

Annex B
Call for Proposal
Utilize and Strengthen gender-responsive mechanism to promote peaceful communities and gender equality in Indonesia.

[Section 1](#)

CFP No. [CFP-IDN-2021-001](#)

a. CFP letter for Responsible Parties

UNWOMEN plans to engage a [Responsible Party](#) 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 17:00hrs on 07 May 2021.**

The budget range for this proposal **should be USD 150,000 – USD 200,000.**

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p>Section 1</p> <ul style="list-style-type: none"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p>Section 2</p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex B-2 Template for proposal submission</p> <p>Annex B-3 Format of resume for proposed staff</p> <p>Annex B-4 Capacity Assessment minimum Documents</p>

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

b. Proposal data sheet for Responsible Parties

Program/Project: Strengthen and utilize a gender-responsive mechanism to promote peaceful communities and gender equality in Indonesia.

Program official's name: Pomi Moges

Re-Issue date: 23 April 2021

Requests for clarifications due:

Date: 05 May 2021

Time: 17:00hrs

(via e-mail)

Proposal due:

Date: 07 May 2021

Time: 17:00hrs

Planned award date: 3 June 2021

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

18 May 2021

c. UN Women Terms of Reference

1. Introduction

Since 2017 UN Women has provided supports to Indonesia in prevention of violent extremism through women's empowerment in building peaceful and resilient communities. Efforts have been made specifically to build capacity for women and girls at the local/community level to participate and lead the development of community-based solutions to promote social cohesion, including early warning/ early response mechanisms to identify earlier sign of radicalisation and intolerance, enhance justice and promote inter-faith dialogue and communications. It stresses the importance of youth engagement and raising the next generation based on respect, human rights, and tolerance.

At the policy level, UN Women supported the integration of the gender perspective into the National Plan of Action (NAP) on prevention and counter of violent extremism (PVE) under the leadership of the National Counter Terrorism Agency (BNPT), which has now been adopted in March 2021. In light of this, UN Women is committed to engage in further supporting the implementation of the new NAP on P/CVE, particularly around prevention and preparedness, counter radicalism and deradicalization.

As a follow up to the above works, UN Women Indonesia has received the generous financial support from the DFAT Australia contribution to the Project '*Women, Peace and Security (WPS) Global Facilities: From Resolutions to Accountability and Leadership in the context of COVID19 pandemic*'. With both Indonesia and Australia as co-chairs of the Global Counterterrorism Forum Working Group on Countering Violent Extremism, there is an opportunity to showcase the NAP on P/CVE and youth as peace agents as a good practice to prevent extremist violence as well as the results that can be achieved through government, civil society, and UN collaboration.

Given the disproportionate impact of COVID-19 on women, the pandemic in itself can be a driver for conflicts particularly at the local level. The spread of misinformation and disinformation, discrimination of marginalized groups, are potential threats to social cohesion. Lockdown and security measures have gender impact that risks backsliding women's rights. The initiative will also deepen engagement of young women focusing on empowerment and gender-sensitive approaches to education/teaching in school, particularly high schools, and higher education through creation of alternative counter narratives at the local/community and at the national levels. This will also be done in close collaboration with BNPT to support the roll out of gender responsive PVE initiatives at the sub-national/local levels as part of the implementation of the new NAP on P/CVE.

In response to this, UN Women Indonesia Country Office (CO) is seeking to engage a Responsible Party (RP) to support the Government of Indonesia in implementing gender-responsive conflict prevention, including the WPS approach to PVE. This is particularly timely in response to the demands both from the government as well as civil society partners given the rising trends of conservatism and radicalism in Indonesia. Most importantly, it aims to promote women's participation and leadership as well as inclusion of women's perspective in developing and implementing solutions to conflict prevention and PVE in the context of Indonesia.

2. Description of required services

The overall objective of the initiative funded by DFAT Australia is to advance the implementation of the NAP on PVE with the focus on the empowerment of young peace activists in Indonesia. More specifically, it aims to:

- **Build capacity and network of youth organizations** working in the area of peace and security to promote voice and agency of Young Women connecting Youth Peace and Security with WPS
- **Increase knowledge and skill of youth in targeted communities** in creating alternative narrative/contents that promote tolerance and counter radicalisation for violent extremism using online tools to strategically promote those contents.
- **Promote campaign and advocacy** - build an online/offline campaign for youth, including youth on peace activism, gender equality, and youth political participation to support the capacity of youth organizations and young women activists.
- **Promote multi-stakeholder consultations** to capture key lessons learned to inform national policies and strategies for gender responsive PVE and youth engagement
- **Enhance dialogue and constructive engagement of faith-based organizations**, including women ulamas and religious leaders in the targeted area to respond to potential or early signs of violent extremism in their respective communities
- **Support the localization of the NAP on PVE** in targeted communities and provincial governments by providing capacity building to provincial and village leadership.

This initiative has been incorporated in the UN Women Indonesia Strategic Note (SN)-Annual Work Plan (AWP) 2021 with a focus on linking community-based initiative called the 'peace villages' concept with the localisation of NAP on PVE and development of the new NAP on WPS. The relevant outputs of SN-AWP are **Output 4.2.4: Youth have skills to generate alternative narratives for the prevention of radicalization and violent extremism** and **Output 4.2.5: National institutions and systems have increased capacity to promote tolerance and discourage violent extremism among family members and relatives of those convicted or accused of terrorism/violent extremism offenses.**

The proposed engagement with an RP aims to ensure a more coordinated, coherent response to address the underlying root causes of violent extremism with a gender sensitive implementation of the NAP on PVE. As part of the United Nations system working in partnership with the Government of Indonesia, the RP is expected to provide a series of comprehensive engagement with women and youth groups across Indonesia that take a proactive, preventative approach to address violent extremism from the gender lens. Engagement with a local RP demonstrates a fundamental commitment of UN Women to build ownership at the national and community/grassroots levels, while also recognizing that the complex phenomena of violent extremism demand a coherent, comprehensive, and integrated response that harnesses the potential of women and female youth as agents of change.

Scope of Work and Expected Results

From the above objectives, the selected organization is expected to deliver **two components** that have mutually reinforcing results of community-based response to P/CVE. The interested local organizations are required to submit both technical and financial proposals in alignment to the following outputs¹ and activities. A technical approach and implementation methodology should also be proposed and clearly discussed as to ensuring achievements of the planned activities which will contribute to the expected results.

Important note: The activities described below are key project activities that may be complemented with additional activities that must be arranged into sub-activities in your proposal.

Project Outputs and Activities

- Output 1: Youth have skills to generate alternative narratives for the prevention of radicalization and violent extremism**
 - Activity 1.1: Support networking of youth organizations working in the area of peace and security for amplifying the Agency of Young Women in both YPS and WPS
 - Activity 1.2: Support activities to increase the knowledge and skill of youth in targeted communities in creating contents that undermine violent extremism and using online tools to strategically promote those contents
 - Activity 1.3: Build a campaign for youth, by youth on peace activism, gender equality, and youth political participation to support the capacity of youth organizations and young women activists.
- Output 2: National institutions and systems have increased capacity to promote tolerance and discourage violent extremism among family members and relatives of those convicted or accused of terrorism/violent extremism offenses**
 - Activity 2.1: Support the domestication and implantation of the NAP on PVE, with a special focus on the gender-responsive components with stakeholder’s consultation and support the implantation of the recommendations on the national/provincial level
 - Activity 2.2: Support religious actors, such as women ulamas and religious leaders in the targeted area to respond to potential or early signs of violent extremism in their respective communities.
 - Activity 2.3: Support the localization of the National Action Plan in targeted communities and provincial governments by providing capacity building to provincial and village leadership.

The selected RP will be working closely with UN Women during the project implementation. UN Women will provide technical support where necessary and make valuable connections through its engagement with key stakeholders in Indonesia, including the quality assurance for the development of the training modules and contents developed by the selected RP and will be co-branded by UN Women and the selected RP.

*Under the above outputs, below are the suggested indicators, baselines, and targets.

<p>Output 1: Youth have skills to generate alternative narratives for the prevention of radicalization and violent extremism</p>	<p>Indicator:</p> <ul style="list-style-type: none"> • Number of young women peace activists empowered by UN Women supported interventions to in participate in peace and gender equality activism • Number of gender-responsive interventions to generate alternative narrative to counter radicalization and violent extremism led by youth 	<p>Baseline: 0 Target: 200</p> <p>Baseline: 0 Target: 5</p>
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¹ Note: The results are aligned to WSP Global Facilities output 2.4, Women peacebuilders and networks engage with formal processes and global, regional, and national policy institutions, Activity: Provide a package of business development services and productive asset transfer for individual and collective entrepreneurship, with a focus on female-headed households, university students and women in vulnerable situations. Facilitate community and university-based dialogues to discuss the promotion of social cohesion and peaceful co-existence and the role women play in the prevention of terrorism, violent extremism, and hate speech)

<p>Output 2: National institutions and systems have increased capacity to promote tolerance and discourage violent extremism among family members and relatives of those convicted or accused of terrorism/violent extremism offenses</p>	<ul style="list-style-type: none"> • Number of UN Women supported gender-sensitive interventions to implement and domesticate NAP on PVE at the national/provincial level • Number of national and sub-national level policymakers and religious actors who underwent a quality training module for C/PVE informed by community-level experiences and human security approach 	<p>Baseline: 0 Target: 5</p> <p>Baseline: 0 Target: 50</p>
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Proposed Locations and Target Groups: The interested organization should propose the Project location and target groups based on the below criteria (please include in the justification).

- Proposed location in provinces and communities that are at risk or have indication of intolerance, religious tensions, and extremism
- Areas with high risk or indication of gender-based discrimination and marginalization
- Diversity of location – Proposed locations beyond Java Island is desirable
- Focus on youth (aged 16 – 30), religious actors (women Ulamas), and government counterparts working gender and PVE (prevention of violence extremism)

Eligibility

Legally registered local Non-governmental organizations (NGOs) in Indonesia with a proven track record in promoting women's empowerment, prevention of violence extremism, and existing operational capacities in relevant sectors are eligible to submit proposals.

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

The project implementation is expected to start as soon as possible upon signing of a Project Cooperation Agreement for a period of up to 7 months.

4. Competencies:

The interested applicants must have a strong network of civil society and grassroots organizations with expertise in gender-responsive prevention of violent extremism and enhancing women's participation and leadership in the prevention of violent extremism in Indonesia. This includes experience in engaging youth, women's groups and policymakers from diverse socio-economic groups, including those from female-headed households, young women, single women, and women with disabilities, to facilitate participation in decision-making at the local level in the village administrations and peace processes.

Organization Profile

- Must be legally registered in Indonesia with a strong track record in understanding the specific local context in the areas of targeted location
- At least 5 years of operation with a minimum of 3 years of specific experiences working to promote women's peace and security (WPS), women's empowerment, and/ or women's access to justice in Indonesia
- Demonstrated a strong track record in the development of tool and guideline at the community level with a focus on conflict prevention, including PVE
- Strong experience in programme management and implementation particularly on capacity-building of women's leadership, integration, and protection
- Proven organizational experiences in working with a network of relevant civil society organizations, local and national government agencies, including key local stakeholders in Indonesia

Team members will be assessed on the following:

Team Leader, the overall team leader should have:

- Master's degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring, and Evaluation or related field.
- Minimum of 5 years of relevant experience in women's empowerment and/or building peaceful and resilient communities in Indonesia
- Substantive experience in managing and implementing similar projects with a strong gender focus is preferred.
- Experience working in promoting peaceful and resilient communities is desirable
- Experiences in monitoring and reporting results following the UN/UN Women's stand approach on results-based management (RBM)
- Proven experience in producing coherent, clear analytic reports and knowledge products.
- Excellent communication skills and fluent in English and Bahasa Indonesia.
- Indonesia nationality

Team members, facilitators, and other members will be assessed on the following:

- Bachelor's degree in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring, and Evaluation, or a related field is preferred. High school graduation is required as a minimum for team members.
- Experience in working with civil society and community-based organizations, including project/programme management
- Professional experience in the area of women's empowerment, promoting local/community-owned initiative to advance gender equality and empowerment of women and girls
- Experience working in promoting peaceful and resilient communities is desirable
- Fluent in English and Bahasa Indonesia and other dialects as relevant
- Indonesia nationality

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

Call for proposal

Description of Services: Strengthen and utilize a gender-responsive mechanism to promote peaceful communities and gender equality in Indonesia

CFP No. CFP-IDN-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.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ²	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ³ .	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

² In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

³ [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. CFP-IDN-2021-001

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at cpa.indonesia@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

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

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

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

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

6. Amendments to CFP documents

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

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

1. Language of proposal

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

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

2. Submission of proposal

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

All proposals should be sent by email to the following secure email address: cpa.indonesia@unwomen.org.

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

8.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

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

9. Clarification of proposals

9.1 To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

10. Proposal currencies

10.1 All prices shall be quoted in IDR.

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

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

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs (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 $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

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

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

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of

a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent’s proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	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

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

13 Format and signing of proposal

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

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of [number of months/year(s)]with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex B-2 Template for proposal submission

Call for proposal

Description of Services: Strengthen and utilize a gender-responsive mechanism to promote peaceful communities and gender equality in Indonesia

CFP No. CFP-IDN-2021-001

Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

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

2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

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

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan

Project No:		Project Name:	
Name of Proponent Organization:			
Brief description of Project			
		Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result			
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)	

Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

Component 6: Results-Based Budget (max. 1.5 pages)

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.

- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

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 ⁴				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

⁴ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

Annex B-3
Format of resume for proposed staff

Call for proposal

Description of Services: Strengthen and utilize a gender-responsive mechanism to promote peaceful communities and gender equality in Indonesia

CFP No. CFP-IDN-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: Strengthen and utilize a gender-responsive mechanism to promote peaceful communities and gender equality in Indonesia

CFP No. CFP-IDN-2021-001

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

Administration and Finance

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