

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

[Section 1](#)

CFP No. UNW-HQ-CFP-2020-009

a. CFP letter for Responsible Parties

UN-WOMEN plans to engage a Responsible Party/Parties as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference. Proposals must be received by UN-WOMEN at the address specified not later than **6:00 PM NY time (EST) on 5 October 2020.**

Coalitions of two or three CSOs are encouraged to apply.

The budget range for this proposal should be Min. USD 100 000 – Max. USD 125 000

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <p>a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <p>a. Instructions to proponents Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>

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

Management arrangements

Head of Office:

Katja Pehrman, Senior Advisor, Focal Point for Women in the UN System, UN Women

Programme/Project Managers:

Shinobu Sasaki, Gender Parity Specialist, UN Women

Minna Nurminen, Gender Parity Analyst, UN Women

b. Proposal data sheet for Responsible Parties

Program/Project: Civil Society Shadow Reporting

Program official's name: Katja Pehrman, Senior Advisor, Focal Point for Women in the UN System

Email: focalpoint.forwomen@unwomen.org

Telephone number:

Issue date: 11 August 2020

Requests for clarifications due:

Date: 4 September 2020 **Time:** 6 PM NY time (EST)

(via e-mail) focalpoint.forwomen@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 9 September 2020 **Time:** 6 PM NY time (EST)

Proposal due:

Date: 5 October 2020 **Time:** 6 PM NY time (EST)

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

Context

Gender parity is an issue of human rights and a key priority for the UN. Already in the 1970s the General Assembly urged the UN to take appropriate measures to ensure equal opportunities for women. In 1985, the first target was set to increase the representation of women to 30%. The Beijing Declaration and Platform for Action in 1995 set the goal of 50/50 gender balance with the deadline of year 2000, and the goal has been reaffirmed ever since by the Member States. The Beijing Declaration and Platform for Action encouraged the “implementation of measures designed to achieve the goal of 50/50 gender balance in all posts, including at the Professional level and above, in particular at the higher levels in their secretariats, including in peacekeeping missions, peace negotiations and in all activities, and report thereon, as appropriate, and enhance management accountability mechanisms”. Year 2020 marks the 25th-year anniversary of the Beijing Declaration and Platform for Action. With the 50/50 gender balance goal still being unmet, the efforts need to be heightened.

In this context, as soon as the UN Secretary-General António Guterres took office, he immediately advanced a feminist agenda and launched the Secretary-General’s System-wide Strategy on Gender Parity (hereafter the Strategy)¹ in September 2017. The key objectives of the Strategy are to reach gender parity at the highest levels by 2021 and at all levels across the UN system by 2028, as well as to create a more diverse, conducive and inclusive organizational culture. Specifically, the Strategy sets targets for the equal representation of women and men with commitments in the following areas: leadership and accountability; senior appointments; recruitment, retention, progression and talent management; creating an enabling environment; and mission settings. The Strategy identifies civil society shadow reporting on the implementation of the overall Strategy as a significant element to increase transparency and accountability, and therefore encourages UN-Women to work with civil society partners to undertake it on a regular basis until the final deadline of 2028 (see the UN-Women Implementation Plan²).

Gender parity in the UN system

In accordance with the UN-Women’s Strategic Plan 2018-2021, UN-Women assists the implementation of the Strategy through strategic guidance, technical support and monitoring. Specifically, UN-Women is mandated to produce the Secretary-General’s biennial report on the Improvement in the Status of Women to provide analysis and recommendations on gender parity across the UN system. The most recent report (A/74/220*) was submitted to the General Assembly in 2019 and reflected in the Resolution ARES/74/128. Based on UN-Women’s research, the overall representation of women in the professional and higher categories in the UN-system increased from 42.8 per cent at the end of 2015 to 44.2 per cent at the end of 2017. The largest increases were registered at the Under-Secretary-General and Assistant Secretary-General levels which is a direct result of the efforts of the Secretary-General in line with his commitment to reach parity at the highest levels by 2021.

However, the latest data also shows that the negative correlation between the representation of women and seniority persists. The representation of women is concentrated at P-1 and P-2 levels, with over 50 per cent, while decreasing to 37.5 per cent at P5-level, 35.3 per cent at D1-level and 34.2 per cent at D2-level. The representation of women in the field, particularly in peace operations, poses a major challenge. While women comprised 48.5 per cent of staff in the professional and higher categories at headquarters locations, they constituted 39.8 per cent at non-headquarters locations and only 31.7 per cent of executive leadership positions at non-headquarters locations. As of May 2020, women comprised of 30% of staff in field locations in the UN Secretariat.³ There is also room for improvement identified regarding the creation of an enabling environment, including flexible working arrangements, family-friendly policies, standards of conduct and institutional support.

¹ https://www.un.org/gender/sites/www.un.org.gender/files/gender_parity_strategy_october_2017.pdf

² <https://www.unwomen.org/en/digital-library/publications/2017/12/system-wide-strategy-on-gender-parity-un-women-implementation-plan>

³ <https://www.un.org/gender/content/un-secretariat-gender-parity-dashboard>

Shadow reporting on the overall Strategy

Implementation, follow-up and monitoring the progress of the Strategy are critical for a successful roll-out and ensuring that the current momentum is sustained. In this context, UN-Women is mandated to support, monitor and assess the progress on the implementation of the Strategy. In the Strategy, UN-Women is tasked with six specific recommendations. This project will respond to Recommendation 2 of UN-Women's Implementation Plan: *Work with civil society partners to encourage shadow reporting on the overall strategy, in order to ensure the UN is modelling transparency.*

This project will contribute to Output 1 of organizational effectiveness and efficiency in the UN-Women's Strategic Plan 2018-2021: *Enhanced coordination, coherence and accountability of the UN system for commitments to gender equality and women's empowerment* which includes that UN-Women will assist with implementation of the Secretary-General's system-wide Strategy on Gender Parity through strategic guidance, technical support and monitoring. The project is also aligned with the Output 2 related to UN-Women's increased engagement with partners and civil society.

While comprehensive shadow reporting is a resource, time and travel intensive exercise (such as the CEDAW shadow reporting), the project at hand is adjusted to the funds available and to the new constraints imposed by the global pandemic including travel and physical meeting limitations. Therefore, it is a tighter review of the current status of implementation while still making recommendations for strengthening implementation as well as suggestions for stronger monitoring. This project is the first step of the full initiative in which the goal is to continue the shadow reporting mechanism, on a regular basis until the 2028 deadline set by the Strategy, depending on funds available and with agreement from civil society partners.

b. General Overview of services required/results

The main product of this project will be an initial civil society shadow report which reviews the overall progress on the implementation of the Secretary-General's System-wide Strategy on Gender Parity (including the different areas of the Strategy such as leadership and accountability, senior appointments, mission settings etc.) and suggests recommendations for strengthening implementation and stronger monitoring. This entails working with other parts of the UN system including the Secretariat, peacekeeping missions and special political missions, UN funds and programmes as well as specialised agencies in both Headquarters and field locations. The overall objective is to strengthen transparency and accountability regarding the implementation of the Strategy.

The initial shadow report is expected to help the UN system, Member States and civil society to evaluate the progress on each broader area and recommendation of the Strategy, and to provide valuable insights, analysis and recommendations on how to accelerate the implementation to ensure that the UN will reach gender parity at all levels across the system by 2028. The initial shadow report is also expected to assess possible implications of the COVID-19 crisis on the implementation of gender parity and gender equality in the UN context and identify the main impediments moving forward. The product, the initial shadow report, will be published in print and in electronic format.

An overview of the assessment and initial recommendations are expected to be shared during the Commission on the Status of Women (CSW) 65 in 2021. Following the CSW 65, the civil society organisation selected will finalise the initial shadow report by fall 2021 thereby bringing this part of the project to its termination. After that, the shadow reporting process will either 1) continue with new funds 2) or be terminated in case no further funds are secured.

The project contributes to the achievement of the following Output: *Enhanced coordination, coherence and accountability of the UN system for commitments to gender equality and women's empowerment*, by supporting gender parity efforts of the Secretary-General through three components:

1. Assessment of the current situation and progress made in the implementation of the Secretary-General's System-wide Strategy on Gender Parity;
2. Improvement of knowledge, tools and technical resources for strengthening as well as monitoring the implementation of the Secretary-General's System-wide Strategy on Gender Parity;
3. Strengthening of UN-Women's engagement and communication on gender parity goals with UN entities, Member States, civil society and other stakeholders.

Description of required services/results

To achieve the Output, the following activities, sub-activities and deliverables are expected:

Output 1: <i>Enhanced coordination, coherence and accountability of the UN system for commitments to gender equality and women's empowerment, by supporting to gender parity efforts by the Secretary-General</i>	
Activities	Sub-activities
Activity 1: Assessment of the current situation and progress made in the implementation of the Secretary-General's System-wide Strategy on Gender Parity	<ul style="list-style-type: none"> • Interview relevant parties regarding progress on each broad area and recommendation specified in the Strategy • Conduct targeted analyses on policy development and relevant UN communication (e.g. SG's speeches) to assess the coherence between the Strategy and its implementation • Assess possible implications of the COVID-19 crisis on the implementation of gender parity and gender equality in the UN context and identify the main impediments moving forward • Develop a first assessment with initial findings and a set of concrete recommendations to strengthen the implementation of the Strategy
Activity 2: Improvement of knowledge, tools and technical resources for strengthening as well as monitoring the implementation of the Secretary-General's System-wide Strategy on Gender Parity	<ul style="list-style-type: none"> • Develop research methods with a set of standardized interview questions to facilitate data collection and comparison in the future • Produce and design an initial shadow report on the implementation of the Strategy with a focus on specific recommendations of monitoring and implementation
Activity 3: Strengthening of UN-Women's engagement and communication on gender parity goals with UN entities, civil society, Member States and other stakeholders	<ul style="list-style-type: none"> • Produce user-friendly and accessible communications materials informed by recommendations to strengthen the implementation of the Strategy • Present key findings and recommendations to the UN, inter alia system-wide Gender Focal Point Network • Present a first assessment with the initial findings, recommendations and steps forward at a CSW side event in March 2021

The key **deliverables** of the undertaking are:

- **A first assessment with a set of concrete recommendations** for implementation of the Strategy and future monitoring
- Additional **communication material** informed by the recommendations to strengthen the implementation of the Strategy
- **Research methodology** with a set of standardized interview questions
- **Presentation** of the findings and concrete recommendation to the UN, including to the Gender Focal Point Network
- **Presentation** of the first assessment with the initial findings and recommendations to strengthen the implementation of the Strategy at CSW in March 2021
- **Initial shadow report**

All reporting, monitoring and evaluation will be undertaken in accordance with UN-Women corporate standards as defined in the Policy, Procedures and Guidance Framework. Routine monitoring will ensure the delivery of intended results. The project work plan will be agreed between UN-Women and the civil society partner and regularly reviewed to form the basis for on-going monitoring.

The project will be in line with the UN-Women Knowledge Management Strategy and aims to identify and address knowledge gaps, strengthen processes for developing knowledge products and strengthen knowledge sharing and exchange within UN-Women and with partners. The first assessment with the initial findings and concrete recommendations will be presented at CSW65 with an aim to inform the UN-system, Member States and the civil society.

Feedback will be collected at CSW65, as part of the evaluation process. Feedback will also be collected from Gender Focal Points in the UN system following a presentation to the network. Based on the mandate of UN-Women, an emphasis will be placed on capturing good practice examples and critical lessons learned regarding the implementation of the Strategy and effective dissemination of such knowledge inside and outside the UN system.

The initial shadow report and concrete recommendations will facilitate cross-organizational learning and exchange among the UN system, Member States, civil society and academia, and pave the way for a regular and comprehensive shadow reporting until 2028. UN-Women's reputation for relevant and innovative solutions drawn from the shadow report will be enhanced.

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

The project is planned to start in October 2020 and end in Fall 2021. The first assessment with initial findings and recommendations will be presented at CSW65 in March 2021.

Tentative timeline for the implementation is as follows:

October to November 2020

- Conduct literature review of the primary and secondary sources including the Secretary-General's UN System-wide Strategy on Gender Parity, and the Report of the Secretary-General on Improvement in the Status of Women in the United Nations system (2019)
- Collect data through interviews with all planned stakeholders
- Conduct a targeted policy and communication analysis

December 2020

- Provide preliminary findings to the Office of the Focal Point for Women in the UN System and discuss the outline of the first assessment

January to February 2020

- Consolidate inputs and draft the first assessment with initial findings and recommendations
- Present the draft report to the Office of the Focal Point for Women in the UN System for feedback
- Finalize the first assessment by incorporating feedback and comments provided by the Office of the Focal Point for Women in the UN System

March 2021

- Present the first assessment with initial findings and recommendations to the UN, inter alia system-wide Gender Focal Point Network
- Launch and present the first assessment with initial findings and recommendations at the CSW65

April – Fall 2021

- Finalise the initial shadow report

2. Competencies: [Please elaborate]

- a. Technical/functional competencies required;

Experience:

- At least 5 years of experience and proven track record in the stated technical areas:
 - Diversity and Inclusion, in particular Gender Parity
 - Monitoring and Evaluation
 - Interviews and Data Collection
 - Prior work experience with the United Nations

Languages:

- Fluent in English

b. Other competencies, which while not required, can be an asset for the performance of services

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

Call for proposal

Description of Services:

CFP No. UNW-HQ-CFP-2020-009

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 ⁴	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ⁵ .	
1.8. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

⁴ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

⁵ [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. UNW-HQ-CFP-2020-009

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 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 submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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 focalpoint.forwomen@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 proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

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

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy 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 affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

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

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

6. Amendments to CFP documents

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

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

1. Language of proposal

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

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

2. Submission of proposal

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

All proposals should be sent by email to the following secure email address:

focalpoint.forwomen@unwomen.org.

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

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

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

9. Clarification of proposals

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

10. Proposal currencies

10.1 All prices shall be quoted in (local currency) **United States Dollar**.

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

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

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

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

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

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

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

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

12. Preparation of proposal

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

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

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of

a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

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

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

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

CFP submission (on or before proposal due date):

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

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

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

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

13 Format and signing of proposal

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

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

14 Award

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

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

14.3 The award will be for an agreement with an original term of **12 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex B-2 Template for proposal submission

Call for proposal
Description of Services:

CFP No. UNW-HQ-CFP-2020-009

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

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable

changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

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

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.

- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

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

⁶ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

Annex B-3
Format of resume for proposed staff

Call for proposal

Description of Services:

CFP No. UNW-HQ-CFP-2020-009

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4
Capacity Assessment minimum Documents

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

Call for proposal

Description of Services:

CFP No. UNW-HQ-CFP-2020-009

Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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