

## Annex B

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

#### Section 1

CFP No. UNW-AP-NPL- CFP-2021-001

#### 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 12:00 pm (noon) on 4 March 2021.

The budget range for this proposal should be [USD 150,000 – USD 175,000]

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<u>Section 1</u> <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> <b>Annex B-1</b> Mandatory requirements/pre-qualification criteria	<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
<u>Section 2</u> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <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	

Interested proponents may obtain further information by contacting this email address: [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)

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

**Program/Project:** Strengthening women's access to sustainable livelihoods in the COVID-19 context

**Program official's name:** Santosh Acharya

**Email:** [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)

**Telephone number:** 01-5523200

**Issue date:** 17 February 2021

#### Requests for clarifications due:

**Date:** 23 February 2021 **Time:** 5:00 pm

(via e-mail) [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)

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

**Date:** 25 February 2021 **Time:** 5:00 pm

#### Proposal due:

**Date:** 4 March 2021 **Time:** 12.00 pm (noon)

#### Planned award date:

15 March 2021

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

1 April 2021

#### Pre bidding meeting:

**25 February 2021, 2 pm** (Interested proponents are requested to register their name by sending an email to [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org) by 24 February 2021. The meeting link will be shared with the registered proponents via email.

**UN Women Nepal Country Office (NCO)**  
**TERMS OF REFERENCE**

**Strengthening women's access to sustainable livelihoods in the COVID-19 context**

**1. Context**

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between all genders as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women will lead and coordinate efforts of the United Nations System to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society and other relevant actors.

Under the framework of the current UN Women Nepal Country Office (NCO) Strategic Note 2018-2022, UN Women in Nepal continues its work to strengthen women's leadership and participation in national and local level decision-making processes and empower women economically by supporting women, especially those from the most vulnerable and excluded groups<sup>1</sup>. Furthermore, NCO's strategy for women's economic empowerment (WEE) outlines a holistic feminist approach to WEE which extends beyond enhancing the economic competency and income generation capacity of women to also developing women's leadership, voice and representation, and to addressing structural discrimination and barriers.

In order to reinforce the ongoing WEE efforts in the country, especially aimed strengthening the economic empowerment and leadership role of women from excluded groups, UN Women NCO is implementing a project titled "Leveraging Women's Leadership and Empowerment in Value Chains" (Women in Value Chains Project) under the leadership of Women, Children and Senior Citizen with financial support from the Fondation Chanel. Under the overall framework of Women in Value Chains project, UN Women designed the intervention '**Provision of a comprehensive services for the economic empowerment of women**'. As part of this intervention, UN Women is providing support to 1300 women from rural excluded groups through a service provider, SAARC Business Association of Home-Based Workers (SABAH) Nepal to move them up in different value chains. The project's selected value chains include **agro-based value chain, food processing, handicrafts and/or small-scale garment manufacturing**.<sup>2</sup> The support through SABAH Nepal includes market-oriented product design and development, business development support including technical skills, business

---

<sup>1</sup> Excluded women's groups include rural women, conflict affected women, survivors of trafficking, returnee women migrant workers, home-based workers and women living with HIV.

<sup>2</sup> SABAH Nepal was selected in 2019, as a service provider, to roll out 'Provision of a comprehensive services for the economic empowerment of women' under value chain project prior COVID-19. The intervention is being implemented in seven LGUs from two project districts, Kavre and Kailali. 1300 excluded women were identified from the project districts/LGUs in coordination with local stakeholders by SABAH Nepal for the comprehensive services. As SABAH Nepal has been working in project district/LGUs since mid of 2019, it has established strong working relations with selected participants and local stakeholders. The proposed project will be implemented in the same project district and LGUs to provide additional support for the selected number of women participants from among the 1300 women participants list.

mentorship and market linkage, digital innovation (mobile app development) to promote project women access to the e-commerce platform, leadership development and family counselling.

With the continuing spread of the COVID-19 pandemic, countries around the world are facing an extraordinary challenge wherein a health-related humanitarian crisis has evolved simultaneously into a socio-economic crisis. This has led to an unprecedented cessation of economic activities and erosion of income opportunities for millions, especially those in the informal sector. The underlying discriminatory gender-based norms in Nepal have magnified the impacts of COVID-19 among women. A rapid assessment of the socio-economic impact of Covid-19 conducted by UNDP<sup>3</sup> revealed that 77 percent MSMEs cannot sustain the shock on their own resulted from Covid-19 and recommended cash subsidy, subsidy on interest loan, concessional loan and rental waiver by the landlord as mitigation measures to overcome the economic impact of Covid-19. The Government of Nepal (GoN) has introduced interest subsidized loan to MSMEs for the fiscal year 2020/21 at the rate of 5 per cent. However, women from marginalized and excluded groups often fail to produce collateral to access such schemes through formal financial institutions.

The project targeted value chains have been significantly impacted by the COVID-19 pandemic. In the lockdown scenario, farmers were forced to either distribute vegetables free of cost or leave it decaying in the field as local agents stopped collection due to limited demand in urban centers. This significantly impacted the agricultural sector particularly the poorest women rural farmers. Women in food processing value chain are also impacted as food and accommodation is the other severely affected sector.<sup>4</sup> Similarly, the garment sector has been impacted with the closure of business and disruption of supply chains. Women who set up stitching outlets in the local market were forced to close their business for almost two and half months. For those whose products were being outsourced by the local and national brands have not received any job orders during the lockdown; neither have they been able to supply the readymade products to these brands. This has completely cut off their income. Early projections suggest that the garment sector will take a much longer time to resume. Likewise, the handicraft industry is also feeling the brunt of the lockdown and market disruption. For the sector, the slowdown in orders started happening as the COVID-19 situation in China started to worsen. While some handicraft products are still being made, the production has slowed down considerably due to lack of availability of the raw materials. There had also been cancellation and postponement of orders that were posted before the pandemic began<sup>5</sup>. With the COVID-19 pandemic, there has been shift in the market landscape and the channels for marketing. Online marketing through digital platforms has become the new normal. All these shifts point to the need for additional support to women MSMEs under the value chain project.

**In this context, UN Women NCO seeks to partner a civil society organization/consortium to provide additional support required to the selected women participants from among 1300 excluded women<sup>6</sup> under the 'Women in Value Chains' project. The primary objective is to ensure their economic recovery and help them move up in the value chains in the aftermath of COVID-19. The selected programme partner will work in close collaboration with UN Women's existing service provider SABAH Nepal to build on the past work carried out through the intervention 'provision of comprehensive services for the economic empowerment of women'.**

---

<sup>3</sup> UNDP-Rapid Assessment of Socio-Economic Impacts of Covid-19 in Nepal

<sup>4</sup> UNDP-Rapid Assessment of Socio-Economic Impacts of Covid-19 in Nepal

<sup>5</sup> UNDP-Rapid Assessment of Socio-economic Impacts of Covid-19 in Nepal

<sup>6</sup> 1300 women selected for the intervention 'Provision of a comprehensive services for the economic empowerment of women' under 'Women in Value Chains' project

## 2. Justification

With the closure of business during COVID-19, women especially those in the informal sector have lost their livelihoods. This has pushed women working in different value chains such as garment, agriculture, food, handicraft, tourism to desperate situations as they struggle to meet their day-to-day basic needs. In such a time of crisis, if women are provided with additional support in terms of reskilling and input supplies to improve their position in value chains for livelihood opportunities in response to emerging market demand, it can help them restore their livelihood opportunities, allowing them to continue earning their living, and not suffer from economic losses caused by the global pandemic. UN Women piloted alternatives livelihood opportunities such as reskilling women from the garment sector to produce protective gears such as facemasks, personal protective equipment, and other safety gears to aid the growing demands in the health sector. Similarly, UN Women trained a cohort of women on making soaps and hand sanitizers. This pilot initiative proved effective in generating income and demonstrated resilience of women during the pandemic as they tapped new market opportunities.

Early reports suggest that to overcome the liquidity crunch brought about by the crisis, there will be a high demand of working capital by women owned MSMEs in the aftermath of the Covid-19. During the pandemic, sales revenue dropped drastically in all the selected value chains<sup>7</sup> while the overhead cost continued. This has resulted the liquidity crunch for the women MSMEs which often has low cash to asset ratio, entailing high dependence on their business to remain afloat. This indicates MSMEs need external assistance, including credit facilities with subsidized loan interest. From the past experience, it was reported that several women MSMEs cannot access the subsidized loan from formal financial institutions on their own due to the lack of information, understanding of procedural requirements and inability to provide collateral. Mentorship and handholding support, for those who can produce collateral, has been pivotal in enabling their access to government schemes from financial institutions.

Further, UN Women learned that groups/formal networks act as a safety net for women during the crisis, by creating a safe space for care and support and increasing social capital and negotiation ability. Women's collective can provide an alternative to women MSMEs to access credit without collateral. If women collectives are supported by seed funds, they can design and channel credit services to its member, women MSMEs, that can be accessed without collateral and flexible repayment schedule. The expansion of social security to women in the informal sector can further address the vulnerability of these women MSMEs who are often operating in the informal set up.

As the market will take a long time to be fully functional in the aftermath of COVID-19, public procurement from women MSMEs can be key to sustaining their business. However, these MSMEs owned by women from marginalized and excluded groups have limited access and ability to participate in public procurement processes. Women entrepreneurs face disproportionately complex and interconnected barriers to accessing equal business opportunities. These range from legal and regulatory hurdles to socio-cultural norms and gender biases in the patriarchal society of Nepal. To address these barriers, there is a need to make existing procurement policies more gender responsive and implement creative strategies that focus on women MSMEs. This can be facilitated through policy advocacy at different tiers of government, with a particular focus on local government for women MSMEs from grassroots. Further, a study to understand the shifts in the local and national supply chain, especially those that have been identified for this project, can provide real-

---

<sup>7</sup> Selected value chains include agro-based value chain, food processing, handicrafts and/or small-scale garment manufacturing Value chains.

time data to adopt appropriate strategies to promote market linkages, both public and private sector, for women MSMEs in the new market landscape in COVID-19.

The downstream effects of COVID-19 are exacerbated by existing inequalities based on gender, caste and social marginalization. With the enforcement of physical distancing and restricted mobility, gender-based violence within families and communities has increased substantially. This has been further exacerbated by the lack of, or delayed access to basic health and GBV counselling services, increased unpaid care work and existing gender discriminatory social norms in Nepalese society. These were evidenced during the pandemic in the isolation/quarantine centers and in families and communities. COVID 19 has further highlighted the critical need for psycho-social counselling and timely access to quality essential services including on GBVs. Further sustained efforts to engage men, boys, community leaders including faith-based leaders to amplify voices against gender discriminatory social norms and harmful practices are critical to prevent the reversal of gender equality gains and create an enabling environment for socio-economic empowerment of women from excluded groups. Engagement of youth, including through inter-generational dialogues<sup>8</sup> can provide an important entry point for reflection and engagement at the community level.

The digitization of learning opportunities and market linkages has rapidly become part of the new normal in the Covid-19. As societies become increasingly dependent on digital technology<sup>9</sup>, women and their communities are at risk of losing out on the promise of full participation in digital economies. If the digital gender gap is not addressed, digital technologies may exacerbate gender inequalities rather than help reduce them. The situation is even more severe for those who do not have even functional literacy. Timely investment to advance digital literacy among women, who are already in the margins of society in terms of access to information and services, can accelerate digital inclusion.

### 3. Objectives

The overall objective of this initiative is to provide additional support to women participants under ‘Women in Value Chains’ project to recover their business impacted by COVID-19 and help them move up in the value chain in the emerging market system.

The specific objectives of the assignment are as follows:

1. To leverage the skills of selected project participants to diversify their products and expand income opportunities through alternative livelihood interventions in the COVID-19 context.
2. To promote women collectives through seed fund support and strengthen credit facilities to the women collective members, in particular women MSMEs, to recover and expand their business impacted by COVID-19.
3. To generate evidence on the gendered impact of COVID-19 on national and local supply chain/value chains including a review of key MSME policies from a gender lens to inform market linkage strategy to project supported women MSMEs affected by COVID-19.
4. To address gender-based barriers and discriminatory norms that limit women’s economic opportunities through community mobilization and policy advocacy, with a focus on gender responsive public procurement and social protection frameworks.

---

<sup>8</sup> Inter-generational dialogue is an effort to bring different generations together to share knowledge, skills and experience, share respect, awareness of stereotypes across generations.

<sup>9</sup> World Economic Forum in 2018 projected that by 2022, 60% of global GDP will be digitized World Economic Forum (2018, December). Our Shared Digital Future: Building an Inclusive Trustworthy and Sustainable Digital Society.

#### 4. Scope of Work

To achieve the aforementioned objectives, the responsible party (RP) is expected to carry out the below activities in close collaboration with UN Women Nepal and its existing service provider SABAH Nepal.

**Objective I: To leverage the skills of selected project participants to diversify their products and expand income opportunities through alternative livelihood interventions in the COVID-19 context.**

- **Provide alternative livelihood opportunities to women in the garment and other value chains:** The selected partner will support 350 project participants from the garment and other project value chains to resume their livelihood activities at a time when they are struggling with working capital to procure raw materials and produce market oriented diverse products in the COVID-19 context. The selected partner will support women to resume/start production of goods that are in demand in the market, specifically hygiene and protective gears such as masks, PPE, soaps and sanitizer, linen for hospitals and isolation centers. Women in garment value chain were trained in stitching skills and were producing garment products prior to Covid-19. In this context, the intervention will include:
  - Design and execution of training/workshop for mask, PPEs and linen production or technical training on soap and sanitizer making.
  - Procurement and distribution of raw materials to the project women for production of masks, PPEs, linens, soaps and sanitizers.

For the selection of 350 participants, the selected partner will develop an eligibility criteria and assess the interest of the participants for either of the trades listed above. Post the training and distribution of raw materials, the selected partner will provide accompaniment and mentoring support to 350 project participants to help them start production of masks, PPEs, linens for hospitals, soaps, and sanitizers. For quality assurance of these products, the project will follow standard protocols and secure certification of quality measures from the Nepal Bureau of Standards and Metrology. The selected partner will leverage the networks and distribution channel of UN Women's existing partner to the extent possible, in close consultation with UN Women.

- **Promote women beneficiaries' access to e-commerce platform:** To strengthen digital access of women entrepreneurs, a mobile app has been developed and linked to e-commerce platforms by UN Women in partnership with SABAH Nepal. To leverage the newly developed mobile app to expand access to market and real-time market information, the selected partner will carry out a user orientation to enable the 1300 project participants' use of the mobile app and access e-commerce platforms and market information on a real time basis. For this, the selected partner will mobilise local youth mentors in all seven project LGUs – one local youth mentor in each project LGUs<sup>10</sup> for a period of three months. Further, the local youth mentor will also collect feedback on mobile app from the user that will inform the need of upgrading/redesigning features of mobile app, if any.
- **Provide psychosocial counselling and GBV services to GBV survivors in the project districts:** To respond to the increased incidence of gender-based violence and anxiety from increased unpaid

---

<sup>10</sup> Seven youth mentors to be mobilized who will orient project participants in groups

care work, livelihood insecurity; the selected partner will mobilize psycho-social counsellors in the project districts to provide counselling services to project beneficiaries including GBV referral services both in person and/or through telephonic/virtual platforms as per the WHO's guidelines<sup>11</sup>. Through these counsellors, relevant, accurate and timely Covid-19 related information will also be shared. The counselling services will be made available to both project and non-project beneficiaries in the project districts. The selected partner should make tele-counselling and psychological services available to callers and ensure follow-up action as required<sup>12</sup>. The selected partner will engage a minimum of one professional psycho-social counsellor per district to provide counselling services as per the criteria listed below<sup>13</sup>.

**Objective II: To promote women collectives through seed fund support and strengthen credit facilities to women collective members, in particular women MSMEs, to recover and expand their business impacted by COVID-19.**

- **Provide seed funds to women collectives/group business impacted by COVID-19:** To address the emerging financial needs from COVID-19 pandemic, the selected partner will provide seed fund<sup>14</sup> support to 20 women collectives/group business established through the intervention 'Provision of comprehensive services for the economic empowerment of women' under Women in Value Chains project. Women collectives/groups business with a minimum of 10 members and registered with relevant local authorities will be eligible for the seed fund. The seed fund will be utilized to meet the credit need of women entrepreneurs associated with the collectives/group business. It will directly support women's group business who do not have collateral to qualify for business loan in the bank to resume and expand their group business. The collective will use the seed fund as a revolving fund to meet the need of working capital for their group business. Further, coordination with financial institutions will be strengthened to help women access interest subsidized loan as much as possible, including the interest subsidized loan recently announced by the Government of Nepal for the fiscal year 2020/21.

**Note: The applying agency can propose suitable and efficient model from their own or other agencies past work, if any, that ensures optimal and sustainable mobilization of seed fund to cater the financial needs of women collectives/group business and their members.**

**Objective III: To generate evidence on the gendered impact of COVID-19 on national and local supply chain/value chain including a review of key MSME policies from a gender lens to inform market linkage strategy to project supported women MSMEs who are affected by COVID-19.**

- **Conduct a study on the gendered impact of COVID-19 on local and national supply chains:** It is evident that the impact of COVID-19 on existing supply chains will be significant. To understand the shifts in the local and national supply chain, especially those that have been identified for this project, a study will be commissioned by the project to understand the gendered impact of COVID-19 with the specific focus on gathering information of the evolving market trends, including a review of key MSME policies from a gender lens. The findings will inform the project

---

11 <http://www.emro.who.int/mnh/publications/mental-health-support-during-covid-19.html>

12 The selected partner can refer the cases to other service providers including UN Women partner working on psycho-social counselling and GBV services as and when required and applicable.

13 Refer the criteria included under team composition.

14 The seed fund should be in the range of **USD 1500-2000** calculated at the rate of USD 1 = NPR 117 per women collectives. Women collective refer to women group business promoted by SABAH Nepal through the intervention 'Provision of comprehensive services for the economic empowerment of women'.

strategies to support women MSMEs with market linkages and skill upgradation to move up the value chain in the project districts and adjoining districts with potential of market linkage.

**Objective IV: To address gender-based barriers and discriminatory norms that limit women's economic opportunities through community mobilization and policy advocacy, with a focus on gender responsive public procurement and social protection frameworks.**

- **Mobilizing community leaders, vulnerable groups, men and boys against gender biased harmful social norms and practices:**
  - A. **Community mobilization through existing master trainers-** To address discriminatory social norms and harmful practices impeding socio-economic empowerment of women from excluded groups, the selected partner will mobilize 1820 community leaders, vulnerable groups, men and boys including faith-based leaders from the project districts. To roll out this activity, the initiative will engage 26 master trainers who attended 7-day training of leaders under value chain component managed by SABAH Nepal on gender and intersectionality, GBV, harmful social norms and practices, women's socio-economic empowerment, community mobilization and leadership to carry out community sessions. Each master trainer will lead at least **two half-day sessions** in their community for a group of 70 community members<sup>15</sup> in a batch of 20-25 in each group, reaching a total of 1820 community members<sup>16</sup>. The selected partner will plan periodic **review meetings** among master trainers that will inform the community activities through real time feedback and reflections.
  - B. **Developing a new pool of youth community trainers:** To strengthen youth mobilization, the project will develop capacities of 26 youth from two project districts (from seven LGUs) on gender and intersectionality, GBV, harmful social norms and practices, women's socio-economic empowerment and community mobilization through participatory and reflective discussion tools who will work together with 26 master trainers to mobilize community members. The content for the capacity development of youth community trainers will be developed in line with UN Women's existing training manual and discussion tools. Further, the partner should plan **review/reflection meetings** for youth community trainers to collect feedback and review community mobilization strategies as and where necessary. If any challenges arise in mobilizing community members due to COVID-19, the selected partner may design radio programmes for community awareness and mobilization against harmful social norms and practices during the implementation process in close consultation with UN Women<sup>17</sup>.
- **Amplify policy advocacy efforts on gender-responsive public procurement and social protection:** To strengthen women's economic security and access to sustainable livelihoods, the project will amplify policy advocacy efforts at the local and national level specifically in two areas – firstly, reforms in the public procurement policy/strategies to prioritize procurement of goods and services from local producers, especially from women from the excluded groups which include women led/owned MSMEs; and secondly expansion of social protection to women in the informal sector, building on UN Women's past work including on the Contributory Social

---

<sup>15</sup> Group of community members include community leaders, men and boys, religious leaders, vulnerable groups of men and women.

<sup>16</sup> The project will support the cost to cover the snack/food for community sessions (1820 participants\*2 sessions), communication cost for coordination and remuneration to facilitate community sessions. To ensure quality of the content and delivery of these sessions, a dedicated social mobiliser will be provisioned in project districts/LGUs.

<sup>17</sup> As radio programme is an alternative activity that will be determined based on situation during implementation, cost for this should not be included in the financial proposal.

Security Act. For this the selected partner will be required to carry out a review of literature, analysis of relevant policy documents and conduct stakeholder dialogues at the national and local level. Two policy briefs on gender responsive social protection and public procurement will be developed in English and Nepali, and disseminated to key stakeholders, in line with an agreed upon dissemination plan with UN Women.

## 5. Methodologies/Approaches

**5.1 Product diversification to adapt in the changing landscape of market in COVID-19:** The selected partner will support project participants by providing real time information of markets and update the changing pattern and emerging demands of market to enable them to tap these market opportunities. For this, the selected partner will provide necessary soft and technical skills through training and mentorship to access market information and diversify their product in response to the market demands. The selected partner will prioritize COVID-19 related protective gears such as face masks, personal protective equipment (PPE) and linens for project participants in garment value chain and hygiene products for project women from other project value chains such as agro and food processing.

**5.2 Group/clustering approach for collective bargaining power and better access to the markets/resources:** The selected partner will provide facilitation and psychosocial support to the project participants to strengthen their coordination and team spirit to develop and expand collective business to enter and progress in the local market. By taking a group/cluster approach, participants would have a collective voice for bargaining a better deal to buy raw materials and sell products, capacity to accept orders in a large scale, development of social capital among peers for psychosocial support and knowledge sharing, collective advocacy and networking capacity, and easier access to credits and other government-led support programmes. The selected partner will provide awareness raising, psychosocial support, and technical support to go through required procedures to establish and strengthen women's groups.

**5.3 Accompaniment and mentorship support for the optimal and sustainable use of seed fund:** The selected partner will provide technical and accompaniment support to the women collectives/group business to help them access and use the seed fund in an efficient manner. In order to enable women collectives/group business to access seed fund, the selected partner will support women groups to register their business in relevant local authorities if previously not registered<sup>18</sup>. Following the registration of women collectives/group business, the selected partner will provide handholding support to women collectives to adopt appropriate modality for optimal use of seed fund. This will be facilitated by developing a brief written guideline which will include seed fund operation modality, management and operation of seed fund, building up seed fund for self-sufficiency etc.

**5.4 Mobilizing local women and youth as mentors:** The project will adopt mentorship approach and mobilize local youth and women to provide mentorship and handholding support to project participants. Mobilizing local youth and women from their own community will provide more enabling environment for project participants to seek support on their business-related issues, digital literacy and access to e-commerce platform and address anxiety resulted from income insecurities, psycho-social barriers with families, confidence issues and structural barriers in accessing information and resources in the local government units.

---

<sup>18</sup> UN Women existing service provider SABAH Nepal is also providing accompaniment support to register the individual/group business

**5.5 Collaboration with community-based networks and institutions to work on gender biased discriminatory norms and harmful practices:** The selected partner will identify relevant community-based networks and institutions such as youth clubs, women's organizations/networks, entrepreneurs' network, networks of faith-based leaders and community leaders to collaborate and mobilise community members to raise awareness on gender biased discriminatory norms and harmful practices. By engaging local networks and institutions, the selected partner will impart knowledge and build on local capacity to sustain advocacy efforts in the community to address gender biased social norms beyond the project period.

**5.6 Collaboration and partnership with other UN Women implementing partners:** In order to facilitate support to project participants already selected under Women in Value Chains project, the selected partner will closely coordinate with the UN Women service provider SABAH Nepal. The selected partner will coordinate with SABAH Nepal for data of women participants and information on past interventions. The additional support under this TOR should take stock and build on past interventions to leverage the knowledge and skills already available with the women participants. Further, the collaboration with SABAH Nepal will be leveraged to strengthen market linkage for the project participants supported through alternative livelihood components and help them move up in the value chain. Further, the selected partner is encouraged to collaborate with other UN Women implementing partners providing services on GBV for the referral and follow up support such as legal and coordination support.

**5.7 Collaboration with local governments:** Past experiences demonstrated that collaboration and linkage with local government from early stage of intervention played critical role for ownership, sustainability and scalability of the programmes. With the objective to strengthen collaboration with the local government, the selected partner will closely work with the local government from the project districts. This will also facilitate dialogue and advocacy to promote public procurement from the women entrepreneurs and link the participants with resources and services available from the local government.

**5.8 Arrangement of special services/measures to ensure safety protocols and hygiene measures to prevent COVID-19:** The selected partner will adopt necessary measures to ensure safety protocols and hygiene during the implementation of the project activities. This includes maintaining physical distancing, arrangement of mask and gloves, soaps and sanitizers. The selected partner will secure necessary approval and abide by the guidelines issued by the local government where the project is operating.

## **6. Geographical locations**

The initiative will be rolled out in the following districts and LGUs:

**Kavre-** Banepa Municipality, Panauti Municipality, Dhulikhel Municipality, Pachkhal Municipality

**Kailali-** Dhangadi Sub-Metropolitan, Godawari Municipality, Gauriganga Municipality

## **7. Key Programming Principles in the COVID-19 context**

**Relevant** – ensure programmatic interventions are most responsive and relevant to the evolving COVID context, and the emerging needs of women and excluded groups

**Credible** – ensure programmatic interventions are based on credible data and evidence

**Consistent** – ensure programmatic interventions are aligned to the Government of Nepal’s COVID response, and consistent with approaches of sister UN Agencies in the spirit of Delivering as One, which means that we avoid duplication

**Sustainable** – ensure that programmatic interventions are able to support women and excluded groups in the long term as the far-reaching socio-economic impact of COVID-19 begin to manifest

## **8. Time Frame**

Eight months – April 2021 to November 2021

## **9. Reporting requirement**

The partner agency will be required to submit a narrative and financial report on a quarterly basis and one project completion report.

## **10. Guiding Principles**

The implementation of the proposed activities should be guided by the following principles.

- Result based programme management
- Human rights-based approach
- Cultural diversity, social inclusion and gender sensitivity
- Strategic partnership
- Knowledge sharing
- Do no harm

## **11 Monitoring, learning and documentation**

In consultation with the UN Women, the selected partner will develop a tool to collect baseline and end line information for the below-mentioned indicators. Additionally, a project monitoring framework will be created by the selected partner to review progress on these indicators periodically. The selected partner should plan for pre- and post-assessments for all capacity development initiatives, feedback loop for community mobilization efforts and dissemination plan for all knowledge products/policy briefs developed under this initiative. A minimum of two human interest stories must be submitted with the quarterly narrative report, as per UN Women’s template.

## **12. Proposed indicators in line with UN Women’s Strategic Note (2018-22)**

**NPL\_D\_2.1.1:** Planet 50:50 Nepal advanced by engaging men, interfaith leaders, vulnerable groups and youth networks by addressing adverse social and economic norms, structural barriers and gender-based discrimination.

**Indicator 2.1.1.1:** Average hours spent (weekly) on unpaid care and domestic work by women in households supported by UN Women.

**Indicator 2.1.1.2:** Percentage of families of the project beneficiaries reporting that they no longer practice mobility restrictions of women.

**Indicator 2.1.1.3:** Number of community and interfaith leaders, youth networks and community-based organizations (vulnerable groups), men and boys mobilized against harmful social norms and practices in UN Women project sites.

**NPL\_D\_2.1.3:** A substantive equality approach to women's economic empowerment tested and adopted in select target sectors [agriculture, energy] for income generation, improved climate resilient livelihoods, to address safe migration with vulnerable women's groups.

**Indicator 2.1.3.1:** Number of women entrepreneurs who have started and/or developed business with support from the project.

**Indicator 2.1.3.2:** Number of women that have increased access to technologies, information and vital services (finance).

### 13 Eligibility Criteria

- Proven technical competencies in the application of human rights-based and feminist approaches to advance gender equality and for ensuring their voices and needs as rights-holders.
- Demonstrable organizational experience on women's economic empowerment, with a particular focus on promoting women's collectives. Prior experience in digital literacy would be an advantage.
- Demonstrable experience in implementing programmes on gender equality and women's empowerment, and in formulating result-oriented programme, monitoring programme based on indicators and quality reporting.
- A minimum of five years of experience in community mobilization (men and boys) for gendered social norm change, working with national/international development partners in the areas of gender equality and social inclusion.
- Sound knowledge and technical expertise on gender in humanitarian action.
- Proven organizational experience in building strategic partnerships, connections and networks with relevant partners, including government agencies, community-based organizations, CSOs at the provincial and local level.
- Demonstrable commitment to working with women, girls, other genders that are economically, socially, culturally, or otherwise excluded, excluded and/or marginalized.

### 14. Team Composition

#### Programme Management Team

In order to manage and coordinate the intervention in an effective and timely manner, the selected partner agency/consortium is requested to establish a management team in charge of day-to-day management of this initiative in close coordination with UN Women. **The management team will consist of but not limited to the following core members:** (1) One Team Leader with progressively responsible experience in programme management, women's economic empowerment and gender

in humanitarian action (2) Two District Coordinators with progressively responsible experience in managing similar initiatives (3) One Monitoring and Reporting Officer.

#### **Technical Experts for specific components**

For the study on the gendered impact of Covid-19 on local and national supply chains, one **research expert** with the following qualifications/experience will be hired.

- Masters/ Ph. D in social sciences or related field
- Demonstrable expertise in designing and conducting mixed method research on gender equality with a focus on women's economic empowerment.
- Publication in peer-reviewed journals

For the component on psycho-social support, a minimum of one **psycho-social counsellor** per district with the following qualification will be recruited.

#### **Qualification and Experience/skill for psycho-social counsellor**

- Minimum three years of demonstrable work experience in providing psychological counselling on stress management, mental health training and supervision, with special emphasis on managing critical incident stress.
- Current/past affiliation with accredited mental health institutional or psycho-social organization will be an asset.
- Experience in providing trauma counselling in humanitarian action will be an added advantage.
- Counselor should follow standard UN Women and WHO guidelines and ethical standards related to GBV, while developing content and delivering services

The required personnel for community mobilization and outreach can be included in line with the TOR.

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

**Call for proposal**

**Description of Services: Strengthening women's access to sustainable livelihoods in the COVID-19 context**

**CFP No. UNW-AP-NPL- CFP-2021-001**

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>19</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>20</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>19</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>20</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. UNW-AP-NPL- CFP-2021-001

#### 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.

Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP:  
UNW-AP-NPL- CFP-2021-001

##### 2. Cost of proposal

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

##### 3. Eligibility

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

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

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

## **5. Clarification of CFP documents**

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

5.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

## **6. Amendments to CFP documents**

6.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

## **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 email to the following secure email address: [technical-bid.np@unwomen.org](mailto:technical-bid.np@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 (local currency) NPR.

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) x 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: Strengthening women's access to sustainable livelihoods in the COVID-19 context**

**CFP No. UNW-AP-NPL- CFP-2021-001**

#### **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>21</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>21</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: Strengthening women's access to sustainable livelihoods in the COVID-19 context**

**CFP No: UNW-AP-NPL- CFP-2021-001**

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: Strengthening women's access to sustainable livelihoods in the COVID-19 context

CFP No. UNW-AP-NPL- CFP-2021-001

#### Governance, Management and Technical

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

