

**Annex B  
Call for Proposal (CFP)**

**Participatory Action Research and analysis of domestic violence legislation, gaps and presentation of recommendations**

**Section 1**

**CFP No: CFP/TLS/2020/010**

**a. CFP letter for Responsible Parties**

UNWOMEN plans to engage a (Responsible Party) as defined in accordance with these documents. UNWOMEN now invite sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference. **Joint applications involving two or more organizations (with one lead organization) are also encouraged.**

Proposals must be received by UNWOMEN at the address [procurement.timor-leste@unwomen.org](mailto:procurement.timor-leste@unwomen.org) no later than 17:00 on 10 November 2020.

**The budget for this proposal should be no more than USD 45,000.**

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

Interested proponents may obtain further information by contacting this email address: [Kathryn.robertson@one.un.org](mailto:Kathryn.robertson@one.un.org) or [Liliana.amaral@one.un.org](mailto:Liliana.amaral@one.un.org)



## b. Proposal data sheet for Responsible Parties

**Program/Project:** “Participatory Action Research and analysis of domestic violence legislation, gaps and presentation of recommendations”

**Program official’s name:** Kathryn Robertson

**Email:** [Kathryn.robertson@one.un.org](mailto:Kathryn.robertson@one.un.org)

**Telephone number:** +670 7846 9915

**Issue date:** 21 October, 2020

### Requests for clarifications due:

**Date:** 30 October, 2020      **Time:** 17:00 OTL

(via e-mail): [Kathryn.robertson@one.un.org](mailto:Kathryn.robertson@one.un.org)

### UNWOMEN clarifications to proponents due:

**Date:** 5 November, 2020      **Time:** 17:00 OTL

### Proposal due:

**Date:** 10 November, 2020      **Time:** 17:00 OTL

### Planned award date:

27 November 2020

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

1 December, 2020

## UN Women Terms of Reference

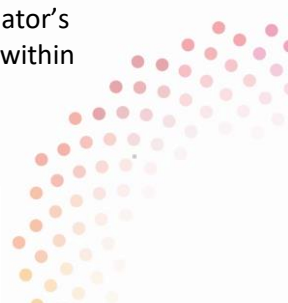
### 1. Introduction

- a. Background/Context for required services/results

### Background/Context

To address the global challenges of VAWG, the European Union (EU) and the United Nations have partnered on a new multi-year programme, the EU-UN Spotlight Initiative to Eliminate Violence against Women and Girls (VAWG). The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls. The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste. The programme is aligned to the Timor-Leste “National Action Plan on Gender-based violence (2017-2021) and National SDG Roadmap, particularly on SDGs 5 and 16. It will contribute to the National Strategic Development Plan and reinforce Timor-Leste’s Development Plan and reinforce Timor-Leste’s implementation of commitments under the Beijing Platform for Action, the Concluding Observations of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) Committee, the Convention on the Rights of the Child, among other international obligations.

The program was globally launched in 2017 and began implementation in Timor-Leste in 2020. There are five UN agencies participating in the Timor-Leste Spotlight Initiative. There are the United Nations Entity for Gender Equality and Empowerment of Women (UN Women), the United Nations Development Programme (UNDP), the United Nations Children’s Fund (UNICEF), the United Nations Population Fund (UNFPA), the International Labour Organization (ILO). The Resident Coordinator’s Office (RCO) provides overall strategic oversight and coordination for the Spotlight Initiative within the UN, with UN Women acting as the Technical Lead.



Despite progress which has been made, violence against women and girls, and particularly intimate partner violence, remains widespread, with 38% to 59% of women in Timor-Leste between the ages of 15 to 19 experience violence in their lifetime.<sup>1</sup> As stated at Timor-Leste's Voluntary National Review on the SDGs in 2019 and the report for the Beijing Platform of Action +25, there is a need for a comprehensive approach to ending violence against women and girls (VAWG).

The Spotlight Initiative will contribute to the elimination of domestic violence/intimate partner violence (DV/IPV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls, using a multi-sectoral and intersectional approach across the ecological model. This will involve strengthening and widening partnerships and solidarity across civil society, government, media, private sector and development partners. The Initiative will empower individuals, equip institutions at national, sub-national and community levels with the policies, systems and mechanisms to prevent and respond to VAWG, and encourage the public to challenge harmful gender norms. Using innovative approaches, the SI will build a social movement of diverse advocates and agents of change for gender equality and social inclusion.

It is important to advance the Sustainable Development Goals (SDGs) principle of national ownership and the commitment to leave no one behind. These are both key goals of the Spotlight Initiative. Civil society networks and organizations have been accorded a unique role in the design, implementation, monitoring and evaluation of the Spotlight Initiative at country level and as such, are important partners in supporting the implementation of key strategies to prevent and respond to VAWG. Groups of focus for the Spotlight Initiative in Timor-Leste are women and girls with disabilities, living in rural areas, in vulnerable employment, girls out of school or pregnant, girls married before the age of 18 and women and girls who identify as lesbian, bisexual, transgender and intersex (LBTI).

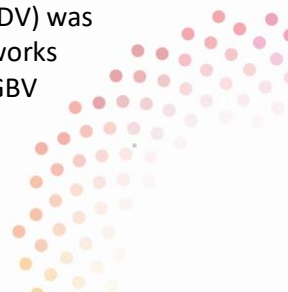
### About UN Women

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is grounded in the vision of equality enshrined in the Charter of the United Nations. It 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 also coordinates and promotes the UN system's work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. The entity works to position gender equality as fundamental to the Sustainable Development Goals, and a more inclusive world.

### Current developments

Timor-Leste has a strong VAWG national framework, having ratified most of the core international human rights treaties/conventions and development frameworks, with clear articles in its Constitution dedicated to gender equality (Article 16, 17, 18 and 26). The SDP 2011-2030 also addresses gender equality and women's empowerment. In 2016, Timor-Leste ratified ILO Core Conventions No. 111 and No. 100 on gender equality and contributed to the adoption of a new International Labour Standard concerning the elimination of violence and harassment in the world of work (Convention No. 190) in June 2019.

Violence is criminalized in the Penal Code (2009) and the Law Against Domestic Violence (LADV) was enacted in 2010, less than ten years after the country regained independence. Policy frameworks are also in place, particularly with the National Action Plan (NAP) GBV 2012-2016 and NAP GBV



2017-2021, NAP on Children, NAP on Women, Peace and Security (2016-2020), the Maubisse Declaration (focused on upholding rural women’s rights and promoting their economic empowerment). Sexual Harassment Guidelines for Civil Servants were adopted in 2017, recognizing the various forms of GBV that exists and the connections between different forms of violence.

Despite the existence of this legal and policy framework, there are gaps in implementation by state actors that prevent women and girls to access their rights to live free of violence. Key implementation gaps identified include:

- Disconnect in how customary law, criminal law, labour law and potential revision of legislation adequately protects women and girls from domestic violence (especially cases of IPV). This includes addressing the linkages between laws regarding VAWG and other laws, such as social protection or land laws, among others.
- Low demand for state actors to implement the NAP GBV and weak monitoring of the law's implementation (illustrated by the limited data available for the annual NAP GBV progress reports)
- Inconsistent knowledge by authorities/ stakeholders at national and sub-national levels on the LADV and NAP GBV
- Limited abilities of institutions with implementation obligations on costing plans to implement programming to end VAWG
- Insufficient access by marginalized persons to information or to the necessary support to seek services and access justice mechanisms

## 2. Description of required services/results

Under the EU-UN Spotlight Initiative, UN Women in Timor-Leste is seeking a non-government organization (or joint application from several organizations) to conduct Feminist Participatory Action Research and analysis of the Law on Domestic Violence and related legislation, including its gaps and presentation of recommendations, using CEDAW and the SDGs as a framework, and other international norms and standards.<sup>1</sup> The Spotlight Initiative in Timor-Leste is guided by several foundational documents and frameworks:

- Evidence from the Nabilan Baseline study and Demographic and Health Surveys
- The Ecological Model
- The Essential Services Package
- The RESPECT framework<sup>2</sup>

The research will increase understanding of the experiences of perspective of users on the strengths and weaknesses of the legislative framework in regards to protecting women from intimate partner violence and children from witnessing or experiencing abuse as a result of domestic violence.

<sup>1</sup> See examples of feminist participatory action research studies UN Women has supported in Timor-Leste: (CEPAD, 2014: [https://asiapacific.unwomen.org/-/media/field%20office%20eseasia/docs/publications/2015/01/cepad%20a2j%20research%20report\\_english\\_to%20print.pdf?la=en&vs=3502](https://asiapacific.unwomen.org/-/media/field%20office%20eseasia/docs/publications/2015/01/cepad%20a2j%20research%20report_english_to%20print.pdf?la=en&vs=3502) and ACBIT, 2020: <https://asiapacific.unwomen.org/en/digital-library/publications/2020/02/improving-the-lives-of-women-survivors-in-timor-leste>)

<sup>2</sup> <https://asiafoundation.org/publication/understanding-violence-women-children-timor-leste-findings-main-report/>  
<https://www.statistics.gov.tl/surveys-indicators/demographics-and-health-survey/demographics-and-health-survey/>  
<https://www.unwomen.org/en/digital-library/publications/2015/12/essential-services-package-for-women-and-girls-subject-to-violence>  
<https://www.who.int/reproductivehealth/publications/preventing-vaw-framework-policymakers/en/>



Areas of enquiry should include but not be limited to:

- the role of families and community members in supporting girls and women who have experienced violence
- how natural helping networks interact with formal systems
- who and what contributes to or influences a person's decision to interact with formal systems regarding experiences of violence
- how individuals and communities understand risk and protective factors for violence
- perceptions of the effectiveness of formal responses
- impacts on individuals and families when they seek support through formal systems
- attitudes and beliefs of service providers regarding marginalized people

Within the participatory approach, consultation and presentation of research findings will include creating opportunities for government, relevant Parliamentary bodies and CSOs to increase understanding of the protections and gaps in existing policies and legislation (with a focus on the Penal Code, LADV and NAP GBV, and including in the context of alternative dispute resolution and customary justice practices), based on Timor-Leste's commitments to CEDAW and the SDGs.<sup>3</sup> In addition, the organization will strengthen and expand spaces for survivors of VAWG and gender advocates to engage with legislators towards advocacy to end violence against women and girls and establish a more systematic link between rights holders and legislators (as duty bearers).

This project will contribute to:

Spotlight Initiative Outcome 1: *Legislative and policy frameworks, based on evidence and in line with international human rights standards, on all forms of violence against women and girls and harmful practices are in place and translated into plans.*

And more specifically implement:

Spotlight Activity 1.1.1: *Participatory Action Research and analysis of legal gaps on DV by rights holders, especially civil society groups representing women survivors or women at risk of intimate partner violence and marginalized groups (women with disabilities, young women, women in rural areas). This will increase understanding of the protection and gaps in the Penal Code, LADV, NAP GBV and related legislation (including in the context of alternative dispute resolution and customary justice practices), and with regards to alignment with TL's commitments to CEDAW and the SDGs.*

And

Spotlight Activity 1.2.2: *Advocacy for NAP GBV revision/ monitoring by groups left behind (via briefings to Parliament/ Oversight bodies/ duty bearers).*

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<sup>3</sup> This will include: the Parliament's Committee for Health, Education, Culture, Veterans, and Gender Equality, the Women's Parliamentary Caucus and the Parliamentary Centre for Promotion of Gender Equality (CEPIG) to strengthen their technical expertise and skills in drafting and approving gender-sensitive and survivor-centered legislation and engaging with relevant stakeholders in monitoring the law's implementation.





These Activities are linked to other areas of work within Spotlight and the organization will need to collaborate with teams involved in these activities.<sup>4</sup> The organization will also be supported by an International Consultant who will be contracted by UN Women.

The organization(s) will:

- 1) Participate in review of existing analysis of Law against Domestic Violence (LADV), CEDAW implementation and other relevant policies and document in order to become familiar with evidence base.
  - Collaborate with consultant to finalize and contextualize desk review of existing analysis and research to identify trends and gaps in research related to legislation and policy for ending violence against women and girls in Timor-Leste
  - Consult with key groups of focus to identify data or research which they have produced as well as areas of inquiry they would like covered in the research
  
- 2) Develop methodology for research
  - Collaborate with consultant to design methodology for the research, ensuring that it is appropriate to the context, is feasible and includes methods for assessing and mitigating risks and ensuring a Do No Harm approach
  - Create research tools to enable documentation and sharing of the processes used
  - Respond to any requirements for ethical clearance of research
  - Create strategy to ensure that people who are most marginalized are engaged in the process of research
  - Identify mechanisms for reflection and adaptation during the research process and care for researchers who will be hearing about issues of violence
  - Establish systems and protocols for storage of data generated through research
  - Forward planning for how research results will be used and communicated
  
- 3) Implement the research in three municipalities and at national level
  - Organize and conduct interviews and consultations with respondents and stakeholders at national, municipal and sub-municipal levels. This will include legal actors, police, social service workers, health workers, local authorities, CSOs and grassroots organizations, people from marginalized groups and survivors of violence
  - Identify individuals and groups to consult and interview
  - Ensure that research is conducted a way that is respectful, empowering and respects the confidentiality and safety of participants
  - Ensure that all researchers have information about services to respond to violence if it is identified and researchers have access to support services to cope with vicarious trauma.
  - Ensure that the research engages with a diversity of rights-holders from groups of focus for Spotlight

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<sup>4</sup> For example a Gender Justice Baseline, the Baseline research for the Spotlight Initiative in Timor-Leste, Activity 1.1.2 *Strengthen technical expertise and skills of the Committee for Health, Education, Culture, Veterans, and Gender Equality (F) in drafting and approving gender sensitive and survivor-centred legislation by providing longer term support, incorporating the results from the Action research on A.1.1.1 and Activity 1.1.5 As part of the process of reviewing/developing legislation to EVAWG the SI in Timor-Leste will organize public consultations and seminars to enhance the consultative process of the specific legislation that is being revised (under activity 1.1.3) with a focus on VAWG. These consultations should open space for the legislators to hear the voices and meet the survivors of VAWG and advocates, especially those facing intersecting forms of discrimination.*



- Ensure that all data from research is documented and stored in a way that ensures confidentiality and protection of data
- 4) Utilize research findings to share lived experiences of Survivors and community members and use these as a basis for advocacy and policy proposals
- Develop final products which include inputs provided by Secretary of State for Equality and Inclusion, UN Gender Theme Group, CSOs and Spotlight Civil Society Reference Group
  - Develop research products which are accessible and appropriate for the Timor-Leste context
  - Generate substantive recommendations for strengthening implementation and perhaps advocating for development of new policies and legislation to protect and promote the rights of survivors. This should ensure compliance with CEDAW and be informed by international best practice on legislation to end violence against women and girls.
  - Develop a strategy to share research findings and engage in advocacy, including engaging relevant authorities at municipal and sub-municipal levels.
  - Present research findings through opportunities such as the Spotlight ERAW Forum and share written documentation
  - Share research findings with people who have been involved in the research
  - In collaboration with UN Women in Timor-Leste, engage with the Spotlight Initiative and UN Women globally to share research methodology and findings
- 5) Strengthen systematic mechanisms for rights holders to engage with policy makers and implementers on VAWG
- Assess and propose ways to strengthen existing opportunities for rights holders to meet with policy makers and implementers to share their experiences. This will involve liaising with UNDP, Human Rights Advisor's Unit and other relevant partners working with parliament and justice actors
  - Convene a safe and respectful space for dialogue between survivors and those responsible for implementing and overseeing legislation to present experiences people effected by VAWG and their recommendations to strengthen and improve legislation and policy
  - Support engagement with the Inter-ministerial NAP GBV Commission and Parliament members to build understanding of the experiences of survivors and the need for evidence-based plans and legislation and meaningful implementation of laws and policies on VAWG
  - Finalize research tools for inclusive and feminist PAR in the Timor-Leste context to be shared publicly

### 3. **Timeframe: Start date and end date for completion of required services/results**

Start date: By December 2020

End date: 30 November 2021

### 4. **Competencies:**

#### **Technical/functional competencies:**

- Organizational experience and credibility on programming for ending violence against women and girls, gender and development
- Proven commitment to delivery of results in a professional manner (able to provide records of successful projects)
- Proven experience in research and community development particularly in Timor-Leste
- Experience in engaging with people from marginalized groups



- Presence/outreach in relevant communities
- Willingness to engage in innovative approaches
- Experience of working with international organizations and other UN agencies desirable
- Has internal programmatic, administrative and financial processes in place to ensure delivery of quality, cost-effective and timely programme results
- Has adequate numbers of professional staff with adequate qualifications and experience

**Governance and management structures:**

- Officially registered in Timor-Leste (in a consortium or joint proposal one organization must have this status)
- Has a Board of Directors/ managing committee or an appropriate governance structure which are politically impartial, and review key decisions affecting strategy, partnerships, programmes, finance and procurement
- Has no conflict of interest between staff in the organization and UN Women
- Has an anti-fraud and corruption policy and consistently implements the policy
- Has in place policies and procedures regarding data privacy and data protection
- Has gender considerations reflected by proportion of women in management and Board of Directors
- Has the capacity to follow the UN Protocol on Allegations of Sexual Exploitation and Abuse, including reporting requirements to UN Women

**Financial and administrative structures:**

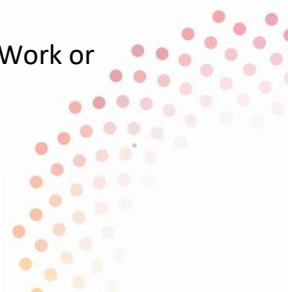
- Systems to enable appropriate storage and protection of research data
- Has and follows written and transparent financial and administrative rules and regulations
- Has a clear system for procurement and subcontracting with appropriate checks and balances
- Has clear documented procedures and internal controls governing the payment cycle (requisition, approval, disbursement versus cash, vouchers etc.)
- Has segregation of duties in receipt and management of funds. Payments require two or more signatures
- Is subjected to regular external audits (separate from donor mandated programme specific audits)
- Previous unqualified audits available for the past 3 years
- Has a sustainable financial position

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

- Experience managing programmes funded by the European Union
- Joint applications or consortium involving organizations representing diverse stakeholders are strongly encouraged (noting that submission should be made by one organization as the overall lead or coordinating entity)

**Qualifications of key personnel:**

- Staff with a minimum of 5 years of relevant experience in project/programme development and implementation with strong technical expertise in participatory approaches, research and advocacy
- University level training in international development, education, gender studies, Social Work or other related area





- Demonstrated experience in supporting, adapting and piloting evidence-based programming engaging the education sector or (primary/secondary) schools on prevention of violence
- Commitment to transformative change to respond to and prevent VAWG
- Knowledge on gender equality, the empowerment of women and violence against women
- Experience working with UN Women or UN agencies is an advantage
- Members of staff who are functional in English



**Annex B-1**

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

**Call for proposal**

**Description of Services: Participatory Action Research and analysis of domestic violence legislation, gaps and presentation of recommendations**

**CFP/TLS/2020/010**

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.

<b>Mandatory requirements/pre-qualification criteria</b>	<b>Proponent's response</b>
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 <sup>5</sup>	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	Yes/No

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

misconduct related to sexual exploitation and abuse (SEA) <sup>6</sup> .	
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

<sup>6</sup> [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



CFP/TLS/2020/010

## Section 2

### a. Instructions to proponents (Responsible Parties)

#### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). Joint proposals of several organizations, are encouraged.
- 1.3 A description of the services required is described in Cfp Section 1- C “Terms of Reference”.
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, Kathryn Robertson, Program Specialist by email at [Kathryn.robertson@one.un.org](mailto:Kathryn.robertson@one.un.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, 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.

All proposals should be sent by email to the following secure email address: [procurement.timor-leste@unwomen.org](mailto:procurement.timor-leste@unwomen.org)

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

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

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



## 9. Clarification of proposals

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

## 10. Proposal currencies

10.1 All prices shall be quoted in US dollars.

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

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

## 11. Evaluation of technical and financial proposal

### 11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

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

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs ( <b>component 1</b> )	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 ( <b>components 2, 3 and 4</b> )	35 points
	<b>TOTAL</b>	<b>70 points</b>



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

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

Formula for computing points:

Points = (A/B) Financial Points

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

## 12. Preparation of proposal

- 12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

### CFP submission (on or before proposal due date):

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

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

Part of proposal	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> 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 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

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

### 14 Award

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

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

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



**Annex B-2**  
**Template for proposal submission**

**Call for proposal**

**Description of Services: “Participatory Action Research and analysis of domestic violence legislation, gaps and presentation of recommendations”**

**CFP/TLS/2020/010**

**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.

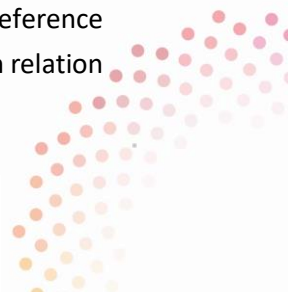
**Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)**

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 7% 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.



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

<sup>7</sup> "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_



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

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

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

(Printed Name and Title)

(Date)





**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal**

**Description of Services: Participatory Action Research and analysis of domestic violence legislation, gaps and presentation of recommendations**

**CFP/TLS/2020/010**

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: Participatory Action Research and analysis of domestic violence legislation, gaps and presentation of recommendations  
CFP/TLS/2020/010**

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
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 <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

**Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>
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	Optional

**Procurement**

<b>Document</b>	<b>Mandatory / Optional</b>
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	Optional

**Client Relationship**

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

