

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

### Section 1

**Description of Services: Advancing the rights of women engaged in sex work in the COVID 19 context**

**CFP No. UNW-AP-NPL- CFP-2021-002**

**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 16 April 2021.

**The budget range for this proposal should be approximately (USD 200,000)**

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><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</p> <p><b>Annex B-2</b> Template for proposal submission</p> <p><b>Annex B-3</b> Format of resume for proposed staff</p> <p><b>Annex B-4</b> Capacity Assessment minimum Documents</p>

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:** Advancing the rights of women engaged in sex work in the COVID 19 context

**Program official's name:** Rachana Bhattarai

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

**Telephone number:** 977-1-5523200

**Issue date:** 26 March 2021

**Requests for clarifications due:**

**Date:** 5 April 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:** 7 April 2021      **Time:** 5:00 pm

**Proposal due:**

**Date:** 16 April 2021      **Time:** 12.00 pm (noon)

**Planned award date:**

May 2021

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

May 2021

**Pre bidding meeting:**

5 April 2021

5 April 2021, 2 pm (Interested proponents are requested to register their name by sending an email to technical-bid.np@unwomen.org by 3 April 2021. The meeting link will be shared with the registered proponents via email.

## UN Women Nepal Country Office (NCO)

### TERMS OF REFERENCE

#### Advancing the rights of women engaged in sex work in the COVID 19 context

##### 1. Background

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 women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates efforts of the United Nations System to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides 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 its current Strategic Note 2018-2022, UN Women in Nepal continues to strengthen women's leadership and participation in national and local level decision-making processes and to empower women economically by supporting women and girls who are subjected to the most acute marginalization and exclusion, and who are most likely to be left behind.

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 International Monetary Fund (IMF)<sup>1</sup> has announced that the world economy is in recession. The cumulative loss to global GDP over 2020 and 2021 from the pandemic is estimated to be around 9 trillion dollars<sup>2</sup>. Countries reliant on tourism, travel, hospitality, and entertainment for their growth are experiencing particularly large disruptions. Emerging market and developing economies are facing additional challenges -- on the one hand capital flow has declined as global demand ebbs; on the other, the ability to increase social sector spending including for health infrastructure remains limited given the reduced fiscal space. Moreover, several economies entered this crisis already in a vulnerable state with sluggish growth and high debt levels.

In Nepal too, the secondary impact of the global pandemic has been significant, with severe losses to an economy dependent on remittances, imports fueled by remittances, informal labor, and tourism revenues.<sup>3</sup>

Emerging evidence suggests that women, especially those in the informal sector, have been the worst affected by the economic downturn. This includes but is not limited to self-employed,

---

<sup>1</sup> <https://www.imf.org/en/Topics/imf-and-covid19>

<sup>2</sup> Ibid

<sup>3</sup> <https://www.np.undp.org/content/nepal/en/home/coronavirus.html>

domestic and care workers, female-headed households, home-based workers and women migrant workers. Further the lockdown and enforced mobility restrictions have put women at greater risk of gender-based violence, especially domestic and intimate partner violence. Women's unpaid and care burden has increased, including taking care of children, elderly and family members who are sick. There are also a range of barriers in place that exclude those that are most marginalized in Nepal – such as single women, women living with HIV, women with disabilities, those who are gender non-conforming, and individuals without identity documents. This prevents or limits access to safety nets and other public services in the community. For those whose labour and survival strategies are stigmatised and relegated to the margins, such as individuals involved in sex work, the situation is often compounded.

## 2. Justification

In Nepal, there are an estimated 52,000<sup>4</sup> adult females involved in the sex work.<sup>5</sup> While there are no specific laws that criminalize transactional sex<sup>6</sup>; certain legal provisions enacted in the 1980s to criminalize trafficking within and outside of Nepal have been used to categorise all forms of commercial sex as a criminal offence. In 2008, the Human Trafficking and Transportation (Control) Act criminalized the sale of sex, and living from the earnings of prostitution by including it in the definition of human trafficking. There remain ambiguities in the legal framework, primarily due to the conflation of trafficking for the purposes of sexual exploitation with other activities in the sex trade.

This has reinforced the marginalization of those involved in sex work. It is important to acknowledge that the issue is contested even within feminist thinking and practice. Language itself is contested – while the term "prostitute" has been widely questioned as it is seen as dehumanizing women/girls – groups associated with the sex worker rights movement call for the international recognition of sex work as a form of labour and advocate for the agency and self-determination of individuals in sex work. Rather than viewing “prostitution” as a structure that inherently degrades any ‘women’ who participate in it, a labour perspective views sex work as a livelihood or form of wage labour.

On the other hand, there are groups which advocate that the language of sex work does not include the experience of women/girls who have been forced into the sex trade and who don't relate to the term "work" to describe their experiences. They prefer to use the term sex trade<sup>7</sup>, defined as *any form of being sexual (or the idea of being sexual) in exchange for money, gifts, safety, drugs, hormones or survival needs like housing, food, clothes, or immigration and documentation—whether women/girls get to keep the money/goods/service or someone else profits from these acts.* Implicit in this definition is the recognition that women/ girls have a wide range of experiences in

---

4 The Government of Nepal, mapping and size estimation of female sex workers, men who have sex with men, male sex workers, transgender and people who inject drugs-2016 estimated number of sex workers as 49,018 as of 2016. Based on the projections, the number is estimated to be above greater in 2021, Government of Nepal, Ministry of Health, National Centre for AIDS and STD Control, Teku, Kathmandu, March 2017.

5 The Government of Nepal, Ministry of Health and Population has defined female sex workers<sup>5</sup> as women aged 16 years and above, reporting having been paid in cash or kind for sex during the last 12 months. Further classified as establishment-based, home-based, and street-based. Establishment-based FSWs are those who are approached by their clients in specific establishments such as hotels, lodges, bars, cabin restaurants, massage parlors, etc. These sex workers do not publicly solicit clients and are accessed by the clients who visit these locations. Street-based FSWs are those who solicit clients on the streets or in public places such as parks, bus stands, markets, cinema halls, etc. They may entertain their clients in lodges, cars, trucks, hotels, at the clients' homes, cinema halls or in other public places. Home-based FSWs are those who do not belong to either of the other two categories mentioned above. Such sex workers usually operate from their homes and contact their clients on the telephone or through word-of-mouth or intermediaries (e.g. pimps, taxi drivers, etc.), Government of Nepal, Ministry of Health, National Centre for AIDS and STD Control, Teku, Kathmandu, March 2017.

6 The criminal code, public offense section governs sex workers issues. There are many legal ambiguities and laws do not clearly specify criminalization of sex work in Nepal. Concluding Observation on the Sixth Periodic Report of Nepal on CEDAW has used the word “prostitution” which is questioned by many rights activists working on the rights of sex workers.

7 Definition taken from Young Women's Empowerment Project (YWEP). YWEP seeks to build community among girls who have been forced and/or trafficked, who trade sex for survival, who choose to participate in the sex trade on their own terms, and every reality in between. <https://youarepriceless.org/>

the sex trade - some have been forced to participate, some have chosen to participate in the sex trade, some have had both kinds of experiences. Others feel that the question of choice is irrelevant or more complicated than the binary of choice/no choice.

It is important to recognize these contestations<sup>8</sup> with a view to ensuring that there is space for self-identification. It is equally critical to facilitate the safety, autonomy and critically the rights of those who are involved in sex work – as they continue to face discrimination and harassment in accessing health and social care, housing, employment, and education. It is also important to note that a high percentage of those involved in sex work would have already been subjected to multiple intersecting inequalities which have a direct impact on their autonomy, choice, ability to negotiate safe sexual practices etc. Where individuals are subjected to intersecting oppressions, for example those from marginalized groups such as the LGBTIQ+ communities, these exclusions and barriers are further compounded. Further those that profit from the sexual labour (largely of women, young men and trans and non-binary persons) may face some social stigma, but the burden is born by those who are on the frontline of the trade.

#### Human rights-based approach:

A comprehensive, human rights-based response to these multiple manifestations and levels of discrimination and violations requires a nuanced approach rooted in a leaving no one behind (LNOB) lens—one that not only recognises the contexts within which such violations occur, but also addresses diversity among people in sex work, as well as the structural inequality and systematic exclusion that produces these cycles of victimization and violence. International normative frameworks such as CEDAW ensure protection, promotion and respect of human rights for all, regardless of their status or identity; and denounce violence and exploitation in all forms, including human trafficking, sexual exploitation and violence against women.

Guided by these international norms and standards, UN Women believes that policy choices must be based on the protection of the human rights of individuals involved in sex work and should be context specific, comprehensive and developed in consultation with concerned individuals and groups. Noting the evidence that shows individuals in sex work are exposed to specific risks of violence, UN Women emphasizes that the rule of law must be upheld and that such violence and exploitation must be investigated, prosecuted and punished as a matter of human rights.

In the current COVID-19 context, UN Women recognizes that ongoing efforts to save lives, need to be accompanied by efforts to save livelihoods. Further, drawing on the work of feminist organizations, UN Women recognizes that recovery and well-being in the face of a crisis such as this requires a collective, rights-based response that prioritizes the needs of those made most vulnerable in the crisis. Respect for human rights across the spectrum, including economic and social rights, and civil and political rights, is fundamental to the success of the humanitarian - public health focused response.

UN Women Nepal Country Office (NCO) has adopted a developmental lens to respond to the current humanitarian crisis across its programming areas. In taking a development approach to a health and humanitarian crisis, UN Women is focusing its efforts on the immediate needs of the most marginalized women, at the same time that UN Women anticipates the longer-term effects that will play out in the lives of women – in terms of socio-economic hardships, and also the intersecting inequalities that will persist to compound these hardships. In line with the Sustainable Development Goal principle of LNOB, NCO has prioritized interventions to support the most excluded groups.

---

<sup>8</sup> For the purpose of this ToR, the term sex work has been used in line with CEDAW GR 35.

As part of its COVID-19 response, UN Women facilitated a series of interactions with excluded women's groups<sup>9</sup>; including with women involved in sex work. During these discussions, women spoke about the multiple challenges they faced around identity, dignity and livelihoods; and how COVID-19 had intensified their vulnerabilities- from meeting basic daily necessities (food, medicine), to paying rent and school fees for their children. Lack of legal documents including on citizenship further hindered their access to relief material and other services. Deteriorating mental health, continued stigmatization and discrimination by the community service providers and law enforcement authorities were also highlighted. Several women noted that despite being subjected to harassment, abuse and violence including by police officials, they were unable to file cases of gender-based violence (GBV). Some of the key recommendations from these consultations included: need to decriminalize sex work; sensitization of law enforcement authorities, access to social protection measures and provision of alternative livelihoods.

#### Proposed intervention

UN Women proposes to implement a rights-based initiative to support those in sex work, with an emphasis on leaving no one behind, in order to address their emerging needs in the COVID-19 context, in partnership with a civil society organization. A consortium of CSOs will also be eligible to roll out this initiative.

The proposed initiative will contribute to the second pillar (Protecting People: Social Protection and Basic Services) of the United Nations framework for the immediate socio-economic response to COVID-19.

### **3. Objectives**

The pilot initiative will support 500 individuals who are involved in sex work in province 3, with the aim to:

- a) Address their immediate needs as the crisis evolves with a comprehensive support package – in terms of cash, food and non-food items;
- b) Address vulnerabilities which are rooted in intersecting oppressions, by providing alternative livelihood opportunities, enhancing access to information, services and resources; and
- c) Facilitate the strengthening of their voice and agency. This will support organizing and advocacy efforts including through policy dialogues and networking; which include challenging norms and systems which lead to, and maintain deep-rooted intersecting inequalities and harmful practices.

### **4. Key Components**

#### **(a) Cash and in-kind support**

##### **i. In-Kind Support**

As part of this initiative the following in-kind support will be provided to address the immediate needs of project participants and their households:

1. **Access to food** – To address the food insecurity of households, direct provision of rations/food supplies will be provided. In light of the continuing COVID-19 safety measures, emphasis will be placed on facilitating access, through household-level

---

<sup>9</sup> Excluded women include rural women farmers, conflict-affected women, victims/survivors of trafficking, returnee women migrant workers, home-based workers, and women living with and affected by HIV, single women, sex workers, Madhesi women, Muslim women and LGBTIQ+

distribution. The provision of food rations per households should be done as per GoN and relevant UN guidelines.

2. **Access to energy** – Linked to food security is the need for clean energy including for cooking. This need will be addressed through the supply of induction cookers, gas stove and LPG cylinders.
  3. **Access to essential supplies**—To enable project participants to maintain COVID-19 related health and hygiene standards, essential supplies such as soaps, medicines, masks, sanitisers, sanitary napkins, contraceptives for safer sex will be provided.
  4. **Access to essential services and information**— Project participants will also be supported thorough provision of counselling services and with accessible information materials on essential health services including COVID-19 related measures, psycho-social support, trauma counselling, access to legal assistance, GBV related support, linkage to sexually transmitted infection clinics and information on safe sex negotiation.
  5. **Access to agricultural inputs**—Project participants will be provided seeds/vermi-compost (one time) support. Seed bags of vegetables and vermi-compost will be provided to minimum 200 individuals in the project districts.
  6. **Access to digital services**—To ensure participants’ access to digital services during the current pandemic, a mobile phone set with data card will be distributed. This will enable project participants to access information, services and resources as well strengthen their networks.
- ii. Support for cash-based intervention

The first component (in-kind support) will be aligned to UN Women’s ongoing efforts to provide cash support to women from the most excluded groups. A critical concern raised by the women involved in the sex work who participated in the UN Women led consultations was their inability to pay house rent due to loss of livelihoods/income, and the imminent threat of eviction. In this context, the cash-based intervention will enable the project participants to manage their basic needs including paying rent. This will be rolled out in partnership with a sister UN agency; wherein the CSO partner with relevant experience in working with excluded groups will be responsible for the following:

1. Provide coordination support with relevant stakeholders including LGUs to implement cash-based support programmes;
2. Support selection of project participants eligible for cash-based support based on the eligibility criteria developed by the select responsible party on the diversity for cash-based support programmes. The selection criteria should be finalized in consultation with UN Women. In case the selected project participants do not have a bank account, provide accompaniment support to open a bank account in the nearby bank. Possible linkages with cooperatives in the project sites should also be explored;
3. Sensitize community members on the objective of cash-based support programme, eligibility criteria for the support and targeted utility of cash provided to the beneficiaries; and
4. Submit the post support monitoring report on the impact of the cash-based support.

**(b) Re-skilling and alternative livelihoods**

The second component of this initiative will focus on skills development of those project participants seeking alternative livelihood opportunities, and will entail the following:

1. Conduct needs assessment of the project participants.
2. Design alternative livelihood interventions based on their needs and current market demand;
3. Organize training on vocational skills and entrepreneurship development, integrating psychosocial skills - for specialized trainings, the responsible party will coordinate with relevant training centers/institutes/business houses to enroll the project participants for the training programmes. Emphasis should be on skill development of women in non-traditional trades, such as women drivers, security guards, electrical and construction works etc.
4. Provide business start-up support and business development services to select training graduates who propose to start their own business after the training. Some proportion of business startup seed money up to 50 per cent will be provided to select project participants post assessment of business plan to start their business. The selection criteria and process should be finalized in consultation with UN Women. Project participants who are keen to grow and sell vegetables may be provided with the vegetable carts;
5. Facilitate referral services and other relevant follow-up support to select training graduates who are interested in wage employment to facilitate their access to locally available job opportunities.

In the short and medium-term, project participants especially those interested in establishing small/micro businesses will be linked with financial services and supported to access small grants/financial support as they become available. In the current context, the reliance on digital platforms has grown exponentially. As part of its initiative, access to e-platforms including activation of mobile banking services will be facilitated, through training and accompaniment support. A revolving fund scheme will be explored to collectivize women / individuals involved in sex work.

**(c) Leadership and advocacy**

1. Creating safe spaces for dialogue: The responsible party will facilitate dialogues with and between different groups/networks working on rights of sex workers, to explore questions of collective identity and leadership to inform advocacy efforts with key stakeholders including government.
2. Leadership building: The responsible party will strengthen the leadership, organizing and network building capacity of individuals / women involved in sex work using intersectional feminist pedagogy<sup>10</sup>.
3. Organizing and network building: Advocacy with other relevant networks on women's rights to promote the rights of women / individuals involved in sex work will be conducted; with the objective of engaging with the larger women's movement in Nepal on this issue. Further, networking of women involved in sex work will also be supported to monitor the access to and quality of services for marginalized groups including those involved in sex work.
4. Creating platforms for advocacy: This initiative will also strengthen advocacy efforts with the local and provincial governments to integrate an intersectional and LNOB

---

<sup>10</sup> UN Women - Feminist pedagogies in training for gender equality  
[https://trainingcentre.unwomen.org/RESOURCES\\_LIBRARY/Resources\\_Centre/02%20Feminist%20Pedagogies%20.pdf](https://trainingcentre.unwomen.org/RESOURCES_LIBRARY/Resources_Centre/02%20Feminist%20Pedagogies%20.pdf)

perspective by recognizing and prioritizing needs of groups that are ‘invisibilised’ such as those involved in sex work, and their children, in local development plans, and humanitarian efforts. Two policy briefs with specific recommendations for local, provincial and federal government to address gaps in the legal framework as well as strengthen access of women/individuals in sex work to services (including for GBV), information, justice mechanisms and livelihood opportunities will be developed. These will be disseminated through a national level dialogue on the rights of people involved in sex work.

A series of interactions with key stakeholders such as Nepal Police, Ministry of Women, Children and Senior Citizen (MoWCSC), National Women Commission, other relevant ministries and local elected leaders on addressing the needs of individuals involved in sex work in Nepal, will be organized. These will be led by feminist legal experts in coordination with the select responsible parties and the networks of individuals involved in sex work in Nepal. The objective will be to raise awareness on the rights of those involved in sex work in the current pandemic situation; and how they can be supported to access existing services and government programmes. These will contribute towards ongoing efforts to advocate for equality, social justice, the decriminalization of the sex work. These interactions will centre the needs, experiences and perspectives of those involved in sex work, who are subjected to the most acute marginalization i.e. those that are most likely to be left behind.

**d) Documentation and Learning**

Two dedicated longitudinal studies will be carried out to assess the existing policy frameworks, socio-economic and political context. The data collection (quantitative and qualitative) is to be carried out in different points throughout the implementation of the pilot to ensure decision making and course correction as required. A light touch baseline and end-line study should be planned as part of these longitudinal studies in consultation with UN Women for the three components of the programme (a) cash/in-kind support, (b) reskilling and (c) leadership and advocacy. The end-line study report will include a section on process documentation and recommendations on scalability and replicability. The approach will be rooted in an intersectional feminist analysis and the LNOB principle and will support the leadership and epistemic autonomy of individuals involved in sex work.

**5. Target Group/Constituency**

The initiative should target 500 individuals from diverse groups in Province 3, who are involved in sex work. In terms of diversity among this group, this should include as wide a representation as possible of sexual and gender minorities, single women, adolescent women and girls, women with disabilities, women living with HIV, pregnant and lactating women, homeless/destitute women, women involved in wage work and daily labour etc. In line with UN Women’s LNOB approach, we will centre those that are most likely to be left behind.

**6. Scope of the assignment**

Please refer to *Annex 1*

**7. Expected Results and Monitoring mechanism**



Outcome: Individuals involved in sex work in Nepal have voice, choice and agency to exercise their human rights and live dignified life free from violence and discrimination

Indicators:

- Percentage of project participants who self-report increased confidence to exercise leadership to engage in advocacy
- Evidence of shifts in the narratives of project participants on dignity of their personal/collective identity
- Percentage of policy recommendations made through dialogue platforms between rights holders and duty bearers accepted by the local, provincial and federal government.

Output- Excluded groups<sup>11</sup> have strengthened leadership capacity, voice and agency to demand accountability and transparency for inclusive governance and access to justice at the federal and local levels advancing the implementation of SDG 5 and 16

Indicators:

- Number of project participants who received comprehensive relief package and livelihood support.
- Number of project participants benefitting from access to vocational, entrepreneurial and leadership development opportunities.
- Number of businesses launched through the project
- Number of project participants engaged for the advancement of SDG 5 and 16 implementation on inclusive governance and justice through dialogue mechanism to promote gender equality and its intersections and social inclusion

UN Women follows a results-based monitoring system. In light of this, the organisation applying should include a detailed monitoring plan to collect both quantitative and qualitative data in a regular period. Once selected the partner agency should report the progress on the Outputs and indicators using the UN Women Standard performance monitoring framework. The activities and output results to be reported on a quarterly basis. The partner agency should propose a unique identifier code to keep track of the right holders, avoid duplication and ensuring confidentiality. Further, pre and post-assessments for all capacity development initiatives, the feedback loop for community mobilization efforts and dissemination plan for all knowledge products/policy briefs should be developed under this initiative.

## **8. Geographic locations**

The initiative will be rolled out on a pilot basis in province 3 in collaboration with women's organizations, initially targeting 500 sex workers. The rationale for selection of local government unit and districts should be included in the proposal.

## **9. Time frame**

---

<sup>11</sup> UN Women Nepal - Women's Economic Empowerment Strategy, 2019-2027 focuses on 10 priority excluded groups. They are rural women farmers; women victim/survivors of trafficking; returnee women migrant workers; women living with and affected by HIV/AIDS; home-based workers; conflict affected women; Dalit women; women with disabilities; lesbian, bisexual, trans and Intersex (LBTI); and women/trans sex workers

15 May 2021- 30 November 2022

### **Reporting requirements**

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

### **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, intersectionality, and gender sensitivity
- Strategic partnership
- Knowledge sharing and resource mobilization
- LNOB
- Do not Harm

### **Eligibility criteria**

- Proven technical competencies in the application of human rights-based and intersectional feminist approaches to advance gender equality and for ensuring the voices and needs of those involved in sex work as rights holders
- Demonstrable organizational experience in working with those involved in the sex work from the right-based approach and ability to facilitate the formation of a consortium of diverse individuals involved in sex work and reflect it well in the applied proposal
- Sound knowledge and technical expertise on gender and intersectionality in humanitarian action
- Demonstrable experience in implementing programmes on gender equality and women's empowerment, rooted in an intersectional feminist approach, and in formulating result-oriented programme, monitoring programme based on indicators and quality reporting
- Proven organizational experience in building strategic partnerships, connections and networks with relevant partners, including government agencies, community-based organizations, CSOs at the provincial local level
- Demonstrable commitment to working with women, girls and other genders that are economically, socially, culturally, or otherwise excluded, excluded and/or marginalized.

### **Team composition**

In order to manage and coordinate the intervention in an effective and timely manner, the partner agency/consortium is requested to establish a management team in charge of day-to-day management and operations of the training as well as communication and 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 and strong working experience with excluded groups in the development/humanitarian context (2) two project officers (3) One Monitoring and Documentation Officer and (3) One Finance Officer.

The agency/consortium can propose other relevant and justifiable human resources in addition to the management team to manage and coordinate the assigned tasks and responsibilities in an effective and timely manner. Agencies are required to provide detailed job descriptions and

qualifications and experiences of the proposed human resources. Qualifications and experience of additional human resources will be evaluated as the overall capacity of human resources of the partner agencies.

## Annex 1- Scope of assignment

Activity	Description	Quantity/unit	Periodicity	Remarks
<b>1. In-kind Support – food and non-food</b>				
<b>Procure and distribute food items</b>	Rice-30 kg; Lentils-3 kg, Salt-1 kg, Cooking oil-2 liters; Cereals-1kg; Sugar-2 kg)	500 individuals	Monthly basis for 3 months	This is for an average HH of 5 persons
<b>Procure and distribute non-food items/essential supplies</b>	Soap-6pcs, Detergent-1 kg, Sanitary pad (cotton pad):- 12 pcs  Basic medicine such as Paracetamol (30 tablets), Dettol (1 bottle), Cotton (1 roll) and ORS (6 packets)	500 individuals	Monthly basis for 3 months	This is for an average HH of 5 persons
<b>Procure and distribute energy saving /solar energy equipment</b>	1 Gas stove and 1 LPG  or  1 induction cook-stoves and utensils	500 individuals	One time	
<b>Procure and distribute seeds/vermi-compost</b>	Seed bag (50gm of Brinjal, 50gm of Chili, 50gm of Radish Seed, 50gm of bitter gourd)  Vermi Compost (Organic	Minimum 200 individuals  Minimum 200 individuals	One time  One time	This should be distributed to those having some space with kitchen gardens in provinces

	Fertilizer) (2 Pkt = 4 Kg per HH)			
<b>Procure and distribute smart mobile phones and data cards</b>	1 standard/basic mobile phone (not exceeding NPR 3000 per set)  Data card (of NPR 1,000)	500 individuals	One	
<b>II. Essential services and information</b>				
<b>Provide online training to counsellors and engage them to provide counselling support to project participants through telephone and online platforms. The training should also include content around intersectionality in order to ensure that counsellors work within an anti-oppressive approach. In addition, provide participants support with information on essential health services including psycho-social support, trauma counselling, access to legal assistance, GBV related support, linkage to sexually transmitted infection clinics and</b>	Online training to counsellors	25 persons in the province	Eight 2-hour sessions in two months  Half-day refresher training on counseling in subsequent months	

information on safe sex negotiation				
<b>III. Support for cash-based intervention</b>				
Coordination support to implement cash-based support programmes for those involved in sex work and are invisibilised in society			On-going	
<p>Support selection of individuals eligible for cash-based support programme. The selection will be done by forming an independent selection committee comprising of local women leaders, representative of network of individuals involved in sex work and the members from all consortium partners. The selected responsible party will draft the eligibility criteria for cash-based support programmes and finalise in consultation with UN Women.</p> <p>In case the selected project participants do not have a bank account, support</p>			One time per cycle	

project participants to open a bank account in the nearby bank.				
Sensitize community members on the objective of cash-based support programme, eligibility criteria for the support and targeted utility of cash provided to the beneficiaries.		Two awareness-raising programmes per district in the local language	Two per district during the project period	
Submit the post support monitoring report on the impact of cash-based support			One time per cycle	The report should include at least five human interest stories from among the supported households.
<b>IV. Movement building</b>				
Leadership building, organizing and network building		Creating a space for individuals involved in sex work to come together and discuss their issues in relation to their identity and network building  15 facilitated discussion series (three hours each) with the participants will be planned		
Advocacy for the linkage with of		Eight meetings	Quarterly	

larger right based women networks				
<p><b>Dialogue series with service providers/law enforcement authorities both at the federal and local level</b></p>		<p>Minimum five meetings/consultations per LGU. Minimum eight dialogue series at the federal level</p>	<p>Intermittent</p>	<p>These meetings should be conducted in line with WHO and GoN guidelines, keeping in mind physical distancing and hygiene protocol. Physical meetings should be planned only after lockdown is lifted, with not more than 15 persons</p>





<b>Provide accompaniment support to project participants to access digital services and financial services /government support</b>		At least 50% of project participants		

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

**Call for proposal**

**Description of Services: Advancing the rights of women engaged in sex work in the COVID 19 context**

**CFP No. UNW-AP-NPL- CFP-2021-002**

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 (submission of the valid organization register at District Administration Office and Social Welfare Council and its translated version in English)	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>12</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>13</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>12</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>13</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-2021-002

#### 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-2021-002**

##### 2. Cost of proposal

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

##### 3. Eligibility

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

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

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

## 5. Clarification of CFP documents

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

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

## 6. Amendments to CFP documents

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

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

## 1. Language of proposal

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

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

## 2. Submission of proposal

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

All proposals should be sent by 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	10 points
2	Organization’s mandate is relevant to the work to be undertaken in the TORs	10 points
3.	Applied through consortium of organizations with relevant expertise	15 points
4	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	35 points
	TOTAL	70 points

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

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

Formula for computing points:  
 Points = (A/B) Financial Points

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

**12. Preparation of proposal**

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

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

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

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

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

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

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

Part of proposal	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

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

**13 Format and signing of proposal**

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

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be 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 [ 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: Advancing the rights of women engaged in sex work in the COVID 19 context

CFP No. UNW-AP-NPL- CFP-2021-002

#### 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>14</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>14</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: Advancing the rights of women engaged in sex work in the COVID 19 context**

**CFP No: UNW-AP-NPL- CFP-2021-002**

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: Advancing the rights of women engaged in sex work in the COVID 19 context

CFP No.. UNW-AP-NPL- CFP-2021-002

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration (Valid Organization Registration and Affiliation with Social Welfare Council and its English Translation)	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="https://www.un.org/womenwatch/dsg/2003/13">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	

