

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

### Section 1

CFP No. UNW-HQ-CFP-2021-001

#### a. CFP letter for Responsible Parties

UNWOMEN plans to engage a civil society organization 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 12pm, Easter Standard Time (New York) on 7 February 2021.

The budget range for this proposal should be USD 300,000.00

<b>This UN-Women Call for Proposals consists of <u>Two</u> sections:</b>	<b>Annexes to be completed by proponents and returned with their proposal (mandatory)</b>
<p><u>Section 1</u></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><u>Section 2</u></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: [gen.equality.forum@unwomen.org](mailto:gen.equality.forum@unwomen.org)

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

**Program/Project:**

Beijing+25/ Generation Equality Forum

Email: [gen.equality.forum@unwomen.org](mailto:gen.equality.forum@unwomen.org)

Telephone number:

Issue date: 25 January 2021

**Requests for clarifications due:**

Date: 27 January 2021

Time: 12pm EST

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

Date: 28 January 2021

Time: 12pm EST

**Proposal due:**

Date: 7 February 2021

Time: 12pm EST

**Planned award date:**

22 February 2021

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

22 February 2021

## a. UN Women Terms of Reference

### 1. Introduction

UN Women is leveraging the opportunity of commemorating the 25<sup>th</sup> anniversary of the Beijing Declaration and Platform for Action to identify strategies to address the pushback and chart the way forward to accelerate the pace of implementation of gender equality commitments. To this end, UN Women is convening a civil society-centred, multi-stakeholder global gathering for gender equality - the Generation Equality Forum (GEF), co-hosted by France and Mexico, with the leadership and partnership of civil society. The GEF aims to i) generate multi-stakeholder alliances for gender equality and ii) launch a set of 6 innovative, multi-years thematic programmes to advance on key aspects of the GEWE agenda: the Actions Coalitions. Across these two outcomes, the GEF aims to intentionally amplify the voices of youth and support the strengthening of capacities of youth-led organizations to meaningfully contribute to multi-stakeholder, global processes for gender equality.

The GEF was intended to take place in May 2020 (Mexico City) and July 2020 (Paris) in honor of the 25<sup>th</sup> anniversary of the Beijing Declaration and Platform for Action. However, due to the COVID 19 outbreak, the Forum has been postponed to **March 2021 (Mexico City) and June 2021 (Paris)**, with a combination of in-person and virtual gatherings. Despite the postponement of the Forum, the relevance of the GEF remains stronger than ever, especially when it comes to its support and amplification of the voices and agency of youth constituencies, who are facing extreme backlash and are amongst the first responders in the context of COVID 19. The pandemic is exacerbating the already existing economic and employment insecurity faced by young people worldwide: whilst evidence shows that the young people are less at-risk in terms of developing severe health symptoms linked to COVID 19, the disruption to their access to employment opportunities as a result of the global economic downturn poses significant obstacles for young people in finding and maintaining quality jobs and incomes (WHO, 2020<sup>1</sup>; OECD, 2020<sup>2</sup>). In addition, young people, who disproportionately work in the informal sector, are more likely to be excluded from stimulus packages addressing the economic impact of the pandemic (UNFPA, 2020).

In this context, the GEF represents an opportunity to increase awareness round and address the compounded inequality faced by young people and especially young women and girls around the world. It aims to do so by continuing fostering youth leadership and decision-making within the GEF processes, including the Action Coalitions. To this end, a 40-member Youth Task Force (YTF) for the Forum has been established through a transparent, competitive and consultative process organized by young people themselves with support from UN Women, to work closely with the GEF. The taskforce is diverse in its geographical, thematic and age composition, as well as areas of expertise and familiarity with navigating the United Nations and other global-level processes. Two rotating members of the GEF Youth Task Force have been chosen to represent young people in the GEF's main decision-making body- the Core Group. The Youth Task Force serves as the translator, amplifier and incubator of young people's priorities for the Forum, by organizing and participating in different outreach and advocacy activities which will then be presented on a co-equal basis with the deliverables of the other members of the GEF Core Group. Robust and meaningful communication and consultations will continue to be essential to ensure intergenerational and intersectional representation in the GEF process and solidify and expand the engagement of young people worldwide.

UN Women is willing to continue strengthening the engagement of young people by offering clear points during the process in which youth can have a role in decision-making and influencing key design and programming aspects of the GEF; fostering meaningful partnerships with young people; and financially resourcing their time and contributions. This is essential to ensure that young people are enabled to effectively organize and engage their networks of diverse constituencies, particularly those facing intersecting and multiple forms of discrimination, on the GEF. Providing adequate resources to compensate the efforts of youth-led organizations and young activists who are supporting and engaging the GEF will foster trust-building and meaningful inter-generational partnerships between the youth constituencies most engaged in the GEF and other key GEF partners, including Governments, private sector and other civil society organizations. This will have long-lasting positive results for generating multi-stakeholder alliances for gender equality, which is one of the key outcomes of the GEF.

#### a. General Overview of services required/results

UN Women, in partnership with the Bill and Melinda Gates Foundation, will provide financial support to one Civil Society Organization to achieve the following objectives:

- Facilitate strategic conversations with diverse audiences to ensure that the priorities of young people's, and especially young women and girls, meaningfully shape the agenda of the actions emerging from the Forum;

<sup>1</sup> <https://www.euro.who.int/en/health-topics/health-emergencies/coronavirus-covid-19/statements/statement-older-people-are-at-highest-risk-from-covid-19,-but-all-must-act-to-prevent-community-spread>

<sup>2</sup> <https://www.oecd.org/coronavirus/policy-responses/youth-and-covid-19-response-recovery-and-resilience-c40e61c6/>

- Diversify and amplify the voices of young people, ensuring that young women and girls from marginalized and under-represented communities can engage in a meaningful way in the lead-up preparations of the Forum and at the Forum itself;
- Provide strategic support to the GEF Youth Task force to fulfil their responsibilities as representing the young people of the world in the context of the GEF;
- Develop a strategic communications plan to raise awareness around the priorities of young women and girls around the world to policy makers and other non-State actors.

This is in line with and contributes to the fulfilment of the goals of the GEF, especially its Output 1.2 ‘CSOs, including youth and women’s movements, meaningfully contribute to Beijing+25/GEF processes and lobby governments to renew their GEWE commitments’; 2.1 ‘Co-creative process facilitates interactive dialogue between key stakeholders and governance structure of the GEF’ and Output 3.3 ‘Increased public engagement, media, youth and influencers through the Generation Equality Campaign and the Generation Equality Forum’. In addition, key indicators of success for the GEF include the measurement of increased mobilization of young people and youth organizations and networks to shape the agenda and set the grounds for accountable actions towards gender equality until 2025. To achieve these objectives, the Forum must be informed by the local experience and expertise of young people and especially young women and girls. Towards this end, strengthening youth organizations and networks’ capacity to organize themselves and contribute in an impactful manner to the GEF process is essential.

## 2. Description of required services/results

In order to ensure strong mobilization of young people, the following services will be requested by civil society organizations with a solid gender equality and youth focus, that are working with (or as part of) the GEF Youth Task Force:

- **Ensure virtual participation** of the GEF Youth Task Force and other youth-led and/or youth-serving constituencies in key GEF-related design and planning activities. It is critical for youth constituencies and especially those organizations part of the GEF YTF to participate and contribute to some critical virtual meetings organized in the context of the GEF, as well as engaging with its own members to agree on a vision, identify ways to meaningfully engage in the process and consult with their respective networks and constituencies to shape the process in a collaborative manner from its early stages.
- **Ensure Secretariat support** to the GEF YTF, which would provide administrative and logistical support to all GEF related activities that the group engages with. The Secretariat would be responsible to organize virtual meetings, promote and facilitate information sharing, ensure timely follow-up actions and strategic support, and manage the engagement of broader youth serving and youth-led constituencies, and ensure effective coordination of the different strands of GEF work including the Core Group; the MSSC; the Curated Discussion; the Public Conversations; and the Action Coalitions.
- **Provide communications support:** Ensure a robust communication with diverse youth constituencies and audiences is essential to secure the Forum’s credibility and ensure that the voices of young people effectively influence the Forum. The YTF would ideally be able to proactively plan a communications strategy, as well as products and messaging, which could be used to mobilize broad constituencies and ensure that policy priorities of young people, especially young women and girls, are recognized and amplified through the media and by key decision-makers.
- **Facilitate consultations and support the work of all the members of the GEF YTF:** The members of the YTF were selected under the understanding that they would serve on a voluntary basis. However, this work has required significant amount of time and efforts from individuals and organizations who are often over-stretched and under-resources, especially in a COVID world. In this context, the selected Responsible Party must be able to undertake sub-contracting with the organizations represented in the Youth Task force to support their time and facilitate their ability to effectively engage in the GEF process. This is especially important considering the global economic context of resource strain and exacerbation of existing economic and social inequalities amongst youth constituencies, as well as women and girls, due to the COVID 19 pandemic. While funding should be distributed on an equitable basis, some groups may need additional resources for interpretation, or to support additional responsibilities or time commitments.
- **Ensure flexible funding mechanisms:** As preparations for the Forum progress, needs may arise that we do not yet anticipate. In some regions, or among some constituencies that are often left behind (such as young women with disabilities, for example, or adolescent girls) support may be needed for more robust consultation and to ensure their priorities are adequately reflected.

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

UN Women is seeking proposals from civil society organizations with a solid gender equality and youth focus and with the operational capability of sub-partnering with organizations that are part of the GEF Youth Task Force to submit proposals on the

management of these funds (USD 300,000.00) towards the objectives above. Organizations that have worked with or are part of the youth task force are highly encouraged to apply. Proposals' timeframe should start 22 February 2021 and end on 31 August 2021.

#### 4. Competencies:

The following requirements must be met by all applicant organizations:

- Women's rights and gender equality/ youth focus: The applicant must demonstrate experience implementing programmes on gender equality and/or women's empowerment with experience in supporting youth organization.
- Management of Projects: The applicant must demonstrate some experience in managing donor resources and implementation of development projects.
- Type of organization: Women-led civil society organizations (CSOs), or youth-led/ youth-serving organizations including but not limited to: non-governmental organizations, community-based organizations, trade unions or labor associations, agricultural collectives or associations, advocacy networks (national or regional), national or regional funds.

Reporting obligations:

- Quarterly financial reports (FACE forms) and quarterly/six monthly narrative progress reports to be submitted to UN Women.
- A detailed and comprehensive final narrative report of all activities (including any communications, knowledge management products).
- A final financial report will be required including a list of any assets that have been purchased.

#### 5. Process overview (tentative):

27 January 2021:

Terms of Reference and Call for Proposals application finalized and publicly shared.

7 February 2021:

NGOs complete and submit applications and UN Women undertakes review of applications and capacity assessment of the candidates.

UN Women identifies a recommended candidate.

February:

UN Women carries out internal due diligence in reviewing and endorsing the recommended candidate organization.

Project Cooperation Agreement (PCA) is prepared for signature.

22 February:

PCA is signed, first FACE form is completed and funds are disbursed.

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

**Call for proposal**  
**Description of Services:**  
**CFP No.**

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. 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>3</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>4</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>3</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>4</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. (To be filled in by UN Women)

#### 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 [gen.equality.forum@unwomen.org](mailto:gen.equality.forum@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.

## **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:  
[gen.equality.forum@unwomen.org](mailto:gen.equality.forum@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 USD\$
- 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:  
 $Points = (A/B) \text{ Financial Points}$

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  $(\$10.00/\$20.00) \times 30 \text{ points} = 15 \text{ points}$

**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 initialed 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 5 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

## Annex B-2 Template for proposal submission

Call for proposal  
Description of Services:  
CFP No.

### 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.

- 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>5</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>5</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**

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

## Annex B-4

### Capacity Assessment minimum Documents

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

Call for proposal  
Description of Services:  
CFP No.

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <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

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

#### Procurement

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

#### Client Relationship

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



