**Annex B**

**Call for Proposal (CFP) Template for Responsible Parties**

**(For Civil Society Organizations- CSOs)**

**Section 1**

**CFP No: UNW-ESA-KCO-CFP-2021-001**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage 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 on 11:59 pm on 30th March 2021.

**The budget range for this proposal should be** Min. USD 100,000 – Max. USD 500,000 over the course of 2 years. For a proposal containing infrastructural components towards support of project implementation (specifically, the establishment of an auto repair and maintenance garage and/or the establishment of a multi-purpose centre), the maximum budget will be USD 1,000,000.

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-2** Template for proposal submission with the attachments of Template I. PCA Logframe Template II. Monitoring and Evaluation Plan, and Template III. Quarterly Workplan and Budget  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
| **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |  |

Interested proponents may obtain further information by contacting this email address: cfp.enquiries@unwomen.org

1. **Proposal data sheet for Responsible Parties**

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| **Program/Project:** | **Requests for clarifications due:** | |
| Enhancing Women’s Resilience in Refugee Camps and Host Communities | **Date: 23rd March 2021** | **Time: 9:00 am** |
|  | **(via e-mail)** | |
|  |  | |
| **Email:** [**cfp.enquiries@unwomen.org**](mailto:cfp.enquiries@unwomen.org) | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date: 25th March 2021** | **Time: 9:00pm** |
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|  | **Proposal due:** | |
| **Issue date: 10th March 2021** | **Date: 30nd March 2021** | **Time: 11:59pm** |
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|  | **Planned award date:** |  |
|  | **Date: 30th April 2021** |  |
|  | **Planned contract start-date / delivery date (on or before): May 2021** | |
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1. **UN Women Terms of Reference**

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| 1. **Introduction**    1. ***A. Background/Context for required services/results***   Kenya is affected by regional instability and spill-over effects from politically unstable and neighbors experience internal conflicts such as Somalia, South Sudan and others within the Great Lakes Region. Kenya currently hosts two refugee camps: Dadaab Refugee Camp, established in 1991 and Kakuma Refugee Camp, established in 1992. Both camps continue to receive new arrivals fleeing from conflict and political instability in neighboring countries. According to the latest UNHCR figures of December 2020, Dadaab is currently home to 223,420 refugees, predominantly from Somalia, while Kakuma hosts 200,536 refugees mainly from South Sudan, the Democratic Republic of Congo, Ethiopia and Burundi[[1]](#footnote-2). The duration of displacement is becoming longer, and refugees spend 17 years on average living in refugee camps in Kenya[[2]](#footnote-3). Some nationals are repeatedly displaced due to recurrent conflicts in addition to natural disasters induced by climate change.  In response to the long-term nature of forced migration and to promote self-reliance and cohesion between refugee and host communities, the Kalobeyei Integrated Social and Economic Development Programme (KISEDP) was launched in Turkana County to develop the local economy and service delivery at Kalobeyei. The objective of the development programme is to promote the self-reliance of refugees and host communities by providing them with better livelihood opportunities and enhanced local capacities for service delivery. This is considered as a major paradigm shift in the humanitarian community and a Kalobeyei model enables refugees to be more self-reliant in the long term. The World Bank indicates that the intervention can help foster more productive socio-economic interactions between refugees and host communities, and thus leverage the refugee presence for broader development[[3]](#footnote-4).  Many refugees in Kenya remain economically vulnerable and humanitarian assistance remains the main source of income[[4]](#footnote-5). In terms of livelihood activities, many of the women refugee businesses are small and informal and at early stages of development. Although host community households adopt a range of different livelihood strategies, widespread poverty still prevails. In Turkana County, 84% of the population in Turkana West Sub-County lives below the poverty line, and in Garissa County, poverty stands at 73%[[5]](#footnote-6).  Women in the refugee and host community context are in many cases constrained by the lack of specialized skills or capital to start a business enterprise, and low literacy levels. Improved access to capital and external markets for refugee and host community women will contribute to not only enhancement of their livelihood opportunities and reduction on the need for high levels of humanitarian assistance, but also development for local economies given that women constitute nearly half of the population.  In addition, Sexual and Gender-based Violence (SGBV) remains persistent during displacement and women are the main victims of gender-based crimes. An estimated one in five refugees or displaced women in humanitarian settings have experienced sexual violence[[6]](#footnote-7). The main contributing factor is that community-based structures that determine moral and social standards and behavior are often weakened or destroyed during conflict and take a long time to rebuild. Domestic violence also puts the safety and security of women and girls at risk and limits their ability to move freely, access to support, and participate in community activities. Their limited access to education and vocational training often leads to women engaging in low-paid informal work, which is associated with increase in their risks to SGBV. Women and girls from the host communities face similar challenges due to high poverty levels, limited access to decent livelihoods, inadequate protection measures, negative and harmful cultural practices, regular exposure to conflict, flood, drought and other disasters. Multi-sectoral services to respond to SGBV remain limited. Most available services are small scale and under-resourced, resulting in most survivors being unable to access quality and comprehensive support.  Hosting displaced population increases Kenya’s risk to transnational crime such as violent extremism (VE), terrorism, human trafficking and proliferation of small arms and light weapons. Security challenges were exacerbated as Kenya was ranked 125 out of 168 countries by Global Peace Index in 2020, assessed by the level of safety and security in society[[7]](#footnote-8). This is a deterioration from 2019 where it ranked 119 globally. The Global Terrorism Index placed Kenya at 21 of 138 countries most impacted by terrorism in 2019 due to continuous terrorist attacks in the country[[8]](#footnote-9). According to the National Counter Terrorism Centre (NCTC) in Kenya, there have been over 200 terror attacks, leading to 1,000 fatalities and 6,000 injured Kenyans since the 1998 US Embassy bombings[[9]](#footnote-10). Specifically, Dadaab Refugee Camp, located in Garissa County, has been identified as a county that is prone to VE and terrorism.  Women and girls who have experienced conflict and crises, including violent extremism, face a range of barriers and protection challenges. These range from systematic sexual and gender-based violence, to restrictions on education, limited access to livelihood opportunities and vocational training, access to basic services and participation in public life. Women and girls from the host communities face similar challenges due to high poverty levels, limited access to decent livelihoods, inadequate protection measures and regular exposure to conflict, drought and other disasters. Furthermore, the capacities, knowledge and skills of women living in refugee and host community settings are not utilized to inform humanitarian response and programming.  Women’s empowerment contributes to success of peace processes and the achievement of sustainable peace, accelerate economic recovery, strengthen peace support operations, improve humanitarian aid and assist in preventing violent extremism. Lack of political will and accountability, resourcing and institutional and attitudinal barriers contribute to the gap between robust normative frameworks and limited implementation of women, peace and security commitments.  In response, the Government of Kenya developed and launched its second-generation National Action Plan for UNSCR 1325 on Women, Peace and Security [[10]](#footnote-11) (KNAP II) (2020-2024), with the technical support from UN Women. KNAP II provides a framework to amplify voices of women, including young women at grassroots, county and national level, to meaningfully participate in conflict prevention, peace-building relief and recovery and sustaining peace. This is in line with principle of Leave No One Behind. KNAP II emphasizes on gender equality in peace and security, including VE and humanitarian action as well as seeks to enhance cohesion and resilience by influencing policy environment, strengthen institutions and building the capacities of relevant stakeholders and duty bearers on promoting women’s leadership in peace and security and humanitarian action.   * 1. ***B. General Overview of services required/results***   UN Women, through the support of the Government of Japan, seeks to respond to the needs of women and girls through the Women’s Leadership, Empowerment, Access and Protection (LEAP III) project in Turkana County - which hosts Kakuma refugee camp and Kalobeyei Integrated Settlement, and in Garissa County - which hosts Dadaab refugee camp. The project builds on gains, results and lessons learned from the implementation of the “Women’s Leadership, Empowerment, Access & Protection in Crisis Response (LEAP) -South Sudan Displacement and Refugee Crisis”, namely LEAP Phase I, and “Women’s Leadership, Empowerment, Access & Protection in Crisis Response (LEAP): Promoting the Empowerment of Women and Girls within the Humanitarian- Development Nexus in Kenya”, called LEAP Phase II. The project is grounded in the tenets of the Women, Peace and Security (WPS) Agenda- specifically UNSCR 1325 and UNSCR 2242 which articulates the linkage between the WPS agenda and efforts to prevent and counter violent extremism (P/CVE) and terrorism.  The project contributes to the goal of gender, peace and security as envisioned in the 2030 Development Agenda and Sustainable Development Goals (SDGs) - particularly SDG 1 (no poverty), 2 (zero hunger), 5 (gender equality), 8 (on decent work and economic growth), and 10 (reducing inequality), 16 (peace, justice and strong institutions) and 17 (partnerships). The Programme also responds to the UN Secretary General’s Comprehensive Regional Prevention Strategy for the Horn of Africa and the UN Priority Agenda on Prevention and Sustaining Peace.  It also contributes to the UN Women Kenya Country Strategic Note (2019-2022) strategic objective 4, Women in Peace and Security and Humanitarian Sector and is premised on UN Women Global Strategic Plan, Outcome 5, “Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and humanitarian action”.  At the national level, the project has a strategic alignment to national development priorities of Kenya Vision 2030, the Medium-Term Plan (MTP) III (2018-2022), and Kenya National Action Plan on UNSCR 1325 (2020-2024), which is translated in the United Nations Development Assistance Framework (UNDAF) Strategic Result Area (SRA) I on Transformative Governance; outcome 1.3: “People in Kenya live in a secure, peaceful, inclusive and cohesive society” and SRA II on Human Capital Development, Outcome 2.8: “By 2022, individuals and communities in Kenya have reduced exposure to risks and are more resilient to disasters and emergencies”.  The overall objective of this project is to bring positive impact on the lives of women and girls affected by crisis and contribute to the promotion of women’s and girls’ resilience and social stabilization through gender mainstreaming in peace processes, capacity development of women, sustainable livelihoods and social cohesion among displaced women and girls and host communities. The project seeks to enhance women’s meaningful participation and influence in conflict prevention, specifically violent extremism, peace building and social cohesion, as well as seek to increase women’s access to sustainable livelihood opportunities and enhance protection mechanisms in humanitarian settings.  The overall goal of the LEAP III is that “*Women in refugee and host communities will lead and participate in peace, security and humanitarian processes, and vulnerable women and girls benefit from protection mechanisms and enhance resilience and self-reliance through women’s economic empowerment”.*   * **Outcome 1**: Women meaningfully participate and influence peace and security initiatives and humanitarian processes.   + **Output: 1.1**: Women’s capacity to participate and influence policymaking and programming on conflict prevention, peace and security and humanitarian action increased. * **Outcome 2**: Women are economically empowered, have access to humanitarian services, and their protection and safety are strengthened against all forms of violence and exploitation.   + **Output 2.1**: Refugee and host communities’ women and girls have new sources of income and economic opportunities through skill and livelihood development.   + **Output 2.2**: Vulnerable women and girls have increased access to effective services & protection mechanisms through social spaces in refugee and host communities. |
| 1. **Description of required services/results**   To achieve the results above, UN Women is calling for proposals from national and international women’s organizations, civil society organizations and non-governmental organizations to achieve Outcomes 1 and 2 and support the empowerment of women and girls living in refugee and host communities in Kenya.  Organizations can develop a proposal by selecting following Outcomes, Outputs, Indicators, and Activities based on the organization’s areas of expertise. Each organization can submit only one proposal through integrating Outcome 1 and 2 or targeting only one or two Output(s). A variety of entry points are eligible for funding, some of which are stated below as Expected Activities for consideration. Organizations can also include additional activities in proposals which contribute to the given Outcomes and Outputs. In addition, UN Women will consider funding proposals that contain innovative approaches and creative means that advance the rights of women and girls in the refugee and host communities settings.  **Outcome 1**: Women meaningfully participate and influence peace and security initiatives and humanitarian processes.   * **Outcome Indicator** **1.a**. Number of women influencing peace and security processes at national and county level * **Outcome Indicator 1.b**. Number of gender responsive policies, strategies and frameworks on WPS, P/CVE and disaster risk reduction with UN Women support * **Outcome Indicator 1.c**. Number of advocacy initiatives by peace builders to advance WPS agenda with UN Women support   **Output: 1.1**: Women’s capacity to participate and influence policymaking and programming on conflict prevention, peace and security and humanitarian action increased.  **Expected activities:**   * Support Garissa County in the development and implementation of a gender-responsive Action Plan for P/CVE in Dadaab refugee camp and its surrounding community in line with the Garissa County Action Plan on P/CVE and Kenya's National Strategy to Counter Violent Extremism. * Promote the participation of women leaders and women’s organizations in discussion for the development of the Action Plan for P/CVE in Dadaab and collaborate with women’s organizations and networks for the implementation of the Action Plan. * Monitor the proper implementation of the Action Plan for P/CVE in Dadaab and report the extent of women’s participation and their roles in such initiatives, and the impact on women. * Generate evidence on specific gender benchmarks in P/CVE and WPS efforts in Dadaab as well as Kenya in large[[11]](#footnote-12). * Conduct training for County Peace Committees members in Turkana and Garissa Counties and women leaders on gender mainstreaming in peace processes, the localization of Kenya National Action Plan (KNAP) II on the implementation of UNSCR 1325 on the Relief and Recovery pillar and the National Strategy to Counter Violent Extremism on the Gender pillar and gender-responsive humanitarian action, conflict transformation and Disaster Risk Reduction. * Conduct community awareness and advocacy campaigns in Kakuma and Dadaab refugee camps, Kalobeyei Integrated Settlement, and host communities on positive social norms and attitudes for an inclusive approach that engages men and boys as well as community and religious leaders to advance gender equality in decision making in humanitarian and peace and security in line with KNAP II. The campaigns can be conducted along with international day events such as International Women’s Day, International Day of Peace, World Refugee Day, International Day of the Girl Child and 16 Days of Activism against Gender-Based Violence. * Promote partnerships with and between local women’s organizations and build local ownership and support community outreach programmes that raise awareness on KNAP II and inform women on the prevention of the radicalization in their households and neighbourhood as well as the responses to VE and SGBV in Kakuma and Dadaab refugee camps, host communities and Kalobeyei Integrated Settlement,.   **Outcome 2**: Women are economically empowered, have access to humanitarian services, and their protection and safety are strengthened against all forms of violence and exploitation.   * **Outcome Indicator 2.a**. Proportion of women and girls accessing timely DRR and humanitarian services with UN Women support   **Output 2.1**: Refugee and host communities’ women and girls have new sources of income and economic opportunities through skill and livelihood development.  **Expected activities:**   * Provide training on vocation skills and knowledge of business development for refugee and host community women and youth in Kalobeyei Integrate Settlement, Dadaab refugee camp and host communities such as ICT (basic computer literacy as well as web development and graphic design), art and craft and handicrafts production, climate smart agriculture and livestock production, vehicle repair and maintenance, building construction, solar installation, tailoring (such as face masks/dresses/uniforms/reusable sanitary pad production), journalism (with a focus on gender equality and women empowerment), and sales and marketing. * Provide financial and technical support to women and youth vocation trainees through the establishment of self-help groups (SHG) and support to SHGs’ legal registration process and strengthened linkages with financial institutions and grant and loan opportunities in Kalobeyei Integrate Settlement, Dadaab refugee camp and host communities. * In partnership with a tertiary institution/ a vocation collage/ a private academy/ the private sector, develop professional skills for women and youth in automotive repair and maintenance or any other fields in infrastructure and equipment or Science, Technology, Engineering and Mathematics (STEM) in line with Kenya Vision 2030 in Kakuma refugee camp, host communities and Kalobeyei Integrated Settlement. * Establish an auto repair and maintenance garage equipped with auto repair machines and tools, a roadside assistance truck, spare parts, solar power system, water treatment system and public transportation, where automotive mechanic trainees can enhance their skills through on-the-job-training and women mechanics have safe access to their workplace in Kakuma or Kalobeyei Integrated Settlement. * Upgrade women entrepreneurs’ workspace and include childcare facility such as an artisans’ workshop and a computer centre to create a women-friendly work environment in Kalobeyei Integrated Settlement, Dadaab refugee camp and host communities. * Strengthen capacities of women entrepreneurs and women’s small and medium-sized enterprises (SME) and enhance market linkages in Kakuma and Dadaab refugee camps, host communities and Kalobeyei Integrated Settlement such as online marketing tools, export marketing and partnerships with the private sector. * Develop communication products (such as human-interest stories, success stories, documentaries and short films) in Kakuma and Dadaab refugee camps, host communities and Kalobeyei Integrated Settlement and disseminate the developed products or organize events to raise public awareness on gender equality and women empowerment at refugee camp, county, national and/or international levels[[12]](#footnote-13).   **Output 2.2**: Vulnerable women and girls have increased access to effective services & protection mechanisms through social spaces in refugee and host communities.  **Expected activities:**   * Establish a multi-purpose centre in Dadaab refugee camp or host communities, called “Women Empowerment Centre”, dedicated to women and girls and provide multi-sectoral services (such as support for SGBV and VE victims, livelihoods and leadership/mentorship programmes). Procure equipment for livelihood activities in the Women Empowerment Centre in the support for SGBV and VE survivors and their families to live independently and in safety and with dignity. * Train police officers on safely responding to incidents of SGBV according to established protocols that adhere to SGBV guidelines; support the establishment or up scaling of Gender Desks in police stations; and support the appointment of SGBV officers in the Gender Desks in Kakuma and Dadaab refugee camps, host communities, and Kalobeyei Integrated Settlement. * Provide psychosocial care and support to assist with healing and recovery from emotional, psychological and social effects for women and girls affected by violent conflicts and extremism, disasters, SGBV and other crises, including crisis care, longer term emotional and practical support, and information and advocacy in Kakuma and Dadaab refugee camps, host communities and Kalobeyei Integrated Settlement. * Provide medical treatment and health care for women and girls to address the immediate and long-term physical and mental health effects of violent conflicts and extremism, disasters, SGBV and other crises, including initial examination and treatment, follow-up medical care, and health-related legal services, such as preparation of documentation in Kakuma and Dadaab refugee camps, host communities and Kalobeyei Integrated Settlement. * Provide safety and protection for survivors and their families who are at risk of further violence, and who wish to be protected through safe shelters, police or community security, and relocation in Kakuma and Dadaab refugee camps, host communities, and Kalobeyei Integrated Settlement. * Enhance legal (informal and formal) and law enforcement services that can promote or support survivors to access legal rights, redress and protections, including but not limited to legal aid services in Kakuma and Dadaab refugee camps, host communities, and Kalobeyei Integrated Settlement. * Capacitate SGBV staff in CSOs, community-based organizations and women’s organizations to support SGBV survivors effectively and efficiently in Kakuma and Dadaab refugee camps, host communities, and Kalobeyei Integrated Settlement. * Generate evidence on capacity gaps and quality of engagement of local women’s organizations and networks, or women-led self-organized groups (consisted of women refugees) in humanitarian decision making, SGBV programming or community protection mechanisms to prevent and respond to SGBV[[13]](#footnote-14) in Kakuma and Dadaab refugee camps, host communities and Kalobeyei Integrated Settlement and disseminate the knowledge products at refugee camp, county, national and/or international levels.   **Guiding principles in the designing of the project:**  Interested organizations are encouraged to utilize a combination of strategies that will contribute to achieving the desired results, while cognizant of the WPS agenda, human rights, governance, and a long-term development in refugee and host communities in Kenya as follows:   * *Human rights based and gender responsive approaches* that place first priority on promoting, protecting and fulfilling the human rights of women and girls, as well as strengthening institutional capacities at local levels to eliminate all forms of discrimination against women.      * *Holistic responses* that address women’s inter-related rights and needs, including safety, access to health and economic security. * *Innovative approaches:* UN Women seeks for proposals with innovative approaches that will apply past lessons of women, peace and security- with clear demonstration of how the lessons have been applied (demonstrate how you are applying what worked, and how you are adapting approaches that were not so successful). In addition, UN Women welcomes adaptive strategies to the COVID-19 pandemic for timely project delivery in proposals. * *Coordination and synergies with others:* UN Women seeks proposals that clearly demonstrates synergies and coordination with other programmes and actors. Leveraging of partner strengths from existing and ongoing interventions ought to be highlighted. It is highly encouraged that proposals demonstrate how UN Women resources will complement existing resources, thus ensuring cost effective programming and limited redundancies. * *Value for money and delivery of tangible results:* UN Women seeks proposals that will clearly demonstrate how tangible results will be delivered, clear articulation of results including numbers (especially responding to the targets in the log frames), identifying and reaching different groups of women including rural women, women in hard to reach areas and demonstration of rate of return on investment and application of cost effectiveness. Proposals must demonstrate sustainability measures. |
| 1. **Timeframe: Start date and end date for completion of required services/results**   The award will cover a period of 24 months from 3rd May 2021 – 30th April 2023; thus, UN Women encourages applying organizations to be realistic about their ambitions and the likely results to be achieved and to be flexible in the proposals submitted.  Applicants must present a proposal of which activities are deliverable and expected results are achievable bearing in mind the COVID-19 pandemic challenges, while complying with all the government’s directives and regulations. The extension of the project period will not be allowed even if the project implementation is affected by the COVID-19 pandemic, natural disasters or other crises. |
| 1. **Competencies:**   **Technical/functional competencies required.**   * Extensive experience working on women, peace and security and humanitarian action in Kenya * Experience working on gender equality and the empowerment of women agenda and strengthening women’s movements and networks coordination at local and national level. * Extensive experience in working with community and national CSOs and international NGOs on gender equality and empowerment of women in any of the above outcomes. * Extensive experience in working in both refugee camps and targeted counties. Having presence of not less than 12 months prior to this call (including an office and resident staff). * Experience of working with marginalized groups following the Leaving No One Behind (LNOB) principle, especially persons with disabilities. * Extensive experience in project management - planning, implementation, coordination, monitoring and evaluation, donor reporting and capacity building. * Experience in developing and implementing successful long-term advocacy and communication strategies on gender equality and women’s empowerment issues   **Other Conditions**  The call is limited to the counties specified under this call. Kakuma refugee camp / Kalobeyei Integrated Settlement and host communities (Turkana County) Dadaab refugee camp and host communities (Garissa County). Host communities include the surrounding communities of refugee camps as well as Turkana County and Garissa County in large.   * The proposed project will be implemented at:  1. Kakuma refugee camp, host communities, and Kalobeyei Integrated Settlement 2. Dadaab refugee camp and host communities   or   1. Kakuma and Dadaab refugee camps, host communities, and Kalobeyei Integrated Settlement.   The Proponent must select one geographical location from (a), (b) or (c). One location, such as only Kakuma refugee camp or host community, would not be accepted. The proponent can include both counties (Turkana and Garissa Counties) or only select one county (Turkana Country or Garissa County) in the proposal depending on the area of work.  Please specify the geographical location(s) where the organization plans to implement the proposed project. For example Kakuma refugee camp / Kalobeyei Integrated Settlement and host communities (Turkana County) or Dadaab refugee camp and host communities (Garissa County) on the first page of the Annex B-2 Template for Technical Proposal Submission.   * Based on the organization’s areas of expertise, the organization can submit a proposal responding to:   (a) Output 1.1  (b) Output 2.1  (c) Output 2.2  (d) Output 1.1 and 2.1  (e) Output 1.1 and 2.2  (f) Output 2.1 and 2.2  Or  (g) Output 1.1, 2.1 and 2.2  Clarify which output(s) applicants responding to in the proposal. Select from Output 1.1 / Output 2.1 / Output 2.2 in the first page of Annex B-2 Template for Technical Proposal Submission.   * Proposals and Logframe should be fully aligned with the given Outcome(s), Outcome Indicators(s), Output(s). * Organizations can submit only one proposal for this call. Proposals from a consortium of organizations will be accepted. * Preference is given to proponents with gender balance in their staff, board membership and leadership positions. |
| 1. **Who can apply?**  * **Women-led and women’s rights organizations,** including civil society, that are legally registered in Kenya, that have specialised knowledge, expertise and track record of working in women’s human rights, peace and security, humanitarian action and Disaster Risk Reduction programming, including but not limited to: non-governmental organizations, community-based organizations and advocacy networks (at national or sub-national level). * **Youth led and Youth focused organizations** that are legally registered in Kenya and have specialized knowledge, expertise and track record of working on youth and girls’ rights * **Organizations working in marginalized and hard to reach areas in line with LNOB-principle** * **International and national civil society organizations** that are legally registered in Kenya, have presence in the focused counties and have astrong track record of programming on gender equality and women’s empowerment * **Operational research institutions** who have technical expertise on gender equality   **Non-eligible applicants**  The following are NOT eligible to apply to this call for proposal:   * Government agencies or institutions * UN agencies * Bilateral or multilateral organizations, financial institutions, development agencies * Private sector entities * Private individuals |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services: Enhancing Women’s Resilience in Refugee Camps and Host Communities**

**CFP No. UNW-ESA-KCO-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.

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| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[14]](#footnote-15) | Yes/No |
| * 1. Confirm proponent has a permanent office and resident staff within the project implementation area for more than 12 months. | Yes/No |
| * 1. Proponent agrees to a site visit at a customer location in the area with a similar scope of work as the one described in this CFP. | Yes/No |
| 1. 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)[[15]](#footnote-16). | Yes/No |
| 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 |
| 1.9 If your proposal contains infrastructure and/or procurement of goods and services in support of project implementation, confirm that proponent obtains valid Pre-qualified for Procurement status issued by UNHCR. | N/A, Yes/No |

**Section 2**

**CFP No. UNW-ESA-KCO-CFP-2021-001**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). Women’s organizations or entities are highly encouraged to apply.
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
   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.
   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.
   7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [cfp.enquiries@unwomen.org](mailto:cfp.enquiries@unwomen.org).
3. **Cost of proposal**
4. 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.
5. **Eligibility**
6. 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.
7. **Mandatory/pre-qualification criteria**
8. 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.
9. 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.
10. **Clarification of CFP documents**
11. 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.
12. 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.
13. **Amendments to CFP documents** 
    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.
    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.
14. **Language of proposal**
    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.
    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.
15. **Submission of proposal**
    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:

[callforproposals.kenya@unwomen.org](mailto:callforproposals.kenya@unwomen.org)

* 1. 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.
  2. 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.
  3. Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

1. **Clarification of proposals**
   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.
2. **Proposal currencies**
   1. All prices shall be quoted in Kenyan Shillings. Oversea procurement can be quoted in USD.
   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.
   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.
3. **Evaluation of technical and financial proposal** 
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
      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 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 10 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 (**components 2, 3, 4 and 5)** | 35 points |
| 4 | The Applicant demonstrates technical skills to develop Logframe, Monitoring and Evaluation Plan and Workplan and Budget **(Template I, II, and III)** | 15 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) x 30 points = 15 points

1. **Preparation of proposal**
   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.
   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.
   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.
   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.
   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.
   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 | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| Part of proposal | **Annex B-2** Template for proposal submission |
| Part of proposal | **Annex B-3** Format of resume for proposed staff |
| Part of proposal | **Annex B-4** Capacity Assessment minimum Documents |

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

1. **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.

1. **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 24 months from May 2021 to April 2023.

**Annex B-2**

**Template for technical proposal submission**

**Call for proposal**

**Description of Services: Enhancing Women’s Resilience in Refugee Camps and Host Communities in Kenya**

**CFP No. UNW-ESA-KCO-CFP-2021-001**

**Output: Select from Output 1.1 / Output 2.1 / Output 2.2**

**Geographical location(s): Select from Kakuma refugee camp / Kalobeyei Integrated Settlement and Host communities (Turkana County) / Dadaab refugee camp and host communities (Garissa County)**

|  |
| --- |
| **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)

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| **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. **Please use Template I. PCA Logframe** to response to this section 2.

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| **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. The communication and visibility activities should be included to document project results and impact as part of accountability to project beneficiaries, stakeholders and donors, transparency in the use of funds and raising awareness on the project impact and gender equality and women empowerment issues.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

|  |
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| **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** (Use the template II. Monitoring and Evaluation Plan)

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 Plan; Implementation

• 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.

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| **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. Please include a risk mitigation strategy for COVID-19 Pandemic independently in this section to describe how expected results are achievable and planned activities are deliverable while adhering to all the Government of Kenya’s regulations on COVID-19.

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

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| **Component 6: Results-Based Budget** (Use Template III. Workplan and Budget) |

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.
* The budget should include the development of communication/ knowledge products to document the project results and lesson learned and visibility cost for UN Women’s donor.

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: Enhancing Women’s Resilience in Refugee Camps and Host Communities in Kenya**

**CFP No. UNW-ESA-KCO-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: Enhancing Women’s Resilience in Refugee Camps and Host Communities in Kenya**

**CFP No. UNW-ESA-KCO-CFP-2021-001**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Legal registration | Mandatory |
| Rules of Governance / Statues of the organization | Mandatory |
| Organogram 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 [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**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 | Optional |

**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 | Optional |

**Client Relationship**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| List of main clients / donors | Mandatory |
| Two references | Mandatory |
| Past reports to clients / donors for last 2 years | Mandatory |

1. UNHCR, Registered refugees and asylum-seekers as of 31 December 2020,

   https://www.unhcr.org/ke/wp-content/uploads/sites/2/2021/01/Kenya-Infographics-31-December-2020.pdf [↑](#footnote-ref-2)
2. UNHCR, Kalobeyei Settlement, https://www.unhcr.org/ke/kalobeyei-settlement [↑](#footnote-ref-3)
3. European Union, “European Union Emergency Trust Fund for Stability and Addressing the Root Causes of Irregular Migration and Displaced Persons in Africa”, https://eutf.akvoapp.org/media/db/project/5454/document/eutf-hoa-kenya-rdpp\_approved%20version%20AD.pdf [↑](#footnote-ref-4)
4. World Bank, “Desk Review on Livelihoods and Self-Reliance for Refugees and Host Communities in Kenya, ”http://documents1.worldbank.org/curated/en/685581553241680189/pdf/135485-WP-P169281-PUBLIC-Livelihoods.pdf [↑](#footnote-ref-5)
5. Ibid. [↑](#footnote-ref-6)
6. Alexander Vu et al, “The Prevalence of Sexual Violence among Female Refugees in Complex Humanitarian Emergencies: a Systematic Review and Meta-analysis”. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4012695/ [↑](#footnote-ref-7)
7. Institute for Economic and Peace, Global Peace Index 2020, http://visionofhumanity.org/app/uploads/2020/06/GPI\_2020\_web.pdf [↑](#footnote-ref-8)
8. Institute for Economic and Peace, Global Terrorism Index 2019, http://visionofhumanity.org/app/uploads/2019/11/GTI-2019web.pdf [↑](#footnote-ref-9)
9. UNDP, “Preventing and Responding to Violent Extremism in Africa: A Development Approach.” https://www.undp.org/content/dam/undp/library/Democratic%20Governance/Local%20Governance/UNDP\_RBA\_Preventing\_csrand\_Responding\_to\_Violent\_Extremism\_2016-19.pdf [↑](#footnote-ref-10)
10. https://www.genderinkenya.org/wp-content/uploads/2020/07/KNAP-II-digital-30-Apr.pdf [↑](#footnote-ref-11)
11. See publications developed by UN Women Kenya Country Office for your reference: https://www.genderinkenya.org/resources/publications/ [↑](#footnote-ref-12)
12. See an example on UN Women’s previous communication activities where documentary series were developed: https://www.unwomen.org/en/news/stories/2019/10/from-where-i-stand-christine-wambulwa [↑](#footnote-ref-13)
13. See publications developed by UN Women Kenya Country Office for your reference: https://www.genderinkenya.org/resources/publications/ [↑](#footnote-ref-14)
14. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-15)
15. 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 [↑](#footnote-ref-16)