

Call for Proposal (CFP) To support the economic empowerment of women survivors of violence in Moldova

Section 1

CFP No. UNW-ECA-MDA-CfP2021-5

a. **CFP letter for Responsible Parties**

UN WOMEN plans to engage Responsible Parties as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents to provide the requirements as defined in the UN WOMEN Terms of Reference.

Proposals must be received by UN WOMEN at the address specified not later than 6:00 pm, Moldova time on **31 May, 2021**.

The budget range for this proposal should fall between a minimum indicative amount of USD 200,000 and a maximum amount of 215,000 USD. The total budget available for this call for proposal is of up to USD 215,000.

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

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

Program/Project: Ending Violence against Women

Requests for clarifications due: 14 May 2021, Time: 1 pm, Moldova time, via email nighina.azizov@unwomen.org

Program official's name: Nighina Azizov

Email: nighina.azizov@unwomen.org

UNWOMEN clarifications to proponents due: 19 May 2021; Time: 6 pm, Moldova time

Issue date: 6 May 2021

Proposal due: 31 May 2021; Time: 6 pm, Moldova time

Planned award date: 5 July 2021

Planned contract start-date: 12 July 2021

c. Terms of Reference

Call for Proposal (CFP)

To support the economic empowerment of women survivors of violence in Moldova

UN Women Terms of Reference

CFP No. UNW-ECA-MDA-CFP-2021-005

1. Introduction

a. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Violence against women (VAW) is a human right that affects individuals in Moldova, as in the region and around the world, regardless of context, culture, or socio-economic status, with serious consequences for women, their families, and society. Despite advancement of reforms and a range of awareness raising efforts in this area, the prevalence of VAW in Moldova remains high. Therefore, 63% of women experience some type of violence (psychological, physical or sexual) from husband/partner during their lifetime, and one in ten women experience economic violence at least once in her lifetime, according a [study](#), commissioned by UN Moldova in 2011.

In response to this challenge, the State has undertaken steps at policy, legislation as well as implementation levels. At policy level the Government adopted the first ever [National Strategy on Preventing and Combating Violence against Women and Domestic Violence for the period 2018-2023](#) and its associated Action Plan for the period 2018-2020. The National Strategy aims at providing a systemic approach to violence against women (VAW) and domestic violence phenomenon for ensuring effective and prompt response from relevant stakeholders in cases of violence. The strategy has a specific objective to promote women's economic empowerment and socio-economic independence, that is to be achieved, including by facilitation of employment for them, following the development and implementation of an economic empowerment methodology.

In the same vein, the [Law No 45-XVI on Preventing and Combating Domestic Violence \(DV\)](#) of 01.03.2007 provides an important legislative base for combating the phenomenon in Moldova. The Law provides an institutional framework detailing the tasks of the competent central and local public authorities, including relating to the integration of survivors of VAW and DV in the labour market, provides for the creation of centers/services for the rehabilitation of survivors and perpetrators, for a mechanism for settling DV cases and protection for survivors of DV, including by using protection orders and punitive measures against the aggressor.

In the Republic of Moldova over 30% of the services considered essential per international standards do not exist or are not efficient, according to a 2016 [study](#), commissioned by UN Women, WHO and Austrian Development Cooperation. Among other services, the provision of support to survivors in finding and maintaining employment is missing, such as job training, reintegration schemes, the existence of functioning referral mechanisms between social service providers and employers, as well as business support services for launching business activities. To address this issue, and in line with the priorities of the above-mention sectoral strategy, the recent amendments to the [Law on Employment Support and Insurance against Unemployment \(Law 105 of 14 June 2018\)](#) aim at supporting the reintegration in the labour market of different categories of unemployed people, including women who experienced violence. Therefore, the tasks mandated to the National Employment Agency (NEA) are expanded to include: the evaluation of the effectiveness of employment support and active labour market measures; and profiling of individuals' needs and development of individual employment planning, including for the integration in the labour market of *women who experienced violence* (Art.23). The active employment measures that the law provides to address the needs of survivors of VAW include: a) vocational training; b) subsidizing jobs for the unemployed persons who require

additional support on the labour market, such as survivors of domestic violence; c) special employment programs aimed at facilitating their employment. Aware of these efforts and of the efforts made by state-funded and NGO service providers in this area, UN Women is committed to further supporting the Moldovan central and local public authorities, as well as the state and non-state service providers, and other relevant actors in promoting the economic empowerment and socio-economic independence of survivors of VAW, so that their needs are taken into due consideration.

Women's economic empowerment can prevent violence against women and be a remedy for survivors. More specifically, access to quality decent paid work, and subsequently to fair income, increases the financial autonomy of survivors, increases their bargaining power and self-esteem, thus producing positive personal and social change in their life and making them more confident to leave abusive relationships. Therefore, given the links between violence against women and women's economic empowerment¹, it is widely recognized that women who experience violence need a comprehensive package of support services, which includes labour market reintegration services. This is also in line with Article 20 of the [Istanbul Convention](#), which was signed by Moldovan Government in February 2017, that obliges states to provide access to services that help survivors recover from violence, including "housing, education, training and assistance in finding employment"². Therefore, equipping women who experienced violence with vocational skills that match the labour market and supporting them to access decent employment is crucial, so that they can start over and be financially independent, leaving their aggressors behind.

Against this backdrop, UN Women Moldova has engaged in supporting the Ministry of Health, Labour and Social Protection, including the National Employment Agency (NEA) and other relevant actors responsible for the field of interest, in implementing the new legislative amendments, in line with the international standards and good practices. As a result, an analysis of Moldovan legislative and institutional framework that address the economic empowerment of survivors of VAW, commissioned by UN Women, by virtue of this cooperation, pointed to the need to elaborate a practical mechanism for the implementation of the new legislative amendments, including the following measures: creating synergy with other relevant sectoral strategies, i.e. the National Employment Strategy; developing an economic empowerment methodology; streamlining the cooperation between the central and local public authorities aiming at ensuring labour market integration and economic empowerment of the survivors of VAW; integrating the issue of VAW in the NEA's strategic documents, and respectively, designing a training and HR development system for the NEA staff on service provision for the survivors of VAW; establishing a functional referral system of NEA with other public and private service providers regarding women's economic empowerment; organizing capacity building activities for other state and non-state actors with roles in the economic empowerment and integration of survivors of VAW in the labour market, i.e. the relevant staff of MoHLS, Confederation of Employers, trade unions, state – funded service providers, private employment agencies; increasing the sensitivity of the private sector to the issue of VAW; and identifying solutions for providing social housing that would allow survivors of VAW and GBV to live independently, after leaving the shelters, where they can stay for short periods (up to 3-6 months). Thus, it is important that the survivors that appeal to employment services benefit from: an individualized approach to their needs, an extended choice of vocational trainings, matching their skills and the labour market needs; job offers tailored to their needs; understanding and moral support. Considering the challenges mentioned above support is needed for consolidation of provision of such services. Additionally, an analytical note on existing international good practices of economic empowerment initiatives for survivors of VAW, including referral mechanisms between employment intermediaries, i.e. national employment agencies/offices, survivors of VAW and service providers who are assisting them with provision of different services, has been commissioned by UN Women Moldova.

b. General Objective

In order to address all of the above, UN Women through a competitive process will select a Responsible Party and will provide financial support to the selected Responsible Party and its partner/s (sub-partnering) to support **the development, testing and piloting of small-scale programs for the economic empowerment of**

¹ <https://www.unescap.org/sites/default/files/Session%203%20-%20Anna-Karin%20Jatfors.pdf>

² <https://rm.coe.int/168046031c>

women survivors of violence and thus contribute towards economic reintegration and empowerment of victims of violence. Through this partnership, UN Women intends to implement initiatives that will contribute to the fulfilling of the following output under Strategic Note: **Output 3.1.3 “Women and girls, especially from excluded groups, have knowledge and skills to exercise their rights to essential services”**. In this regard, the chosen civil society organization (CSO) is expected to undertake activities under the following indicator:

- Number of women, especially from the excluded groups, who have knowledge about their rights and are informed on available services with UN Women support.

2. Description of the expected results/outputs

With a view to achieving Output 3.1.3: *“Women and girls, especially from excluded groups, have knowledge and skills to exercise their rights to essential services”* it is expected that the selected CSO will inter alia:

- Develop a methodology to identify a target group of at least 50 women survivors of violence, current or former users of specialized services, who will benefit from capacity building activities, sessions and round tables and other relevant activities as mentioned below;
- Undertake and facilitate onsite or online meetings with the relevant stakeholders in order to:
1) Have consultations with the relevant units of NEA and MoHLSP, and other stakeholders to assess their capacity building needs and their vision on the economic empowerment of survivors of VAW; 2) Have consultations with LPAs, state and NGO service providers, and survivors of VAW, to identify common challenges and opportunities for the co-creation of economic empowerment tools benefiting survivors of VAW;
- Prepare one brief analytical note with the recommendations for integration of tailored measures for economic empowerment of women survivors of violence/vulnerable groups into the national employment policies/active labour market measures etc., based on the abovementioned activities;
- Revise and improve the existing draft Circular Methodology developed by the MoHLSP proposing tools for the integration in labour market and economic empowerment of survivors of VAW, based on a functional referral mechanism between the social protection and public employment system, and consult it with service providers and other relevant stakeholders;
- Co-create, test and pilot together with the state and NGO service providers, survivors of VAW, as well as LPAs in selected districts, up to **5 small-scale programs** for the integration in the labour market and economic empowerment of survivors of VAW (both employment and entrepreneurship), adjusted to the Moldovan context. Design and implement a capacity building program (based on the conducted needs assessment) on tools for economic empowerment of survivors of VAW for the relevant staff of NEA, MoHLSP, including other relevant stakeholders (ODIMM) and service providers;
- Finalize, pilot and evaluate the designed small-scale programs for the economic empowerment of survivors of VAW implemented in cooperation with local CSO organizations in the selected districts, based on the feedback from the validation sessions held as part of the capacity building program for the key responsible public institutions and awareness raising events with the participation of all the relevant stakeholders.

The planned activities will be built on the previous work undertaken by UNW and MoHLSP in ensuring the job accessibility of women survivors of violence through the lens of legislative framework. The relevant package will be shared with the implementing team. The designed programs should include a detailed description of the coordination and cooperation mechanisms necessary for their implementation, the roles of all the involved state and NGO actors with responsibilities in the field of labour market integration and economic empowerment of survivors of VAW, the expected results, as well as related M&E tools for monitoring the impact of the above-mentioned programs.

All knowledge products and communications materials that would be produced under this agreement must acknowledge the support of and seek the approval of UN Women.

Specific requirements for proposal

1. Proponents are highly encouraged to propose interventions that explore innovative ideas to find sustainable and transformative solutions;

2. The proponent as a Responsible Party is expected to make substantial contribution to achievement of the outputs for which it is putting an offer;

3. The proposed intervention size and budget request is for up to USD 215,000. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal.

UN Women will sign contracts with and disburse funds to the applicant organization only. Results based budget should be prepared **using zero VAT rate**. Partners and sub-contractors will benefit from respective fiscal arrangements upon signature of Partnership Agreement with UN Women Moldova. The proponent shall follow the [UN Women Branding Guidelines and Identity Standards](#) throughout the implementation process. Examples of communication and visibility actions may be but not limited to: success stories, video spots, online campaigns, etc.

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

Duration of the project: 17 months, tentatively within **July 2021 – November 2022**.

4. Competencies:

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. 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.

a. Technical/functional competencies required:

- A track record of working with underrepresented groups, evidenced with at least 1 specific intervention developed and implemented on economic empowerment of women from above-mentioned groups;
- A track record of proven collaboration with government authorities (especially in the labour/employment field) and grassroots organisations in coordinating activities and implementing strategies;
- Specialized knowledge, expertise, and track record of working with vulnerable and marginalized groups, with a focus on women's human rights and ending discrimination;
- Experience in implementing capacity building activities on economic empowerment and re-integration;
- Experience in working on violence against women issues.

b. Other competencies, which while not required, can be an asset for the performance of services:

- Experience in working with UN and/or other international agencies.

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

Section 1

Call for proposal (CfP)
To support the economic empowerment of women survivors of violence in Moldova

CfP. No: UNW-ECA-MDA-CFP-2021-005

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 ³	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) ⁴ .	
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

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

⁴ [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-ECA-MDA-CFP-2021-005

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).
- 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 **tender.md@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.

7. 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.

8. 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: tender.md@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): **Moldovan Lei**

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

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.

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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 may result in proposal rejection.

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

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

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 (CfP) Support the economic empowerment of women survivors of violence in Moldova

CfP No. UNW-ECA-MDA-CFP-2021-005

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 successfully implement 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 ⁵				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

⁵ “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 (CfP)
Support the economic empowerment of women survivors of violence in Moldova

CfP No. UNW-ECA-MDA-CFP-2021-005

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 (CfP)

Support the economic empowerment of women survivors of violence in Moldova

CfP No. UNW-ECA-MDA-CFP-2021-005

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	