targets and milestones
Capacity of regional, national and local government, social partners and civil society to implement policy for coordinated multi-sectoral services provision that respond to the needs of migrant women workers is strengthened.					
Networks of women's groups, community-based organizations, labour unions and local government agencies are established and mobilized to prevent violence and trafficking of women throughout the migration cycle.					
Public campaigns to change attitudes and behaviours towards women migrant workers are implemented, particularly targeting employers, recruiters, duty-bearers and youth groups, including to address VAW, trafficking and gender based discrimination of women migrant workers.					
	<b>Please add indicators if necessary</b>				

### 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 only costs which directly 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 you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity/project (e.g. project personnel, travel, supplies and equipment) and shared costs such as rent and utilities. Also include the cost of monitoring and evaluation.
- 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. Add as many lines as needed.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

## BUDGET TEMPLATE<sup>1</sup>

Expected Outputs	Planned Activities	Planned Budget (local currency)					
		Budget Item	Unit		Unit cost	No. of days/times	Total
1)	1.1) Conduct research on ...	Fee for national consultant					
		Fee for international consultant					
		<b>Sub Total</b>					
	1.2) Organize a two-day workshop to collect inputs on ... for 30 participants	Fee for national facilitator					
		Meeting package (2 breaks & 1 lunch)					
		Accommodation for participants					
		Transportation for participants					
		<b>Sub Total</b>					
2)	2.1) Develop training module on ...	Fee for national consultant					
		Transportation for consultant (data collection)					
		<b>Sub Total</b>					
	2.2) Organize a one-day validation workshop for 30 participants	Venue rental					
		Meeting package (2 breaks & 1 lunch)					
		<b>Sub Total</b>					

<sup>1</sup> The below budget template shall only serve as an example.

	2.3) Conduct 2 three-day training workshops on for 50 government officers	Fee for national facilitators					
		Meeting package (2 breaks & 1 lunch)					
		Sub Total					
3)	3.1) Design campaign materials	Fee for national consultant					
		Sub Total					
	3.2) Organize advocacy event (approx. 100 participants)	Venue rental					
		Refreshment					
		Sub Total					
Programme/ Management (e.g. indirect costs)	Project indirect costs	Coordinator for 6 months					
		Assistant for 6 months					
		Administrative cost (phone calls, printing, copying, etc.)					
		Monitoring and Evaluation					
		Sub Total					
TOTAL							

## Annex 1

### Call for proposal

**Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region**

**CFP No. CFP-THA-2019-001**

### Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Subject \_\_\_\_\_

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services
- ☐ We are unable to submit a competitive proposal for the requested services at the moment
- ☐ We cannot meet the requested terms of reference
- ☐ Your CFP is too complicated
- ☐ Insufficient time is allowed to prepare a proposal
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ Other (please provide reasons) \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ We would like to receive future CFPs for this type of services
- ☐ We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. \_\_\_\_\_, phone/email \_\_\_\_\_, who will be able to assist.

## Annex 2

### Call for proposal

#### Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region

CFP No. CFP-THA-2019-001

### Mandatory requirements/pre-qualification criteria

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	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 placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No



## Annex 3

### Call for proposal

#### Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region

CFP No. CFP-THA-2019-001

### Template for proposal submission form

#### 3.1 Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

#### CFP No.: CFP-THA-2019-001 - (Annex 3) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No CFP-THA-2019-001

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your 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 your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes____; No____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> or 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 Annex B and is grounds for immediate rejection)	

Proponent's Eligibility Confirmation and Information	Proponent's Response
6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	Confirm Yes____; No_____
7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm Yes____; No_____
8. 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 UNWOMEN.	Confirm Yes____; No_____
9. Confirm that the proponent and your sub-contractors have not been associated, or had been 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. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm Yes____; No_____

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.

\_\_\_\_\_ (Seal)  
(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number:	
Fax Number:	
Email Address:	

## Technical proposal submission form

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 proponent confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

Section	Points	Criteria	Proponent's Response
1	40 points	Technical description and appropriateness/adequacy of approach/service	
2	15 points	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered;</li> <li>organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required</li> <li>relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	
3	8 points	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>overall governance/management structure of the proponent organization</li> </ul>	
4	7 points	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
	<b>70 points</b>	<b>TOTAL</b>	

## Annex 4

### Call for proposal

**Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region**

**CFP No. CFP-THA-2019-001**

### Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (THB)

### The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

**CFP No. : CFP-THA-2019-001 (Annex 4) - Financial proposal**

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No. I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

_____	_____
(Signature)	(Name)
_____	
(Name of proponent)	
_____	_____
(Date)	(Address)
_____	_____
(Telephone No.)	
_____	
(Email address)	

## Annex 5

### Call for proposal

**Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region**

**CFP No. CFP-THA-2019-001**

### Format of resume for proposed staff

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 6

### Call for proposal

### Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region

CFP No.: CFP-THA-2019-001

#### **Capacity Assessment Document Checklist** (Please send a copy of the documents along with this checklist)

#### **Governance, Management and Technical**

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statutes 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	Mandatory	

#### **Administration and Finance**

Document	Mandatory / Optional	Yes / No
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

#### **Procurement**

Document	Mandatory / Optional	Yes / No
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

#### **Client Relationship**

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		