

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

Delivery of capacity building training on social cohesion for CSOs and women's economic empowerment programme

Section 1

CFP No. LKA-2020-001

a. CFP letter for Responsible Parties

UNWOMEN plans to engage an (Responsible Parties) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than **14 hours (2 PM SL Time) on 18 September 2020**.

The budget range for this proposal should be [400,000USD – 450,000USD]

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: pradeepa.kulasekara@unwomen.org; and copy to avanthi.kalansooriya@unwomen.org

b. Proposal data sheet for Responsible Parties

Program/Project:

Project for Implementation of the Women, Peace and Security Agenda in Sri Lanka (the G7 Women, Peace and Security Partnerships Initiative)

Program official's name:

1. Pradeepa Kulasekara
2. Avanthi Kalansooriya

Email:

pradeepa.kulasekara@unwomen.org

Avanthi.kalansooriya@unwomen.org

Telephone number: +94763508718

Issue date: 01 September 2020

Requests for clarifications due:

Date: 7 September 2020 Time: 14.00 hrs

(via e-mail)

UNWOMEN clarifications to proponents due: [if applicable]

Date: 10 September 2020 Time: 14.00 hrs

Proposal due:

Date: 18 September 2020 Time: 14.00 hrs

Planned award date: 20 November 2020

Planned contract start-date / delivery date (on or before):

20 November 2020

C. UN Women Terms of Reference

1. Background

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 center of all its efforts, UN Women leads and coordinates the United Nations system's 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 towards building effective partnerships with civil society and other relevant actors.

The 30-year armed ethnic conflict in Sri Lanka brought about a significant transformation in women's roles in society. With the large loss or disappearance of spouses, over 1.2 million women became heads of households. These female heads of households must now sustain a livelihood for their families and take on roles not traditionally held by women in their communities. Carrying out a new role as the 'head-of-household' in a post-conflict climate has resulted in multiple intersectional vulnerabilities and exploitation of women. Poverty, gender-based discrimination, limited support structures, insecurity, vulnerable forms of employment, indebtedness, limited access to basic services, goods and resources, and the extent of trauma undergone by widows converge to increase the likelihood of exploitation and re-victimization, particularly through sexual exploitation and sexual bribery.

Financial instability is foremost amongst the vulnerabilities identified, together with concerns over physical health, children's education and personal (in)security. As traditional labour participation methods are not applicable to this specific beneficiary group, many opt for home-based self-employment and microenterprises. Even in cases where female heads of households have undergone skills training, their limited access to resources continue to hinder and constrain any available opportunities. According to recent research, a number of women have expressed a strong desire to access some credit in order to start their own businesses.

In addition to being a basic right, women's economic empowerment under gender equality has long been recognized as "smart economics" as its impact permeates throughout individual, community and national levels. At the individual level, women's entrepreneurship provides not only employment opportunities based on women's own ideas, innovation and resources, but also economic empowerment, which is an essential building block for women's dignity and self-worth as well as social recognition. The effect of women's economic empowerment expands to the community level, as multiple studies have proved that women are more likely than men to invest a higher proportion of their household income in the education and health of their children. Moreover, through the empowerment of women, they gain a stake in negotiating and sustaining peace.

It was shown that in emerging markets, women reinvest 90 per cent of their earnings in their families and communities. Their accumulated assets and enhanced economic security prove that women can contribute to breaking inter-generational poverty and foster economic growth of Sri Lanka by creating new jobs and expanding the pool of available human resources and talents.

Likewise, women's entrepreneurship will not only facilitate social cohesion and reconciliation but become increasingly significant in Sri Lanka's development trajectory to reach an upper-middle income status.

With generous support of the Government of Japan, the UN Women project on Implementation of the Women, Peace and Security Agenda in Sri Lanka aims to focus on empowering vulnerable groups of women from different ethnic and faith groups, including Female Heads of Households (hereinto referred to as FHHs). The project will empower target groups of women on entrepreneurial skills to support sustainable income generation, to relieve dependency and indebtedness, and enable resilience against

re-victimisation by enabling them to establish sustainable, long term self-employment. It will further encourage women to play a key role on social cohesion and peacebuilding as evidence across the region establishes that women's individual and collective roles in promoting peacebuilding extend beyond their family roles to civil society and religious settings where they can shape the decisions of community members to refrain from violent activities. In particular, it aims to address the specific limitations faced by vulnerable groups of women, including FHHs in accessing the necessary knowledge and information regarding markets and value addition of products, as well as access to financial resources.

The project further focuses on strengthening capacities of grassroots organizations, religious and community leaders and women's groups to discuss the role of women in social cohesion and peacebuilding. It will be encouraged to identify gender responsive approaches to promote social cohesion, peace and security.

The Service provider will; undertake 1. developing a training module on increasing the role of women, grassroots organizations, religious and community leaders in gender responsive social cohesion and peacebuilding approaches and carrying out a series of training to empower women, grassroots organization, religious and community organisations 2. conducting a needs assessment combined with a value chain analysis (report) in identified sectors to understand market opportunities for vulnerable groups from different ethnic and faith groups and their capacity to lead social cohesion activities at the community level, including FHH; as well as develop a customized action plan, intervention strategies and training curriculum aimed at conducting business skill-development trainings, social cohesion trainings, providing in-kind services and monitoring the progress of the new businesses implemented under the program.

2. Description of required services/results [Please elaborate]

1. Develop the inception report with a refined and detailed research scope, methodology, sampling and data analysis framework inclusive of tools, a workplan and time schedule.
2. Develop a training curriculum on increasing the role of women, grassroots organizations, religious and community leaders in gender responsive social cohesion and peacebuilding approaches for Ampara, Vavuniya and Monaragala districts for 180 beneficiaries (60 beneficiaries per district)
 - a) Introduce the beneficiaries to basic concepts of peacebuilding approaches, reconciliation strategies and social cohesion
 - b) Introduce the beneficiaries to women, peace and security framework
 - c) Incorporate gender-responsive community peacebuilding approaches
 - d) Tools for enhancing women's negotiation and peacebuilding skills
 - e) Train women to identify the triggers of conflict and mitigate them at an early stage
 - f) Build capacity of the grassroots organizations to train women peacebuilders, religious and community leaders
 - g) Build the capacity of the trainees to conduct more networks, dialogues on the role of women in peacebuilding within their communities
3. Conduct two-day dialogues and training for 180 women, members of grassroots organizations, religious and community leaders based on the training curriculum developed. Undertake a needs assessment with an inception report including a research scope, methodology, sampling, a gender-based approach for data analysis within a maximum of 04 identified sectors in the targeted districts of Monaragala, Vavuniya, Ampara and Colombo with a focus on:
 - a) Schemes and programmes for supporting vulnerable groups of women, including FHH entrepreneurs and their collective enterprises in these sectors.
 - b) Procurement policies and practices relevant in these sectors.
 - c) Financial sector incentives and provisions for the promotion of these sectors.
 - d) Institutional architecture and budgets available to facilitate programmes on all of the above for female entrepreneurs

- e) The needs assessment to take the barriers women face in building peace in their communities and skills sets they may require to be drivers of social cohesion
- f) An analysis that takes the gendered dimensions of challenges applicable to all stages of female entrepreneurship into account

The needs assessment should be inclusive of the current extent of FHHs' engagement in entrepreneurship within the selected sectors, and the barriers and opportunities for their economic engagement in and around the value chains of these sectors. It should follow a gender-based approach for the analysis and present with a high-quality publishable report. The needs assessment to take the barriers women face in building peace in their communities and skills sets they may require to be drivers of social cohesion. The methodology must consist of a robust data collection method, details of sampling and tools/software that will be employed to analyze the data and a gendered theoretical approach to the analysis.

Specifically, the analysis should:

- Comprehensively map relevant policies, frameworks, strategies and laws which exist and are being developed and the extent of schemes and programmes which support vulnerable groups of women, including FHH
- Identify value chains in the identified sectors within the targeted districts of Moneragala, Ampara, Vavuniya and Colombo, which have the potential to be developed and highlight value chains of commodities that can create a high impact on the income of FHH producers/entrepreneurs.
- Identify major production areas with growth potential, market trends and competitiveness of selected value chains including its future prospects within the country and abroad.
- Map the value chains, comprehensively identifying the relevant stakeholders in the sectors and what is their role, function and contribution in relation to advancing the engagement of women in the value chains and the overall sector, as inter-linkages/relationships.
- Identify the nature and types of women's engagement in the value chains - along with data where possible.
- Identify and examine constraints/barriers faced and opportunities/incentives available for women entrepreneurs within the selected value chains and provide recommendations for interventions to overcome such constraints and make use of available opportunities.
- Identify existing processes and structures in which women are already engaged and opportunities for engagement (community groups/forums/networks) in peacebuilding and social cohesion with a special focus on skills they require to enhance their peacebuilding skills
- Analyse dynamics of processing and value creation, value chain governance and knowledge transfer.
- Provide a gender-based analysis of the underlying policy, institutional, infrastructural, and budgetary/resource issues that affect the competitiveness of the selected value chains with reference to the role of government and private sector in the regions of focus.
- Indicate priority areas for which public sector can intervene and areas for the private sector support.

4. Develop a customized action plan, intervention strategy and a training curriculum aimed at:

- a) Conducting business skill-development trainings (on product development, business planning, financial literacy, business management and marketing) for identified beneficiaries.
- b) Conducting a training on how women can actively engage in peacebuilding and social cohesion within the established business collectives
- c) Conducting trainings to build the capacity of front-line government officials (WDOs, EDOs, Vidatha Officers) to provide business advisory services to beneficiaries.
- d) Identifying mentors and conducting workshops to support beneficiaries in developing business plans, along with an action plan on how to support FHH enterprises.

The action plan should be developed through a consultative and participatory approach by evaluating and incorporating specific tools, strategies and methodologies that will inform the overall objectives envisioned through the needs assessment. Consultations with relevant stakeholders, including the national, district and divisional level functionaries, selected beneficiaries, and relevant civil society experts could be undertaken to provide a more holistic framework.

The action plan should also include the methodology used by the service provider to identify the beneficiaries in each target district.

The action plan must complement the overarching output of enabling vulnerable groups of women, including FHHs) to access entrepreneurial knowledge and skills (including financial literacy and management) to address their economic dependency and indebtedness.

5. Deliver a validation workshop (to present the findings of the needs assessment and action plan (inclusive of the intervention strategy and a training curriculum) to UN Women and key project and district stakeholders.

The presentation should incorporate key findings, lessons learned, good practices and initial recommendations aimed at informing the project strategy and implementation.

6. Conduct business skill-development trainings for identified beneficiaries and government officials; support beneficiaries with the development of business plans; initiate the selection of best business plans facilitate the evaluation of business plans for the application of grants; conduct a Diversity Market Fair for each district and support experience-sharing sessions by selected beneficiaries.

The first phase should include trainings on product development, business management, financial literacy, marketing and peacebuilding and social cohesion, for selected beneficiaries in all four target districts. 600 trainees from Monaragala, Ampara and Vavuniya and 100 more trainees from Colombo to receive training at this phase. The trainings must encompass a gender lens that empowers beneficiaries to pursue entrepreneurship opportunities and strengthen their economic independence. This will include trainings on marketing, focusing mainly on traditional and modern marketing techniques, particularly equipping the women on using social media, online platforms and delivery services to sustain their businesses during emergencies targeting their long-term empowerment. These trainings should target the selected beneficiaries in all four districts.

This will include trainings on the active role that women, their collectives can play in peacebuilding and social cohesion in their respective districts and communities. This to enhance women's social role in mitigating conflicts, violence and easing of tensions at the community level.

Parallel to the above, introductory trainings must be provided for four key front-line government officials (such as WDOs, EDOs, Vidatha Officers), from target divisions across the four districts (minimum 10 per district) to enhance their capacities in providing business advisory services and support to beneficiaries in their respective districts.

The second phase: The beneficiaries of the first phase should be encouraged to submit their business plans. Under the project, 370 selected business proposals will be further assisted through in-kind funding, not exceeding 100,000 LKR per beneficiary (subjected to reduction depending on the actual financial requirement). Hence, the service provider is expected to facilitate the selection of 370 best business plans through a competitive process, with a focus on 100 best business plans each from Monaragala, Ampara, Vavuniya and 70 business plans from Colombo

The third phase: The service provider is expected to provide a monitoring role for the implementation of the business plans by the 370 selected female entrepreneurs and diversity market fairs (one in each district) combined with experience-sharing sessions, where successful entrepreneurs and project

beneficiaries will showcase best practices and success stories. The service provider must also conduct business counselling programs upon granting of the in-kind services to further assist and monitor the implementation of the selected business plans.

3. Timeframe: October 2020 – November 2021

The agreement shall be for six (13) months, starting from October 2020 – November 2021, for training on peacebuilding, social cohesion and economic empowerment program to take place simultaneously.

4. Competencies:

Required qualification of organisation:

- Legally constituted organization with a valid registration.
- Minimum 3 years of experience in the field of livelihood development preferably with experience in women's economic empowerment, value chain development approaches, women's economic empowerment, peacebuilding and social cohesion
- Working experience with United Nations and international organization is an advantage.

Team composition and required qualification:

The team composition is expected to include at least an overall team leader, research focal points and trainers based in Sri Lanka.

The overall team Leader should have:

- Master's degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring and Evaluation or related field.
- Minimum of 10 years relevant experience conducting research, developing training modules and conducting training on gender equality, women's economic empowerment and social cohesion, women, peace and security.
- Expertise and knowledge in livelihood development preferably with experience in women's economic empowerment and value chain development approaches.
- Significant experience in gender analysis, women's empowerment familiarity and experience in designing livelihood development programmes.
- Extensive experience of working on projects related to issues of peacebuilding and social cohesion
- Fluent in English and local languages (Sinhalese and Tamil).

The research focal points should have:

- Bachelor's Degree in international development studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, livelihood development studies or related field.
- Minimum of 3 years relevant experience conducting research including substantive studies of sensitive issues such as violence against women, gender-based violence, gender equality and social cohesion, women, peace and security.
- Proven track record of work in a multi-cultural and multi-disciplinary environment.
- Staff with fluency in local languages (Sinhalese and Tamil).

Team members, trainers and other members will be assessed on the following:

- Bachelor's degree in Economics, Finance, Marketing, Business Management, and/or related areas.
- Previous experience in conducting trainings on business skills development.
- Expertise in developing and delivery of similar training modules.
- Experience in developing and conducting adult training programmes

- Background knowledge on community economic empowerment, preferably with expertise in training community-scale projects including SMEs.
- Fluency in local languages (Sinhala and Tamil).

Roles and Responsibilities

UN Women will provide technical guidance where possible. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end results.

Service provider will be responsible for following costs:

- Professional fee must be quoted in lumpsum amount per deliverable. The lumpsum amount must be detailed of how professional fee of each team member is calculated.
- Indirect costs such as printing, stationeries, communications in relation to the scope of work of services must be included in the financial proposal.
- Travel costs for technical team members of service providers: all envisaged travel costs such as most direct and most economic local travel, living allowance, terminal expenses etc. must be included in the financial proposal. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses shall be agreed upon, between UN Women and Service provider, prior to travel and will be reimbursed.
- Logistic arrangement for training material development on 1. social cohesion, peacebuilding 2. women's economic empowerment
- Logistic arrangement for data collection, in-depth interviews, and community-based consultations, focus groups.
- Logistic arrangement for trainings/workshop, selection of training venue, meals, accommodation for participants, travel allowance for participants, list of participants, invitation, collection of attendance sheet, etc.
- In-kind funding support in the form of assets with maximum value of 100,000 LKR for 300 selected beneficiaries of the 3 identified districts
- Conducting diversity fairs

UN Women will be responsible for following costs:

- Travel arrangement for UN Women personnel who will participate in the trainings

Language skills: Fluent in English, Tamil, Sinhala.

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

Call for proposal
Delivery of capacity building training on social cohesion for CSOs and women’s economic empowerment programme

CFP No. LKA-2020-001

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 ¹	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) ² .	
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

¹ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

² [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

Delivery of capacity building training on social cohesion for CSOs and women's economic empowerment programme

CFP No. LKA-2020-001

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.1.3 A description of the services required is described in Cfp Section 1- C "Terms of Reference".
- 1.1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.1.5 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.
- 1.1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email atpradeepa.kulasekara@unwomen.org ; and copy to Avanthi.kalansooriya@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

- 2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

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

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

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

6. Amendments to CFP documents

- 6.1 At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2 In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

7. 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.

8. 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.

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

pradeepa.kulasekara@unwomen.org ; and copy to Avanthi.kalansooriya@unwomen.org

8.3 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.

8.4 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.

8.5 **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): **Sri Lankan rupee**

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)

11.1.1.1 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.

No.	Description	Points (70 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

- 12.1.1 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.
- 12.1.2 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.
- 12.1.3 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.
- 12.1.4 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.

12.1.5 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.

12.1.6 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

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

13.1.1 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.

13.1.2 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

14.1.1 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.

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

14.1.3 The award will be for an agreement with an original term of [number of months/year(s)]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: women's economic empowerment programme

CFP No. LKA-2020-001

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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. ^[L]_[SEP]
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 ^[L]_[SEP]part of the agreement between the proposing organization and UNWOMEN. ^[L]_[SEP]

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. [L] [SEP]
- 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. [L] [SEP]
- 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. [L] [SEP]
- The figures contained in the Budget Sheet should agree with those on the proposal header and text. [L] [SEP]

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 ³				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

³ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

Annex B-3
Format of resume for proposed staff

Call for proposal
Delivery of capacity building training on social cohesion for CSOs and women's economic empowerment programme

CFP No. LKA-2020-001

Name of Staff: _____

Title: _____

Years with NGO: _____

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

Delivery of capacity building training on social cohesion for CSOs and women's economic empowerment programme

CFP No. LKA-2020-001

Governance, Management and Technical

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

Administration and Finance

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

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory

List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	
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Client Relationship

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