

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

Section 1

CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001

a. CFP letter for Responsible Parties

UNWOMEN plans to engage an (Responsible Parties) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address **specified in section 1.7** not later than **17:00 BD Time on 25 April 2021**.

The budget range for this proposal should be [5,900,000 BDT- 6,355,000 BDT]

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> 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><u>Section 2</u></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: bco.procurement@unwomen.org

b. Proposal data sheet for Responsible Parties

Program/Project:

Gender Responsive Climate Resilient Agriculture under EmPower Project (**This CFP is for Bangladesh only**)

Program official's name:

Dilruba Haider

Email:

dilruba.haider@unwomen.org

Telephone number:

+88 01777737507

Issue date:

06 April 2021

Requests for clarifications due:

Date: 15 April 2021

Time: 17:00 BD Time

(via e-mail) dilruba.haider@unwomen.org with copy to bco.procurement@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 18 April 2021

Time: 17:00 BD Time

Proposal due:

Date: 25 April 2021

Time: 17:00 BD Time

Planned award date:

01 June 2021

Planned contract start-date / delivery date (on or before): 01 June 2021

c. UN Women Terms of Reference

1. **Introduction [Please elaborate]**
 - a. Background/Context for required services/results

Background:

Bangladesh is one of the most vulnerable countries to climate change due to its disadvantageous geographic location; flat and low-lying topography; high population density; high levels of poverty; reliance of many livelihoods on climate sensitive sectors, particularly agriculture and fisheries; and inefficient institutional aspects. Due to the adverse impact of climate change the intensity of disaster has been increased in Bangladesh therefore, in 2020, country has experienced 04 phase early monsoon flood in northern part and one devastating cyclone “Amphan” in the coastal area which impedes the lives and livelihoods of community people especially marginalized group of women since women are disproportionately vulnerable to any sort of disasters, climate change and its negative impact.

On top of that, in 2020, communities have been hit hard by the sudden and unprecedented spread of the novel coronavirus (COVID-19). For those at the frontlines of climate change, the pandemic and its associated lockdowns have only had a multiplier effect. The impact of all of this is often borne by women and girls who are already held back by gender and economic inequalities as well as deeply engrained social norms. In the same vein, as the country slowly moves from response to recovery, women and girls can be a fountain of solutions in leading green jobs and building back in a climate-resilient way.

Due to these frequent disasters, adverse impact of climate change, and recent pandemic, community people especially marginalized group of women have lost their lives and livelihoods that leads to an increase of domestic violence and sexual abuse both at family and community level. In 2020 women farmers could not harvest seasonal crop and vegetables due to early flood that stayed almost four months in the northern part of Bangladesh and most of their crop production was totally inundated. The flood submerged summer vegetables where women work mostly. Due to COVID-19 women had inadequate opportunities to get engaged in informal economic activities therefore, marginalized group of people specially women spent a substantial time and effort in their homestead gardening. Unfortunately, all the vegetables were flooded, and they could not use any of them to survive. Therefore, to strengthen the capacity and knowledge of women farmers on climate resilient agriculture would pave the way for their economic empowerment that would support them in dealing with pandemic like COVID-19. “Community Based Adaptation” has been going on since early 2000, and it is crucial to include women into the community-based adaptation approach which is more gender responsive and resilient. UN Secretary-General’s call to put women and girls at the centre of efforts to recover from COVID-19 gives the direction to include women in all the development strategies that creates linkages between climate resilience and women’s livelihoods to gain relevance in the light of the climate change debate and its increased impact on development.

UN Women is implementing a regional program titled, “EmPower: Women for Climate Resilient Societies” from 2018- 2022, funded by Swedish International Development Cooperation Agency (SIDA) in Bangladesh where the marginalized group of people especially women from the most climate vulnerable areas: Kurigram, Jamalpur, Khulna, Satkhira, and Cox’s bazar have been identified to promote their leadership and networking skills through providing capacity development initiatives on Climate Change Adaptation, and preparedness for humanitarian and pandemic crisis. Throughout this program, UN Women has provided capacity building trainings to 56 women led grassroot Civil Society Organizations (CSOs) in the above mentioned five climate vulnerable districts. During COVID-19 pandemic, a rapid socio-economic assessment has been conducted in Bangladesh to understand the impacts of the crisis on the livelihoods and well-being of rural women farmers and entrepreneurs reliant on natural resources. The findings of the assessments were to (i) build community awareness about livelihoods and healthcare and enable small at-home livelihood generation activities especially for women farmers, in partnership with civil society organizations, (ii) support women without an income, and generate new income for women already involved in vegetable production, poultry and livestock sectors for subsistence, (iii) create effective market linkages for essential goods and services to continue to reach remote, rural communities .

Keeping these findings into consideration, EmPower project planned to provide capacity building training to women farmers, women led CSOs, and the most climate vulnerable women on the “gender responsive climate resilient agriculture” with an aim to enhance their knowledge and skills on climate smart farming, and promote climate smart agriculture practice through applying innovative approaches, methods and techniques.

This pilot initiative would broadly contribute to the Sustainable Development Goals (SDGs): 1: no poverty, 2: zero hunger, 3: good health and well-being, 5: gender equality, 10: reducing inequalities; 12: responsible consumption and production, and 13: climate action.

- b. General Overview of services required/results

Service Required:

This project aims to overcome the existing obstacles for women that lies in the agriculture sector and support them strengthening their capacity to practice and promote climate smart gender responsive practice at local level through:

- Capacitating women farmers with improved knowledge, skills, information and enabling market network to practice climate smart agriculture in the project target areas.
- Improving access to user friendly and action oriented agrometeorological and early warning information for women farmers and women led CSOs.

2. Description of required services/results [Please elaborate]

Outcome: Women’s farmers productivity in changing climate increased and loss of production due to disaster is reduced.

Output: 1 Capacitated women farmer with improved knowledge, skills, information and enabling market network to practice climate smart agriculture in the project target areas.

Activities:

1.1 Provide capacity building trainings to the women farmers and women CSO leaders on climate resilient vegetable production including the appropriate varieties, necessary organic fertilizers, and suitable cultivation methods in the project target areas.

1.2 Develop training module which is contextual and customized for the training participants on “climate resilient agriculture” that would be apt for the two climate vulnerable districts: Kurigram, and Satkhira.

1.3 Support women farmers and women led CSOs to demonstrate their learnings from the training as well as agrometeorological information into practice through increasing the vegetable production that would enhance the nutritional status of the vulnerable families which is pertinent to mitigate COVID risk, and to increase their income as well.

1.4 Create a /network among the market stakeholders, local agriculture officers, women led CSOs, and women farmers to get access to the market to enhance their income through increased production.

Output: 2 Improved access to user friendly and action oriented agrometeorological and early warning information for women farmers and women led CSOs.

Activities:

2.1 Prepare and disseminate the message on agrometeorological information considering the geographic location, context, agriculture pattern, and nature of disaster etc to reduce the loss of production due to disaster and climate change.

2.2 Prepare and disseminate early warning information prior to any disaster with the most marginalized group of women who are vulnerable to different sort of disaster as a process of preparedness.

2.3 Setup a network to disseminate the agrometeorological information considering the geographic location, context, agriculture pattern, and nature of disaster and early warning information prior to any disaster among the women farmers, women’s CSOs, women members of disaster management committees, cyclone and flood preparedness program volunteers, and local level government officials (for example: agriculture, fisheries etc)

2.4 Manage and monitor the network as an example of good practice so that it can be utilized by the local govt officials and women led CSOs to reach to the most climate vulnerable women to reduce the damage and loss of lives and livelihoods.

2.5 The established network will disseminate the early warning information among the stipulated stakeholders to reach to the most marginalized group of women as a preparedness prior to any disaster (flood and cyclone)

Project Target Areas: The project will be implemented in four sub-districts under two districts of Bangladesh: Kurigram Sadar and Chilmari under Kurigram district, a flood prone area in northern side, and Munshiganj, and Kaliganj under Satkhira district, a cyclone prone area in coastal belt.

Result Indicator:

Indicators	Baseline	Target
Output 1: Number of women led CSOs and women farmers received training on gender responsive climate smart agriculture	Value: 0 Year: April 2021	Value: 200 Year: December 2021
Output 2: Number of women farmers received agrometeorological information and early warning information as a part of preparedness ahead of any disaster	Value: 0 Year: April 2021	Value: 1000 Year: December 2021

3. Timeframe: Start date and end date for completion of required services/results [Please elaborate]

Starting from 01 June- 31 December 2021

4. Competencies: [Please elaborate]

- Technical/functional competencies required;
- Other competencies, which while not required, can be an asset for the performance of services

Competencies:

a. Technical competencies required:

1. At least 05 years of demonstrated experiences in implementing programs on climate resilient agriculture, climate change, disaster risk reduction, gender equality and women's empowerment; and in formulating result-oriented program, monitoring program based on indicators and quality reporting.
2. Demonstrated experiences in developing and disseminating agrometeorological information considering the geographic location, context, agriculture pattern, and nature of disaster and early warning information prior to any disaster among the women farmers, women's CSOs, and the relevant stakeholders as a method of preparedness would consider as an asset.
3. Experienced in developing module and conducting capacity building training to the women led CSOs and the women farmers at the community level on gender responsive climate resilient agriculture.
4. Proven experience to establish a network among the women farmers, market stakeholders, local agriculture officers, and women led CSOs to get access to the market to enhance their income through increased production.
5. Demonstrates commitment to working with women and girls who are climate vulnerable and economically, politically, socially, culturally, or otherwise excluded, marginalized, and/or disempowered.

b. Operational competencies required:

1. Demonstrated track record of supporting UN and I/NGOs.
2. Organizational profile having adequate permanent human resources and other office equipment and logistic support.
3. Financial Capability should be shown as financial turnover supported by a registered audit firm for the last three years.

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

Call for proposal:

Description of Services: Gender Responsive Climate Resilient Agriculture under EmPower Project
CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001

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

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 ¹	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) ² .	
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

¹ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

² [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at bco.procurement@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, 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. **The subject of the e-mail must mention the "CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001"**

All proposals should be sent by email to the following secure email address:

bco.procurement@unwomen.org

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

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

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

9. Clarification of proposals

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

10. Proposal currencies

10.1 All prices shall be quoted in (local currency) **Bangladeshi Taka (BDT)**

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: Gender Responsive Climate Resilient Agriculture under EmPower Project
CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001

Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will

form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

Project No:	Project Name:												
	Name of Proponent Organization:												
	Brief description of Project												
										Project Start and End Dates:			
	Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result												
List the activities necessary to produce the results Indicate who is responsible for each activity										Duration of Activity in Months (or Quarters)			
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12

1.1																			
1.2																			
1.3																			
1.4																			

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost

less.

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

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

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: _____

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: Gender Responsive Climate Resilient Agriculture under EmPower Project
CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4

Capacity Assessment minimum Documents

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

Call for proposal

Description of Services: Gender Responsive Climate Resilient Agriculture under EmPower Project
CFP No. UNW-AP-BGD-DRR/CCA/HA-CFP-2021-001

Governance, Management and Technical

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

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	

