**Annex B**

**Call for Proposal (CFP) Template for Responsible Parties**

**(For Civil Society Organizations- CSOs)**

**Section 1**

**CFP No. (WEE /2020/ 02 )**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage an (Responsible parties) as defined in accordance with these documents. UN-WOMEN now invite 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 17.00 EAT on 9th September 2020.

**The budget range for this proposal should be** USD 20,000-25000)

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1**  | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties
2. Proposal data sheet for Responsible Parties
3. UN Women Terms of Reference

**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 |
| **Section 2** |  |
| 1. 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  |  |

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

1. **Proposal data sheet for Responsible Parties**

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| **Program/Project:** Realizing Gender Equality through Empowering Women and Adolescent Girls | **Requests for clarifications due:** |
|  | **Date:** 6th October 2020 | **Time:** 17:00 EAT |
| **Program official’s name:** Michael Jerry | **(via e-mail:** michael.jerry@unwomen.org**)\* For** **Clarification only not for proposal submission.** |
|  |  |
| **Email:** cfp.tanzania@unwomen.org  | **UNWOMEN clarifications to proponents due: [if applicable]** |
|  | Within 48 hours after receiving a request for clarification |
| **Telephone number: N/A** |  |
|  | **Proposal due:** |
| **Issue date:**24th September 20202020 | **Date: 13**th October 2020 | **Time:** 17:00 EAT |
|  |  |
|  | **Planned award date:** |
|  | **Within the period:** 1st-6th November 2020 |
|  | **Planned contract start-date / delivery date (on or before):**  |
|  | 10th November 2020 |

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| 1. **Introduction**
2. Background/Context for required services/result

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. UN Women has a universal mandate that encompasses a normative, an operational/programmatic as well as a coordination role, all of which are closely linked with its unique structure. At the core of its mandate, UN Women plays a leading role in supporting governments in delivering on their gender equality and women’s empowerment (GEWE) commitments in the Sustainable Development Goals (SDGs). In Tanzania, UN Women supports strengthening of women’s leadership and meaningful participation in political and governance systems, women’s economic empowerment, ending violence against women and girls, and gender statistics to contribute to tangible differences in their lives.In Tanzania, UN Women works with other UN agencies within one UN system for delivery as one, under the overarching United Nations Development Assistance Plan 2016–2022 (UNDAP II) which is aligned with and contributes to Tanzania’s national priorities and commitments. As one of the UNDAP outcomes, UN Women contributes to inclusive and gender-responsive economic growth by supporting outputs including: *1) Relevant MDA and selected LGAs have strengthened capacities to review and implement evidence-based economic policies and plans to be business-enabling, environmentally sustainable and gender-responsive; 2) Relevant institutions have enhanced capacities to provide gender-responsive, market-oriented, quality programmes, products and services; and 3) Micro, small, medium and large enterprises, in particular those led by women and youth, have strengthened capacities to increase productivity, add value to their products and access markets.* UN Women also supports advocacy initiatives to increase and improve women's participation in the economy; and supports to enhance capacities of women and female youth farmers to apply environment-friendly and adaptive techniques and practices for their livelihood activities.In line with the UNDAP II as well as internationally agreed normative standards, UN Women Tanzania’s Strategic Note (SN) for the period 2017-2021 lays out agency’s unique role and comparative advantage in supporting national stakeholders in advancing gender equality and the empowerment of women by strengthening women’s leadership and participation in political and governance systems, gender statistics, implementation of global gender norms and standards, ending violence against women and girls, and women’s economic empowerment. To promote women’s economic empowerment including income security, decent work and economic autonomy, UN Women’s interventions address: policy and strategy-level support including enhancing capacities of policy makers and the Local Government authorities in implementation of policies and strategies in selected economic sectors; removing financing barriers and capacitating women to invest in climate smart agriculture; and promoting opportunities and capacities of women farmers to move up the value chain and green agricultural supply chains. To contribute to delivering the UNDAP II and its aligned Strategic Note of UN Women Tanzania, UN Women and UNFPA in Tanzania are launching a 3-year Joint Programme, entitled “Realizing Gender Equality through Empowering Women and Adolescent Girls”, in Ikungi District of Singida Region and Msalala District of Shinyanga Region by support from the Korea International Cooperation Agency (KOICA).The Joint Programme supports ongoing efforts and commitment by the Government of the United Republic of Tanzania, in alignment with the Agriculture Sector Development Plan (ASDP) II, National Plan of Action to End Violence Against Women and Children (NPAVAWC 2017/18 – 2021/22) and the Village Land Act, to advance gender equality and end poverty by improving women’s economic empowerment, agricultural transformation, ending all forms of violence and harmful practices against women and children, and strengthening village land use planning.The objective of the programme is to enhance social and economic status of women and adolescent girls in both districts by: 1) empowering women and female youth farmers economically; and 2) enhancing capacity of the sub-national actors and community to prevent and respond to gender-based violence (GBV), including harmful practices. Expected results of the programme are outlined as below:**Outcome 1: Women and female youth farmers empowered economically*** Output 1.1: Increased capacity of women and female youth farmers to apply Good Agricultural Practice (GAP) in sunflower and horticulture farming for higher yields
* Output 1.2: Increased collective marketing capacity of women and female youth farmers
* Output 1.3: Enhanced land tenure security and economic agency of women and female youth within the enabling households and the wider community

**Outcome 2: Enhanced capacity of sub-national and community to prevent and respond to Gender Based Violence (GBV) including harmful practices*** Output 2.1: Strengthened capacities of local institutions and service providers to prevent and respond to gender-based violence including harmful practices
* Output 2.2: Women and adolescent girls have the entrepreneurship skills and capabilities to prevent and respond to gender-based violence including harmful practices

**In these two outcome areas, UN Women is responsible for delivery of Outcome 1, largely in Ikungi District and at a smaller scale in Msalala District, in addition to supporting Police Gender and Children’s Desks at Ikungi District and Singida Region.** The joint programme is expected to directly benefit about 2,350 adult women (above 24 years old), female youth (15 – 24 years old) and adolescent girls (12 – 14 years old) in both districts. Among these age groups, UN Women targets adult women and female youths over 15 years old for their economic empowerment activities. In addition, a total of 6,000 women and men in four villages (Mnang’ana, Kipumbwiko, Irisya and Munyu) located in Ikungi District will benefit from the land tenure security intervention that will support the villages to develop the village land use plans and to acquire Certificates of Customary Rights of Occupancy (CCROs). Overall, outreach campaigns designed to promote economic agency and land rights of women and prevention and response to all forms of gender-based violence are expected to reach more than 40,000 people in both regions.At the upstream level, UN Women and UNFPA will collaborate with the Ministry of Health, Community Development, Gender, Elderly and Children, President’s Office – Regional Administration and Local Government (PORALG), Ministry of Land, Housing and Human Settlements Development and Ministry of Agriculture, Tanzania Police Force and other stakeholders. At the sub-national level, both agencies will work with the Ikungi and Msalala District Councils and selected non-government organizations (NGOs).1. **General Overview of services required/results**

To contribute to achieve Outcome 1: empowering women and female youth farmers economically, UN Women delivers interventions in three result areas: 1) women’s agricultural productivity and income; 2) women’s land tenure security; and 3) **community sensitization and awareness on women’s economic rights and shared domestic responsibility**. The **theory of change** of Outcome 1 is that: if their agricultural capacity including access to and utilization of knowledge, inputs and technologies are strengthened; if women have improved access to productive resources, particularly land and finance; and **if positive awareness and attitudes on women’s economic entitlements are enhanced in households and community**, women become empowered economically. Target villages in Ikungi District of project’s different thematic interventions including sensitization are as below with the Year 1 target beneficiaries in each village.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Villages | Village Land Use Planning & CCROs Target Beneficiaries | Community Sensitization Target Beneficiaries | Horticulture Intervention Target Beneficiaries | Sunflower InterventionTarget Beneficiaries |
| 1 | Mnan'gana Villageat Sepuka Ward | Village Residents | Village Residents | 4 groups(20 women per group) | Mnang’ana AMCOS + new women members |
| 2 | Kipumbwiko Village at Dung’unyi Ward | Village Residents | Village Residents | 4 groups(20 women per group) | Dung’unyi AMCOS + new women members |
| 3 | Irisya Villageat Irisya Ward | Village Residents | Village Residents | 4 groups(20 women per group) | N/A |
| 4 | Munyu Villageat Irisya Ward | Village Residents | Village Residents | N/A | Munyu AMCOS + new women members |

Specifically, population and land registration status of the four target villages are as below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Villages** | **Gender** | **Total Population** | **Households** | **Land Registration Status** |
| **M** | **F** |
| 1 | Mnang’ana at Sepuka Ward | 1,304 | 2,279 | 3,583 | 651 | Village land surveyed; no VLUP; No CCROs |
| 2 | Kipumbwiko at Dung’unyi Ward | 1,299 | 2,118 | 3,417 | 621 | Village land surveyed; no VLUP; No CCROs |
| 3 | Irisya at Irisya Ward | 966 | 1,599 | 2,565 | 466 | Village land not surveyed |
| 4 | Munyu at Irisya Ward | 1,626 | 2,017 | 3,643 | 662 | Village land not surveyed |

Most of women and men farmer groups and Government officials met in Singida region unanimously expressed that a decision on selling of agricultural produce and cash income is made by husbands. They also stressed that spouse’s economic violence (income related gender-based violence) is common in the harvest season in a form that husbands take the cash income earned from women’s/family’s agricultural produce and go away to spend those for their own leisure purposes. This economic violence in conjunction with domestic physical violence directly hampers family’s wellbeing as well as women’s willingness and incentives for productive and economic activities. Regarding unpaid domestic and care work, women were taking a big responsibility using their most of the afternoon time in the target locations. Women work in the farm in the morning (6:30 – 11:00) after taking care of their children to get to school in the early morning. Women come back home to prepare lunch and then they use their afternoon time for domestic and care works including preparing meals for family, fetching water, cleaning and others. Men work in the farm in the morning and after lunch, they go back to the farm or graze the livestock. Resting time of men during a day was much longer than that of women. Time availability for project engagement was: for Christian Women and Men: Wednesday 15:00 – 17:00 & Saturday 14:00 – 18:00; for Muslim Women on Saturday & Sunday 13:00 – 15:00 and for Muslim Men: Wednesday 13:00 – 16:00. Women collect firewood on their way back and to the farm and fetch the water that takes 1 hour on foot on average. They expressed willingness to invest and adopt the improved cooking stove and rainwater harvesting. As women’s productive activities and domestic works are undertaken within the household/family as its center, without promoting an enabling environment of households and wider communities that appreciate and support women’s economic contribution and agency, it is far from achieving women’s economic empowerment. In this regard, the project plans to sensitize the community on the economic benefits of equal and collaborative gender partnership and participatory household planning and decision-making and women’s economic rights. This will be promoted with male gender champions/leaders and their wives from each village who can demonstrate the positive power of husband-wife cooperation to improve household livelihoods. Domestic and care works hugely undertaken by women at the expense of their time for productive work will be also addressed to promote change in perceptions of gender roles and practices towards shared and collaborative domestic and care work responsibilities. The project will also link the village to the existing labor saving technology (improved cooking stove) initiatives aiming at reducing the actual time use in collecting the firewood as well as promoting environmental sustainability. To deliver different interventions of the entire programme, UN Women applies different implementation modalities in collaboration and partnership with several partners including Government entities that have pertinent mandates and NGOs that hold technical expertise in respective intervention/thematic areas of the project. For the overall composition of the project and potential respective responsible parties, please find the Results Framework of the Joint Programme in the Annex I.One of those is the Local Non-Governmental Organization (NGO) which has expertise in community engagement and sensitization for awareness and behaviour change to support women’s economic agency and gender equality with localities in Singida Region. To achieve **Output 1.3: Enhanced land tenure security and economic agency of women and female youth within the enabling households and the wider community**, UN Women seeks a partnership with an NGO that will play roles as a responsible party in delivering community sensitization and public advocacy in four target villages in Ikungi District, to promote women’s land rights, collaborative intra-household planning and decision making including collaborative gender partnership and shared domestic and care responsibilities, by engaging with male and family gender champions.**Expected Outcome Indicator & Target:**% of married women who report on making major household decisions\* defined, either by themselves or jointly with their husbands \*Independent or joint decisions over: 1) their own agricultural income; 2) their own/family agricultural production; 3) major household purchases; 4) their own health care; 5) number of children and birth spacing; 6) visits to their families and relatives; or 7) all six decisions**Outputs Indicators:**1. Men and women’s perception on percentage of husband’s and wife’s economic contribution to their household livelihood, respectively

No. of men and women villagers reporting about changed practices of sharing domestic responsibility between a husband and a wife |
| 1. **Description of required services/results**

**KEY TASKS**The selected NGO will be responsible for implementing activities under Output 1.3, **in coordination with UN Women and other project partners of UN Women.****Output 1.3: Enhanced land tenure security and economic agency of women and female youth within the enabling households and the wider community** **Activity 1.3.3:** Sensitize the community, engaging with the male and family gender champions to prevent the economic violence and promote women's land rights, collaborative gender partnership, democratic decision making and shared domestic and care responsibilities* Apply Gender Action Learning System (GALS)[[1]](#footnote-2) methodology in community sensitization in 4 target villages

 **Activity 1.3.4:** Expand the public advocacy on women’s agronomic and economic empowerment through community radio, broachers and national events on Nane Nane (Farmers’ Day) and International Women’s Day with KOICA’s visibility1. Develop and roll-out Singida radio campaign series including themes described below:
* Develop the radio campaign strategy and plan
* Women’s land rights and overall village land registration process in close consultation with the Land Intervention Responsible Party (Government Entity) and UN Women in line with the information in the broachers developed by the Land Responsible Party
* Messages on prevention and response to Gender-based Violence including Police Gender and Children’s Desk in Ikungi District and Singida Region that UN Women is supporting through the Police Force in this project
* Key campaign messages extracted from the community GALS engagement including benefits and exemplary stories of collaborative intra-household planning and decision-making and shared responsibilities of domestic and care work, and its benefits for the family livelihood, male gender champions and positive awareness and behaviour change related to gender norms
1. Nane nane and International Women’s Day (IWD) activities in consultation with UN Women

**PARTNERSHIP CYCLE & DELIVERY PHASES**Building a partnership and delivery of the tasks specified above for the project will consist of four key phases namely, a) Call for Proposal and selection of the partner; b) partner agreement; c) implementation & reporting; and d) coordination, M&E. **a) Preparation phase:*** The NGO’s technical and management officials will have a meeting with the UN Women team reviewing the TOR together to understand and agree on the scope of the work. Key documents including the summary of Programme Document that contains TOC and results framework will be also shared for understanding.
* Using this TOR as the basis for the proposed work, the Organization develops its proposed project plans and budget, and submits the written proposal in the template attached to the UN Women.
* UN Women goes through due procedures of review of proposal and undertakes capacity assessment of the proposed partner and institutional appraisal of the proposal.

**b) Partner Agreement:** * UN Women generates the Partner Agreement with the selected Organization.
* UN Women and the Organization sign the agreement.

**c) Implementation & Reporting:*** The Organization implements the project and executes the budgets as per their workplan agreed with UN Women.
* On a quarterly basis, the Organization shall submit a progress report of key results achieved and financial expenditure to UN Women to qualify for the next quarter disbursement from UN Women. In addition to the progress report, the Organization to share with UN women, case studies and stories from the field.
* Appropriate cash transfer modality determined by UN Women will be applied and disbursed based on UN Women’s review and approval of the quarterly progress and financial report from the Organization.

**d) Coordination, Monitoring & Evaluation:*** UN Women Programme Manager based in Singida Field Office will provide technical and managerial advice in close collaboration with the Organization and will lead and facilitate harmonization between interventions by different implementing partners by coordinating different components of the programme in the region.
* UN Women team will conduct regular field monitoring solely and jointly with the KOICA and UNFPA.

**DELIVERABLES:****Below are the expected deliverables during project implementation over one year period under the initial 1-year-agreement:**1. Draft softcopy of the proposal including (1) a detailed description of the work to be provided; (2) the work plan; (3) the itemized budget;
2. Quarterly progress narrative and financial report in the given templates.
3. Community sensitization and training sessions delivered by applying GALS methodologies;
4. Training methodology and report on the above.
5. Regional radio campaign strategy and plan;
6. Singida/community radio program series developed and broadcasted throughout a year upon its strategic outreach plan;

**BUDGET**The budget for this programme will cover meetings with stakeholders and beneficiaries, mobilization expenses and supply costs to deliver the training, broadcasting cost of the radio campaigns. Please provide the activity budget breakdown by quarters for a period of 1 year in your proposal as per the attached template. |
| **Assessment Criteria:** The submitted technical and financial proposals will be assessed according to the criteria listed in the attached **UN Women PAC appraisal checklist**. Of particular relevance is whether the results framework, activities and strategies in the applicant’s proposal respond to this TOR and the programme results framework highlighted in the annex.  |
| **Competencies:**The selected institution must demonstrate in its technical proposal that it meets the following criteria:1. Having a legal status under the laws of the United Republic of Tanzania;
2. Having a mandate and experiences of community sensitization and engagement in the area of gender norms and behaviour change, women’s economic empowerment and prevention and response to gender-based violence;
3. Having a capacity and experiences in media outreach plan and implementation, particularly through radio, by using the private sector radio stations;

Administrative capacity to handle and manage the financial and programme aspects of the expected assignments under Terms of Reference. |

**Annex 1. Results Framework of the Joint Programme**

| **NARRATIVE SUMMARY** | **OBJECTIVELY VERIFIABLE INDICATORS** | **MEANS OF VERIFICATION** | **RESPECTIVE** **RESPONSIBLE PARTIES** |
| --- | --- | --- | --- |
|  |
| To enhance social and economic status of Women and Adolescent Girls in Singida and Shinyanga Regions, Tanzania. |   |   | **UN Women & UNFPA****(Executing Agencies)** |
| **Outcome 1** |
| Women and female youth farmers empowered economically  | Average yields per acre of the sunflower produced by the members of the supported sunflower AMCOS | Baseline survey; Midterm survey; Project progress report; Evaluation Report; Sales Contract | **UN Women responsible for delivery of Outcome 1** |
| Yields per acre of the selected horticulture crops produced by women producer groups supported |
| % of women farmers who have mechanisms safeguard their income (Mobile saving, Mobile payment, Bank Account in her own name or VICOBA savings) |
| % of married women who report on making major household decisions\* defined, either by themselves or jointly with their husbands  |
| **Output 1.1** |
| Increased capacity of women and female youth farmers to apply Good Agricultural Practice (GAP) in sunflower and horticulture farming for higher yields | No. of women and female youth farmers accessing regular extension services% of men, women and youth who perceive the effectiveness of relevant service as satisfactory or very good  | Baseline survey; Midterm survey; Project progress report; Evaluation Report; Sales Contract | **District Councils;**Horticulture-specialized organization;Sunflower-specialized organization |
| No. of women and female youth farmers accessing improved seeds, fertilizers and pesticides |
| No. of women and female youth farmers who use the greenhouse (GH) technology |
| **Activities** | **Inputs** | **MOV** |  |
| 1.1.1 Undertake market identification assessment | Consultant | Baseline survey; Market Identification Report; Agricultural inputs orders made; Project progress report; Evaluation Report | Same above |
| 1.1.2 Facilitate conducting the soil test, needs assessment of farming inputs in selected villages and contractual arrangement of bulk purchase with input suppliers | Input suppliers identified and input broachers, Travel to target farmer groups, group orders made, contract arranged with input suppliers |
| 1.1.3 Train on Good Agricultural Practices (GAP) and postharvest handling for sunflower and horticulture farmer groups | Trainers, travel time, training venue and farm sites |
| 1.1.4 Financial and technical support to the District Agricultural, Irrigation and Cooperative Officers to provide extension and advisory services and to coordinate agriculture related activities of the project | DC officials’ time & services |
| 1.1.5 Provide irrigation starter pack to women horticulture farmer groups (1 pack for 1 group) | Irrigation Starter Packs & Water Tanks |
| 1.1.6 Pilot Green house built at each village for horticulture produce groups | Green House materials and establishing service |
| **Output 1.2** |
| Increased collective marketing capacity of women and female youth farmers | No. of producer groups producing under the sales contract |  | **District Councils;**Horticulture-specialized organization;Sunflower-specialized organization |
| No. of men and women farmers selling the sunflower produce after storing in the warehouse built |
| No. of women and female youth farmers who sell the horticulture produce at the collection center |
| **Activities** | **Inputs** | **MOV** |  |
| 1.2.1 Formulate women horticulture producer groups | List of women farmers, meetings, Individual land and group lands for greenhouse and drip irrigation | Market Identification Report; Project progress report; Evaluation Report;Warehouse constructed; List of Warehouse Board members; List of collection center committee; AMCO member list; Horticulture group list registered in the District Council | Same above |
| 1.2.2 Women horticulture producer groups develop and implement market-driven production and marketing plans | Information and planning session, Facilitator, Market information  |
| 1.2.3 Link the buyers with the farmer groups, access to TAHA mobile market information, conduct dialogue sessions with potential markets in order to sign the sales contract | Buyers identified, TAHA online market information (#15670, \*149\*59#), Horticulture lead farmers' regular calling and contacting |
| 1.2.4 Construct one sunflower warehouse  | Construction materials, Warehouse Receipt Regulatory Board guidelines, Post-harvest handling guidelines for sunflower and horticulture particularly onions |
| 1.2.5 Construct one collection center to enhance collective marketing | Construction materials, Warehouse Receipt Regulatory Board guidelines, Post-harvest handling guidelines for horticulture particularly onions |
| 1.2.6 Formulate Warehouse Board and collection center committee | AMCOS land, ownership & coordination, Warehouse guidelines, the convening capacity and authority of Ikungi District Government  |
| 1.2.7 Conduct basic entrepreneurship training with access to finance information and follow up business and financial management mentorship | Training venue, SIDO Trainers and Banks/Bank Foundation's outreach staff |
| 1.2.8 Promote women’s new membership and leadership roles in the sunflower AMCOs  | AMCOs regular meetings and trainings, women's CCROs obtained |
| **Output 1.3** |
| Enhanced land tenure security and economic agency of women and female youth within the enabling households and the wider community | Share of women among owners or rights-bearers of agricultural land, by type of tenure (SDG 5.A.1 (b)) | Baseline survey; Midterm survey; Project progress report; District TRUST D/B; Evaluation report | Land intervention Responsible Parties;District Land Office;**Community Sensitization Intervention Responsible Party** |
| Men and women’s perception on percentage of husband’s and wife’s economic contribution to their household livelihood, respectively |
| No. of men and women villagers reporting about changed practices of sharing domestic responsibility between husband and wife |
| **Activities** | **Inputs** | **MOV** |  |
| 1.3.1 Assist the district and village land administration process for the land use planning and delivering CCROs | Meetings, Village Land Certificates, the Mobile Application to Secure Tenure (MAST) and the Technical Register Under Social Tenure (TRUST) on the DLO server. | Project progress report;District TRUST D/B;Evaluation report | Same above |
| 1.3.2 Equip and develop the capacity of district and village-level land governance institutions to complete the land use planning and CCRO process | Meetings, Village Land Certificates, the Mobile Application to Secure Tenure (MAST) and the Technical Register Under Social Tenure (TRUST) on the DLO server. |
| 1.3.3 Sensitize the community, engaging with the male and family gender champions to prevent the economic violence and promote women's land rights, collaborative gender partnership, democratic decision making and shared domestic and care responsibilities | Venue, Gender Action Learning System (GALS) methodologies, video & audio materials, facilitators & male champions identified |
| 1.3.4 Expand the public advocacy on women’s agronomic and economic empowerment through community radio, broachers and national events on Nane Nane (Farmers’ Day) and International Women’s Day with KOICA’s visibility | Broachers developed and printed, radio programs and interviews recorded and aired, advocacy events and UN Women’s activities in IWD and Nane nane national events  |

**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.**

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. 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization
 | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[2]](#footnote-3)
 | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area.
 | Yes/No |
| * 1. 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)[[3]](#footnote-4). |  |
| 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  |

**Section 2**

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

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
	1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
	2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
	3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
	4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
	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.
	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.
	7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at cfp.tanzania@unwomen.org . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **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.

1. **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.

1. **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.

1. **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**
	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.
	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: cfp.tanzania@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.

1. **Proposal currencies**

 10.1 All prices shall be quoted in (Tanzania Shillings (TZS)]

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.

1. **Evaluation of technical and financial proposal**
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		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) x 30 points = 15 points

1. **Preparation of proposal**
	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.

* 1. 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.
	2. 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.
	3. 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.
	4. 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.
	5. 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 |

1. 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.
2. **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.

1. **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 [ 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:**

**CFP No.**

|  |
| --- |
| **Mandatory requirements/pre-qualification criteria**  |

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

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important  part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

|  |
| --- |
| **Component 4: Implementation Plan** (max 1.5 pages)  |

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

**Implementation Plan**

|  |  |
| --- | --- |
| Project No: | Project Name: |
|  | Name of Proponent Organization:  |
|  | Brief description of Project  |
|  | Project Start and End Dates: |
|  | Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result  |
| List the activities necessary to produce the results Indicate who is responsible for each activity  | Duration of Activity in Months (or Quarters)  |
| Activity | Responsible  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Monitoring and Evaluation Plan** (max. 1 page)

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

• How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan

• How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

• How the participation of community members in the monitoring and evaluation processes will be achieved

|  |
| --- |
| **Component 5: Risks to Successful Implementation** (1 page)  |

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

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

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

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

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

|  |
| --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. |
| **Expenditure Category**  | **Year 1, [Local currency]**  | **Total, [local currency]** | **US$**  | **% Total**  |
| 1. Personnel  |  |  |  |  |
| 2. Equipment / Materials  |  |  |  |  |
| 3. Training / Seminars / Travel Workshops  |  |  |  |  |
| 4. Contracts  |  |    |  |  |
| 5. Other costs [[4]](#footnote-5) |  |  |  |  |
| 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)

**Annex B-3**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No**

Name of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years with NGO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex B-4**

**Capacity Assessment minimum Documents**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Legal registration | Mandatory |
| Rules of Governance / Statues of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of Key management | Mandatory |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |
| Anti-Fraud Policy Framework which is consistent with UN women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/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  |  |

**Client Relationship**

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

1. Gender Action Learning System (GALS) developed and rolled out by Oxfam Novib with support from IFAD since 2008 is a community-led “household methodology/approach” that aims to give women and men more control over their personal, household, community and organisational development. It comprises role playing and visual tools to help farmers plan their lives and sustainable livelihoods. GALS is most often used to support farmers in more collaborative intra-household decision-making, and generally for development purposes (CGIAR, 2019). GALS review in 2011 co-financed by GIZ in the coffee value chain in Uganda demonstrated conclusively that the GALS has been remarkably powerful in unseating powerful cultural norms that have existed for generations. Remarkable life changes related to the division of both domestic and farm work, household decision-making, control and access to assets and services and decreases in alcohol abuse and violence were indicated (Oxfam Novib, 2014). [↑](#footnote-ref-2)
2. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-3)
3. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-4)
4. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-5)