**Annex B**

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

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

**Section 1**

**CFP No. (To be filled in by UN Women)**

1. **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 (time) 2400 hrs on (date) 14/04/2021.

**The budget range for this proposal should be** **[USD 100,000.00 – 165,000.00** (Min. – Max.)

|  |  |
| --- | --- |
| **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  **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:  [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org)

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

|  |  |  |
| --- | --- | --- |
| **Program/Project:** **Empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in Zimbabwe.** | **Requests for clarifications due:** | |
|  | **Date: 1 April 2021** | **Time:** **1700hrs** |
| **Program official’s name: Nicea Gumbo** | **(via e-mail)** [nicea.gumbo@unwomen.org](mailto:nicea.gumbo@unwomen.org) | |
| Email: [nicea.gumbo@unwomen.org](mailto:nicea.gumbo@unwomen.org) | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date: 5 April 2021** | **Time: COB (1730hrs)** |
| **Telephone number:** +263 4 338831-44 |  | |
|  | **Proposal due:** | |
| **Issue date: 25 March 2021** | **Date: 14/**04/2021 | **Time:** 2400hrs |
|  |  | |
|  | **Planned award date:** |  |
|  | **1st May 2021** |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  |  | |

**1st  May 2021**

1. **UN Women Terms of Reference**

|  |
| --- |
| * 1. Background/Context for required services/results   **Introduction**  The Empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in ZimbabweProject is a joint initiative of UN Women, UNDP, and ILO, with UN Women being the lead agency. UN Women, ILO and UNDP are joining forces to implement this proposed project under the UNCT’s coordinated response to COVID 19 with support from the UN COVID 19 Response and Recovery Multi Partner Trust Fund (MPTF COVID 19). The programme aims to empower vulnerable women marketers to recover and become resilience from socio economic shocks, in particular the impacts of COVID 19.  The UN Secretary-General established the Fund to respond to the COVID- 19 pandemic and its impacts, including an unprecedented socio-economic shock. The Fund translates the UN Secretary-General’s Call for Solidarity into collective action. The fund’s investments are designed to protect and help accelerate the path towards the 17 Sustainable Development Goals. Under this initiative the UN agencies’ joint efforts aim to address gender inequalities that have been exacerbated by the pandemic. The programme aims to empower vulnerable women marketers through effective participation in safe, inclusive and violence free markets as last mile food distributors. Gender responsive safe markets shall be refurbished/constructed, women entrepreneurship developed, and institutions for gender responsive governance of food supply systems strengthened. The pandemic outbreak has necessitated the need to scale up and broaden the conceptualization of safe markets to include safety from SGBV and disease outbreaks, whilst integrating green energy solutions.  UN WOMEN’s role in supporting the roll out of the Safe Markets programme which promotes gender equality and the social and economic empowerment of market vendors, is through the design and refurbishment/building of gender-responsive infrastructure, and the strengthening of local government institutions to become gender responsive. On the other hand, UNDP is assisting in strengthening a food market platform under Knowledge Transfer Africa (KTA) to efficiently coordinate the farm produce supply chain in Zimbabwe as well as refurbishing priority wholesale food markets in Zimbabwe (Harare - Mbare, Mutare - Chikanga and Bulawayo). Further, leveraging its work in Urban Resilience and in line with the role in early recovery and resilience building, UNDP will support market rehabilitation work, synergizing with already ongoing efforts in this area. The ILO is supporting informal economy operators to enhance their productivity and profitability through various enterprise development interventions, including ensuring occupational health and safety measures are adhered to in workspaces.  The Safe Markets programme therefore seeks to promote gender equality and the social and economic empowerment of women, youth, and other marginalized groups, while also enhancing their safety and security through:  • Safe markets: Infrastructure that is sensitive to community and women’s needs, complies with occupational health and safety regulations (OSH), integrates green energy and digital financial services solutions, and is accompanied by mechanisms and structures to prevent and address gender-based violence and harassment  • Financial security: improved economic security and financial inclusion of women marketers  • Influence and decision making: Increased voice and agency of women in community and market- oriented leadership structures  • Institutional Capacity: Enabling and gender responsive policy framework and capacitated institutions responsible for administration, regulating and monitoring food supply systems in place.  • Inclusive E-solutions for safe markets  The programme’s focus on women and marketplaces is due to the central role the markets play in the lives and livelihoods of both urban and rural women and can be supported to play a central role in economic recovery and resilience from current socio-economic shocks. The joint programme aims also to support government efforts towards decentralization/decongestion of mass markets through development of coordination mechanisms. The programme will target the most vulnerable women vendors who operate in the informal sector and have lost their sources of livelihoods due to lockdown and disruption of food supply chains. To ensure that the diversity of women is fully integrated, the programme will consider all vulnerable women and women and girls who are survivors of sexual gender based violence, women with disabilities and young women who are survivors of harmful practices such as child marriages and sex workers who are or have the potential to participate.  Secondary group of beneficiaries will consist of national and local level institutions that will be capacitated to develop guidelines and regulations to support safe markets and local economic development.  Overall, the Safe markets programme will contribute to the decentralization/decongestion of mass markets, the elimination of violence and sexual harassment at the marketplace, women economic empowerment, and strengthening of institutions for gender responsive governance of food supply systems through the creation of a broad partnership with Government, private sector, civil society, media. The programme’s theory of change is premised on years of evidence, programming and practice, and aims to integrate elements of innovation through e- solutions to ensure women have access and participate in last mile food distribution markets and are economically empowered. The programme is aligned with the National Development Strategy (NDS1), the National Gender Policy, and SDG Goal 5: achieve gender equality and empower all women and girls.  **b. General Overview of services required/results**  **Background & Context**  In Africa, over 4 million people have been infected by the coronavirus in 55 countries, with 109,444 deaths as of 21 March (Africa CDC, 2021). Zimbabwe has not been spared by the pandemic with 36665 recorded cases, 34269 recoveries and 1512 deaths as of 21st March (MoHCC, 2021). COVID 19 has had a strong impact on health systems, formal and informal economies and supplies of essential goods and services. Steps taken to prevent and contain COVID-19, such as restricted movement and quarantine have had immediate impacts on the lives of all Zimbabweans, and to a greater extent on women and girls, the elderly, people living with various communicable and non-communicable diseases, persons with disability and other marginalized groups. The restrictions have removed the limited livelihood opportunities of the population which had found a refuge in the informal economy. The Zimbabwean context includes vulnerabilities such as poverty, over congestion and over population in some communities, porous borders, as well as grossly overcrowded and under equipped health facilities (in terms of drugs, supplies and human resources. The COVID-19 pandemic has made the myriad of challenges faced by the country worse and more visible, aggravating pre-existing vulnerabilities and existing inequalities in the process.  In Zimbabwe, markets are central to the lives and livelihoods of many women and marginalized groups, where urban sellers are engaged in selling 6-7 days a week, and where rural producer – sellers trade at markets each week. However, vendors largely operating in the informal economy have a low ability to adapt to changes in market conditions and to cope with any external shocks and vulnerabilities. COVID-19 has depleted coping mechanisms, eroded their resilience, and left this group extremely vulnerable. The 2019 Zimbabwe Labour Force and Child Labour Survey (LFCLS) estimated that around 976 thousand of the working population aged 15 years and above were in the informal sector of whom 40 percent were in urban areas and 26 percent were in the rural areas. Women aged 15 years and above currently constitute 43% of the population in the informal sector, whereas men constitute 56% (2019 LFCLS).The devastating impact of the COVID restrictions on the informal economy, and markets in particular, has brought national attention to the need to invest in safe markets: in terms of the prevention of markets from becoming disease hotspots, ensuring food safety standards, upscaling occupational safety and health standards (OSH) and promoting the safety and security of women and girls from GBV/SGBV and others forms of harassment in the public space as the main actors in this economy. Indeed, this also presents an opportunity for integrating green energy solutions and digital financial services in food markets as a critical strategy for ensuring more robust recovery and resilience. The lessons of COVID-19 response and recovery will be a blueprint for the next pandemic or outbreak response. Both Ebola and COVID-19 highlight the importance of enforcing food safety and sanitation measures in markets.  Further, gender equality and social norms are critical to the COVID19 recovery process; situation reports, and assessments show that this pandemic has had differential impacts on women, men, boys, and girls. Available evidence points to the fact that women and girls will bear a disproportionate burden of the resultant impacts of the disease, in terms of economic, social and health risks. A combination of disrupted markets, lack of international trade, restricted local trade, limited travel, and mobility restrictions have impacted people’s ability to grow, buy, sell, or prepare the food they need to stay healthy and sustain their families. Most women in the informal sector earn their living through informal markets that have been closed and street vending is strictly prohibited, jeopardizing the livelihoods of informal traders. Food markets in Zimbabwe do not work in a manner that is profitable to the farmers and vendors, who rely entirely on this income, as lots of produce goes to waste. Women vendors continue to face a myriad of challenges such as a lack of fixed prices of their products; oversupply of products such as tomatoes which then drives down the price as most small-scale farmers farm by season; lack of storage capacity; lack of diversification and limited markets which leads to a congested supply system. These challenges are the result of various structural issues.  Markets are not compliant with public health, occupational safety requirements, green energy solutions, and gender related needs making it difficult for women to continue with business as usual during the crisis. The lack of an enabling environment to support women’s viable businesses as well as their participation in decision making also limits engagement of women and girls in economic activities. Disruption of food supply systems and congested markets also need to be addressed to ensure decentralization and functional marketing systems that serve consumers in high density areas, rapidly urbanizing towns, and growth points. There is also limited institutional capacity to address food supply system constraints. The situation has also been compounded by the absence of strong local level policy frameworks as well as limited engagement with key market players, at the macro level whose businesses rely on the participation of women in micro economic activities. Access to and use of formal financial services such as loans, savings, and insurance is nearly non-existent among vendors and because shocks usually leave them bankrupt, more financially excluded and with no hope to raise start-up capital. The need to ensure women are financially included is recognised in the National Financial Inclusion Strategy (2016).  In addition to the infrastructural challenges that are posed by the COVID-19 pandemic, the safety and security of women and girls in markets and other public spaces continues to be a challenge. Zimbabwe’s market vendors are, by and large, women, youth, and marginalized groups such as persons with disabilities. Many of them are extremely poor, depend on the selling of their vegetables for daily subsistence, and have experienced multiple forms of violence in public and private spaces, including sexual violence. In scoping studies conducted by UN Women in the development of the Safe Markets project, it was revealed that women experienced sexual harassment and other forms of sexual violence and extortion on a regular basis. Too often women vendors were displaced from the market premises and forced to sit by busy roadsides or open sewage or trash sites to sell their fruits and vegetables, increasing their risk of suffering violence. The studies also indicated inadequate storage facilities and toilets, raising security and health concerns. The reality of gender-based violence in public spaces infringes upon the rights and freedoms of women and girls as equal citizens to participate in public spaces, especially the economy. In private domains, such as homes, violence against women and girls is now widely recognized as a human rights violation. The under-recognition of SGBV in public spaces is reinforced by the lack of a holistic, multi-sectoral approach and it is exacerbated by limited cooperation among different stakeholders’, local authorities, community leadership, CSOs, the private sector, media, and communities (women, men, and youth) in the design and implementation of safe public spaces programmes.  Globally, digital solutions are emerging as a key pillar in the global fight against COVID-19 yet in Zimbabwe the progress towards harnessing this potential has been slow. Apart from increase in the level of use of ICTs for online meetings by government and corporates and grocery shopping for middle- and high-income market segments /households there is no evidence of wide scale improved application of ICTs in fighting Covid-19 in e-commerce and market re-organisation by poor households, SMEs, and informal sector players in Zimbabwe. Despite the overwhelming evidence that business solutions have transformed and happened through use of digital platforms, there is no corresponding evidence of increased use of ICTs by poor women in both urban and rural settings. The cost of internet, availability of mobile data and infrastructure as well as innovations that suit women food supply chain actors have remained a struggle for many.  It is against this background that UN Women, ILO, and UNDP are joining forces to implement this programme under the UNCT’s coordinated response to COVID 19. UN Women, ILO and UNDP are coming together to implement the programme in a way that creates synergy and complementarity of existing programmes into a cohesive, innovative and gender responsive safe markets model. Currently there are key programmes that the three agencies are implementing that form a strong base for jointly implementing this safe market model, namely the Urban Resilience Programme, the Zimbabwe Resilience Building Fund (ZRBF) programme, Spotlight Programme and the Employment Promotion and Labour Market Governance Programme. The three agencies can thus leverage on each other linking with more ongoing initiatives of agencies for the effective implementation of the project and higher sustainability of food supply value chain (through further integration of online tools and linking new actors. |
| 1. **Description of required services/results [Please elaborate]**   **Objective**  Within, the MPTF Safe Market project, UN Women aims to support, in partnership with a CSO, the refurbishment/establishment of 3 satellite vegetable markets in Harare province to assist vulnerable women who have been operating under unfavourable operating market environments. The project seeks to empower vulnerable women marketers for recovery and resilience from socio economic shocks, through effective participation in safe, inclusive and violence free markets as last mile food distributors. Gender responsive safe markets shall be constructed, women entrepreneurship developed and institutions for gender responsive governance of food supply systems strengthened. The overall objective of the joint programme is enhancing the role and participation of women as key actors in the establishment and operationalization of resilient last mile distribution markets and systems that are safe, responsive to their needs and fully functional during the Covid-19 outbreak and beyond. This will be achieved through a twin approach. One dimension is the design and building of gender-responsive infrastructure compliant with occupational health and safety standards in response to COVID 19 whilst integrating dimensions responding to women’s concerns. The other dimension is supporting the economic and social empowerment of market vendors, in particular women, and strengthening of local government institutions and community leadership to become gender responsive.  Within the ambit of this project, UN Women aims to partner with a local CSO with the requisite skills, experience and technical capacity to implement the project’s activities ranging from the construction or refurbishment of 3 satellite markets in Harare and its environs; facilitate capacity building or strengthening of local government institutions and community leadership to become gender responsive, economic empowerment trainings/ programmes, facilitate linkages with financial institutions, e- marketing, strengthen the governance structures, policies, regulatory frameworks and laws to support safe markets and local economic development. The partner will also be expected to document the project case stories, lessons learnt and best practices to enhance programming.    Recognizing the diversity of women, the CSO must have the following; -   * A strong track record of working on women empowerment, with a focus on women economic empowerment, leaving no one behind. * Able to galvanise a diversity of stakeholders to ensure the visibility and impact of the programme. * Able to catalyse relationships to ensure the smooth flow of information, well-coordinated meeting points and a coordinated approach. * A strong understanding or grasp of public-private sector partnerships to advance gender and development goals. * Must be in a position to innovate with respect to green energy solutions and actively seek synergies with organisations working in this area in Zimbabwe. * Must have demonstrated experience in undertaking innovative strategies whilst strengthening partnerships with government ministries and local government authorities (City Councils) * A track record of engaging in multi-stakeholder processes to identify barriers to public safety that interfere with women’s participation in economic activities.     **Scope of work**  The work shall be undertaken by a CSO, with the ability to refurbish/establish gender responsive vegetable markets, address the gender dimensions, identify and address some of the socio-economic intricacies around markets including their governance, and work towards ensuring that the structures and processes are women friendly and address the needs of women in the market- place.  The CSO shall : -  (1) Design and construct and/or refurbish 3 safe and gender responsive satellite vegetable markets in selected areas in Harare and its environs;  2) Facilitate training and/ sensitisation of women marketers and other stakeholders on COVID-19 regulations and protocols, whilst strengthening partnerships with government ministries and local government authorities (City Councils on GBV and PSEA;  (3) Identify online market platforms and facilitate coordination of farm produce supply chains and support the livelihoods and ICT access of vulnerable women in food supply chains that were disrupted through COVID-19-induced lockdown measures;  (4) Facilitate and link women to markets through public and private sector engagements, e-solutions for coordination of food chains demand and supply side through partnership with organisations, companies and institutions developing electronic platforms to support the supply and demand side aspects of food supply chain management;  (5) Engage, train and support women marketers in their diversity on business management, e-commerce,  e- marketing as well as facilitate linkages to financial institutions;  (6) Conduct routine monitoring of the project activities, and  (7) Liaise with relevant government ministries and departments providing technical expertise and playing the role of coordination and integrating of the various stakeholders for the achievement of key project activities.  **Outputs of the Partnership Cooperation Agreement**  The institution will be expected to submit the following:  (1) Narrative and financial progress reports (including Face Forms) to UN Women based on a robust monitoring and evaluation system and using UN Women templates  (2) Evidence of change and accompanying stories  **Reporting Relationships and Communications**  This will be governed by the Partnership agreement. |
| 1. **Timeframe: Start date and end date for completion of required services/results [Please elaborate]**   Duration of Partnership agreement  The duration of the partnership agreement is from May 2021- April 2022 |
| 1. **Competencies: [Please elaborate]**    1. Technical/functional competencies required;   The organisation must have professionals with proven records of:   * In-depth technical knowledge and understanding of gender and development issues, and government socio economic policies including the recently adopted National Development Strategy 1, as well as international and regional gender equality frameworks. * Knowledge and experience in facilitating, conducting trainings and development of programme management tools to measure impact. * Experience managing and facilitating consultative processes working with diverse groups, including at community level. * Experience working with or engaging state actors, including at local government level, on gender equality, women’s leadership, and empowerment issues and actions. * Experience working in complex settings, particularly in delivering results in the COVID- 19 context. * Programme staff with Graduate degrees in the areas of Economics, Development Studies, Social Sciences, Gender, Women’s Law, Law, or any other relevant field   **CSO Criteria**  The eligible CSOs should also meet the legal, programmatic, and technical criteria defined below:   * Duly registered under the laws of Zimbabwe * Demonstrates relevant programmatic experience for at least 5 years in specific MPTF safe market programme e priority areas identified above (in the introduction) * Knowledge and experience in programme design and management, community mobilisation, organisational development * Substantive knowledge and understanding of gender equality and economic empowerment of women. * Sound understanding of gender issues and gender mainstreaming in local governance. * Track record of mainstreaming gender in infrastructural projects/programmes; work on market related infrastructure an added advantage * Technical expertise on gender equality issues and more broadly, women in governance and meaningful participation in decision making, leadership, women’s economic empowerment, ending violence against women and girls, including sexual harassment in public spaces. * An established organisational culture of accountability and commitment to delivery of results * Administrative and financial capacity to manage budgets of more than $50,000 annually supported with a track record of quality and timely project results and unqualified audit reports in the preceding 2 years prior to submission of the application. * Demonstrates experience in facilitating constructive and inclusive engagement and dialogue, with the goal of contributing to socio-economic development. * Demonstrable capacity – human, financial and technical to deliver results at national and sub-national levels.  |  | | --- | |  | |  | | **Core Values:**   * Respect for Diversity; * Integrity; * Professionalism.     **Core Competencies:**   * Awareness and Sensitivity Regarding Gender Issues; * Accountability; * Creative Problem Solving; * Effective Communication; * Inclusive Collaboration; * Stakeholder Engagement; * Leading by Example.   Please visit this link for more information on UN Women’s Core Values and Competencies: <http://www.unwomen.org//media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf> | |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

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

|  |  |
| --- | --- |
| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 1. 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 partner 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[[1]](#footnote-2) | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. 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 a n 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)[[2]](#footnote-3). |  |
| 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 |

**Section 2**

**CFP No. (To be filled in by UN Women)**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for a 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 [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **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.

1. **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.

1. **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 the 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.

1. **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 the proposal.

1. **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.
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: [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@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 shall 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 attended, 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, shall 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.

1. **Proposal currencies**

10.1 All prices shall be quoted in (United States of America currency) \_\_\_\_USD\_\_\_\_\_\_

10.2 UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

10.3 Regardless of the currency of proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal above.

1. **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 | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 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) 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.

* 1. 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.
  2. 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.
  3. 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.
  4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services shall be rejected unless permitted otherwise in the CFP document.
  5. 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 shall 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 |

1. 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.
2. **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.

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 12 months from May 2021- April 2022.

**Annex B-2**

**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No.**

|  |
| --- |
| **Mandatory requirements/pre-qualification criteria** |

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

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

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

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

|  |
| --- |
| **Component 2: Expected Results and Indicators** (max 1.5 pages) |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. | | | | |
| **Expenditure Category** | **Year 1, [Local currency]** | **Total, [local currency]** | **US$** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 5. Other costs [[3]](#footnote-4) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 8% or the relevant donor %) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

I, (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I am (Position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (Name of Organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; that by signing this Proposal for and on behalf of (Name of Organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No**

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex B-4**

**Capacity Assessment minimum Documents**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

**Governance, Management and Technical**

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

**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 |  |

1. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-2)
2. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-3)
3. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-4)