

## Annex B

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

#### Section 1

CFP No. UN WOMEN PAKISTAN/EVAW/2020/001

#### a. CFP letter for Responsible Parties

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

Proposals must be received by UNWOMEN at the address specified not later than **1500 HRS. on 7<sup>TH</sup> DECEMBER 2020.**

The budget range for this proposal should be **USD 80,000 – USD 90,000**

This UN-Women Call for Proposals consists of Two sections:

#### Section 1

- a. CFP letter for Responsible Parties
  - b. Proposal data sheet for Responsible Parties
  - c. UN Women Terms of Reference
- Annex B-1** Mandatory requirements/pre-qualification criteria

#### Section 2

- a. Instructions to proponents
- Annex B-2** Template for proposal submission  
**Annex B-3** Format of resume for proposed staff  
**Annex B-4** Capacity Assessment minimum Documents

Annexes to be completed by proponents and returned with their proposal (**mandatory**)

**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

Interested proponents may obtain further information by contacting this email address: [saman.ahsan@unwomen.org](mailto:saman.ahsan@unwomen.org)

#### b. Proposal data sheet for Responsible Parties

Program/Project:

**Program official's name:** "Identification and redressal of GBV in refugee and host populations through community-based mechanisms in districts Pishin and Quetta in Balochistan"

**Email:** [saman.ahsan@unwomen.org](mailto:saman.ahsan@unwomen.org)

**Telephone number:** +92-346-8502115

**Issue date:** 18<sup>th</sup> November 2020

**Requests for clarifications due:**

**Date:** 27<sup>th</sup> November 2020 **Time:** 1500 hrs.

(via e-mail) [saman.ahsan@unwomen.org](mailto:saman.ahsan@unwomen.org)

**UNWOMEN clarifications to proponents due: [if applicable]**

**Date:** 2<sup>nd</sup> December 2020 **Time:** 1500 hrs.

**Proposal due:**

**Date:** 7<sup>th</sup> December 2020 **Time:** 1500 hrs.

**Planned award date:** 15<sup>th</sup> January 2021

**Planned contract start-date / delivery date (on or before):**  
18<sup>th</sup> January 2021

**1. Introduction [Please elaborate]**

**a. Background**

Balochistan stands at bottom among all provinces of the country on the multidimensional poverty index (MPI), with more than 71% population identified as multi-dimensionally poor. With high MPI incidence and lowest gender equality and women empowerment indicators in the country, with the recent COVID19 pandemic, the economic and gender-based violence indicators have worsened.

Women empowerment and low literacy levels among girls is a problem across the province. Due to strong tribal customs, religious influences and male dominance, women have limited or no role in decision making at all levels. High maternal mortality rates, malnutrition, early marriages and scarcity of basic services with restricted mobility puts women in a subservient role. This is manifested in the way the women are given roles in the political arena and in the public sector representation. In Balochistan, there is less than 2% representation of women in the bureaucracy, no women in provincial cabinet, most of the political decision making, budget making processes, and planning lacks the gender perspective. Any effort to integrate gender in the social context remains a challenge.

Poor services for the VAW survivors and absence of adequate access to justice facilities / safehouses for women and particularly the refugees women deteriorates the situation. GBV cases are under reported and approaching the formal justice institutions is still stigmatized. The women participation in the justice sector is less than 2%. Only one Darul Aman and three women crises centres in the province, women's access to formal justice system remains very low and stigmatized. Identification of GBV prevalence is still a challenge in remote rural communities mainly those hosting the refugees. Law enforcement is also bifurcated into police and levies areas which further complicates the referral pathways. Prevalence of ADR system is also a major hindrance for the women to approach the formal justice system of services outside the immediate family or community circles. In the absence of any regular system of gathering VAW data, it is very difficult to ascertain the actual prevalence of VAW in the province. Host to a major Afghan refugees population, the situation of GBV and referral pathways remain inadequate. Protection-sexual & gender based violence, and employment remain a critical issue related to both social and economic development, and to matters of stability and governance.

UN Women brings its technical expertise in gender equality and links with the global women's movement to the UN Women Pakistan mission to strengthen the effectiveness, coordination, and quality of outputs of the UN mission on gender equality. The strategy in Pakistan encompasses strengthening the capacity of government, non-governmental organizations and UN system to deliver on Pakistan's national and international commitments to gender equality, protection and women's empowerment by ensuring that voices of women and human rights-based approach is integrated fully in the development agenda of the country.

It is observed that, one of the biggest hurdles in addressing cases of GBV, especially domestic violence is that they are under reported and knowledge about such incidents is usually limited to personal relationships and community networks. Lack of awareness on what constitutes GBV as well as knowledge about available formal redressal mechanisms, is another obstacle. These challenges are compounded for refugee communities as they are displaced, are often separated from family support systems, have limited or no means of income, and likely to be facing existing health issues. The community referral pathways approach will enable us to address GBV in a complex social and cultural context. Studies have shown that approximately 8 million women face some form of GBV in a year in Pakistan. As federal and provincial departments such as those mandated to address gender inequality were declared non-essential, it is estimated that there will be a 20% decline in women protection services putting about 1.6 million additional women at risk of facing violence (UNFPA)

The project is designed to address immediate GBV issues and empower women to take a stand against violence and rebuild their lives. The community-based approach for protection against GBV will strongly convey the message that a life free from violence is a fundamental human right. Women leaders of the community groups will not only facilitate identification and reporting of GBV cases but also advocate in their communities against domestic violence, sexual harassment, child marriage and cultural forms of GBV. The project's community outreach will ensure gender equality and social and disability inclusion.

The CERF funded programme specifically is aiming to ensure availability of essential GBV services for survivors by addressing gaps in GBV response created by the government's changed priorities and reallocation of resources to other services by strengthening existing government facilities and support mechanisms for GBV prevention and response. UN Women will work in close collaboration with key government departments in order to enhance their capacities and ensure their ownership and sustainability of the activities.

The CERF projects under UN Women response will cover gender responsive community mechanisms for GBV identification and referral, building strong connections with local leaders and women human rights defenders, economic empowerment to GBV survivors. Activities will also focus on some population of persons with disabilities and refugees.

**b. General Overview of services required/results**

The proposed project “ Identification and redressal of GBV in refugee and host populations through community-based mechanisms “ is an innovative approach that focuses on GBV prevention and redressal, with women and girls as the main targeted beneficiaries, the project activities will benefit refugee families and host communities at large.

Category	Men	Women	Boys	Girls	Total
Host Community	400	1000	400	800	2600
Refugees	50	100	50	100	300
PWDs	15	30	15	30	90

The project will ensure that the assistance is targeted to the GBV survivors considering gender equality and social/disability inclusion in leaving no one behind (LNOB), with provision of lifesaving livelihood support. The project design will ensure that marginalized groups are accessed by specifically reaching out to them in community outreach activities, such as adolescent girls, women from minorities and transgenders. UN Women will provide funding for innovative and catalytic initiatives focusing on the above-mentioned community level initiatives in Quetta and Pishin districts of Balochistan.

**2. Description of required services/results**

The project proposes the following output/activities:

**OUTCOME 1:**

Outcome: To address immediate life-saving needs of GBV survivors in refugee and host populations in COVID 19-affected areas and provide livelihood support to help them rebuild their lives through identification, referral and redressal mechanisms using community-based approaches.

**OUTPUT 1.** Gender-responsive community outreach groups formed and orientated for GBV identification and referral, consisting of women human rights defenders, teachers and community leaders.

**Activities:**

- 1.1 Formation of 30 community groups including identification of human rights defenders and community leaders to be enlisted
- 1.2 Awareness-raising sessions (20), FGDs (30) and GBV (25) counselling sessions with refugees and host population
- 1.3 Provision of dignity kits provided to women and girls.

**OUTPUT 2.** GBV survivors facilitated through referral to shelter homes or other GBV redressal services

**Activities:**

- 2.1 Activation and augmentation of GBV Helplines
- 2.2 Improving accessibility and services for responding to GBV survivors during the emergency.
- 2.3 Support to the Women’s Police Reporting Center (WRC) to facilitate GBV survivors through timely referrals and linking them to other GBV services
- 2.4 Encouraging women to seek support for GBV

**OUTPUT 3.** Women GBV survivors facilitated to become financially independent through livelihood support

**Activities:**

- 3.1 Provision of 80 Economic Kits to GBV survivors to set up small businesses
- 3.2 Support women businesses by provision of information on services available for grants and loans to set up for micro businesses

**OUTPUT 4.** PWDs in refugee and host communities accessed with GBV messaging and provided with care packages and dignity kits

**Activities:**

- 4.1 Ensure gender equality and disability inclusion in community outreach activities
- 4.2 Distribution of 60 care packages and dignity kits to 60 PWDs.

**3. Timeframe:**

The project duration is 8 months:

Start Date: - 18<sup>th</sup> January 2021

End Date: - 17<sup>th</sup> September 2021

**4. Competencies:**

- At least 10 years of experience in designing and implementation of subject activities.
- Reputed national registered organization with representative office in Pakistan and having outreach in areas of intervention.
- Proven track record in working in the area of Protection - Sexual and/or Gender-Based Violence
- Work experience with UN agencies or other international development agencies is an advantage.
- Ability to communicate in local language.
- Working experience in development related field.
- A verifiable reputation of integrity and competence.

**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. UN WOMEN PAKISTAN/EVAW/2020/001**

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

<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>1</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 misconduct related to sexual exploitation and abuse (SEA) <sup>2</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>1</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>2</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

## Section 2

### CFP No. UN WOMEN PAKISTAN/EVAW/2020/001

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

##### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 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, by email at [saman.ahsan@unwomen.org](mailto:saman.ahsan@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

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

##### 3. Eligibility

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

##### 4. Mandatory/pre-qualification criteria

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

## **1. Language of proposal**

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

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

## **2. Submission of proposal**

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

**All proposals should be sent by courier on below mentioned address only:**

**Saman Ahsan  
Portfolio Manager, ERAW  
Plot 5-11, Diplomatic Enclave 2, 4<sup>th</sup> Road, G-4, Islamabad**

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 **PKR**

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>	70 points

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

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

Formula for computing points:

Points = (A/B) Financial Points

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

## 12. Preparation of proposal

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

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

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.



- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

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

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

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

Part of proposal	<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

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

**13 Format and signing of proposal**

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

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

**14 Award**

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

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

14.3 The award will be for an agreement with an original term of [ 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. UN WOMEN PAKISTAN/EVAW/2020/001

#### Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.

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.

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

<sup>3</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:**

**CFP No. UN WOMEN PAKISTAN/EVAW/2020/001**

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. UN WOMEN PAKISTAN/EVAW/2020/001

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

<b>Document</b>	<b>Mandatory / Optional</b>
Legal registration	Mandatory
Rules of Governance / Statutes of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework 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	

#### **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	

#### **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	