

Call for Proposal to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes

Section 1

CFP No. 2021-005 to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes.

a. CFP letter for Responsible Parties

UN Women 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 UN Women at the address specified not later than (time) **23:00 (EEST) on 9 August 2021**.

The budget range for this proposal should be max. 30 000 USD.

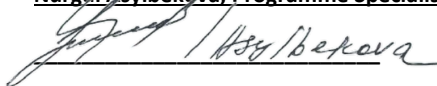
This UN Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p>Section 1</p> <ul style="list-style-type: none"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p>Annex B-1 Mandatory requirements/pre-qualification criteria</p>	<p>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>Section 2</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: natalia.mishyna@unwomen.org

a. Proposal data sheet for Implementing Partners

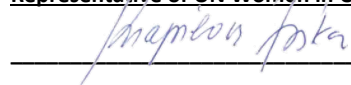
Program/Project: “Advancing Gender Equality and Women’s Empowerment through Decentralization Reform of Ukraine”

Program official’s name:
Nurgul Asylbekova, Programme Specialist



Email: nurgul.asylbekova@unwomen.org
Telephone number: +380442535980
Issue date: 15.07.2021

Erika Kvapilova,
Representative of UN Women in Ukraine



Issue date: 15/07/2021

Requests for clarifications due:

Date: 5 August 2021 **Time:** 23:00

(via e-mail) natalia.mishyna@unwomen.org

UN Women clarifications to proponents due:

Date: 6 August 2021 **Time:** 23:00

Proposal due:

Date: 9 August 2021 **Time:** 23:00

Planned award date:

20 August 2021

Planned contract start-date / delivery date (on or before): 25 August 2021

b. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results.

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.

UN Women is supporting the Government of Ukraine in achieving transformative results for gender equality and women's empowerment through decentralization reform by implementing the Project "Advancing gender equality and women's empowerment through decentralization reform in Ukraine", funded by the Government of Canada. The aim of the project is to achieve transformative results for gender equality and women's empowerment by integrating gender equality and women's human rights commitments into decentralization reform in Ukraine.

At the national level, the project provides policy advice to the national mechanism for gender equality, including on implementation of the national gender equality policy at the regional and local level. The project also works towards strengthening the institutional capacity of the Ministry of Communities and Territories Development of Ukraine on gender-responsive sectoral policy cycle in the area of decentralization and regional development.

At the regional and local levels, the project provides policy advice and capacity development support on gender and human-rights-responsive strategic planning and budgeting to the authorities of four pilot regional state administrations – Chernivtsi, Kherson, Sumy and Volyn -- and 13 local communities (hromadas). The project supports the advocacy efforts of women's groups and civil society organizations (CSOs) for inclusive local governance and increased participation of women facing multiple forms of discrimination in the processes of formulating and implementation regional and local strategies and budgets.

b. General Overview of services required/results.

The Government of Ukraine has declared decentralization reform as one of the main reforms. The reform goal is to establish effective local self-governments and territorial organization of power to create and maintain a beneficial living environment for citizens, provide them with high quality and affordable public services, establish institutions of direct democracy and harmonize the interests of the state and municipalities. This means that people and their rights in general, and vulnerable groups in particular, should be the focus of reform.

However, despite the political commitments, structural barriers to gender equality are not fully addressed and gender-based discrimination remains widespread. The human rights-based approach (HRBA) principles, including *universality and inalienability, equality and non-discrimination, transparency, participation and inclusion, accountability and rule of law*, are not fully applied in the decentralization reform in Ukraine. According to UN Women analytics, in many respects, the current decentralization processes are not aimed at overcoming multiple discrimination against vulnerable groups of women, as they do not consider their special status, rights and needs. Analysis of the decentralization legislation shows its weak focus on solutions towards ensuring human rights and reaching gender equality both at the national and local level. There is no direct responsibility of local governments for ensuring, respecting and protecting human rights of their population, as well as for implementation of the national gender equality policy. The decentralization policy documents of the national and local level do not appeal to the key problems of vulnerable groups and mechanisms for overcoming them.

Majority of local development strategies, plans, and budgets do not reflect the implementation of the national framework on gender equality and women empowerment, as well as do not contain gender data and analysis, as well as have gender-blind results and resources framework. While there are several programme initiatives of UN Women and other agencies promoting gender-responsive planning and budgeting at local level, these practices are not yet institutionalized and ensured as an essential part of local development policy cycle. The local self-governments have limited capacity on ensuring implementation of women's rights, including of the most vulnerable and marginalized groups of women. There is a lack of effective mechanisms that would ensure communication between different local communities on gender policy implementation and serve as a platform for sharing the best practices. These, among the rest have a negative effect on accountability, both supply and demand sides of it, for the international commitments and national policy and legal frameworks on gender equality and women's human rights.

With ongoing delegation of power and financial and fiscal decentralization, local self-governments (LSGs) receive new opportunities to implement the human rights-based approach (HRBA) and gender equality principles in practice. It actualizes the need for comprehensive institutional GE and HRBA capacity building, consolidation of their position with regards to legislative and policy changes, establishment of an effective dialogue between the national gender equality and human rights mechanisms and local self-governments and coordination of actions on protection of women's human rights at the local level.

With the purpose to address the issues above, UN Women developed the following recommendations and methodological products:

- Gender recommendation to the legislation on decentralization and regional development.

- Rapid Gender Assessment (RGA) of COVID-19 implications in Ukraine ¹.
- Policy research on implications of decentralization reform to gender equality and rights of women facing multiple forms of discrimination (under finalization)
- Methodological recommendation on implementation of gender mainstreaming and HRBA at the level of local communities (under review of central executive bodies)
- Institutional capacity assessment of pilot local communities on implementation of gender mainstreaming and HRBA (under finalization)
- Standard Gender Profile of local communities (under finalization).

Taking the above, partnership with LSGs and other stakeholders in the area of decentralization and regional development needs to be strengthened to ensure promotion of UN Women recommendations and methodological products.

In Ukraine, the associations of local self-governments (ALSGs) have established themselves as influential actors of the decentralization reform. Currently, the institutional development of ALSGs is supported by the Government of Ukraine and is seen as an advantage, since well-functioning ALSGs are able to provide valuable information on the implications of the decentralization reform. ALSGs have become strong cooperation and dialogue platforms, playing a unique role in joint advocacy of municipality interests and rights at the national level, providing a high-qualified expert support for integration of innovative and effective solutions, best international and national practices and exchange of experience. ALSGs play an important role in practical implementation of gender mainstreaming approach in local governance. Some of the Associations have gender equality strategy and an activity on promotion of women's leadership. However, more efforts need to be delivered to ensure gender-responsive decentralisation reform and dissemination of good practices in this area.

Considering the above reasons, UN Women is looking to partner with a civil society organisation to engage associations of LSGs to support gender and human rights mainstreaming of decentralization reform and strengthen institutional capacity of the local self-governments in gender-responsive local planning, budgeting and service delivery. With a purpose of a methodological guidance of LSGs in this work, wide advocacy of gender equality and HRBA benefits and best practices at the national and local level, UN Women seeks to hire a civil society organisation to perform the tasks specified in the section below.

2. Description of required services/results.

- In partnership with association/s of LSGs to support integration of gender equality and human rights-based approach to decentralization reform and sustainable local development legislation and policy formulation, implementation and monitoring and evaluation in Ukraine. Support recommendations on gender equality and HRBA developed by UN Women to the draft laws and policies in this area.
- In partnership with association/s of LSGs to support implementation of the recommendations on gender impact assessments of the COVID-19 pandemic in Ukraine for local self-governments conducted by UN Women and other development agencies. Organize a minimum one online event on this topic for minimum 20 local self-governments in four pilot regions - Chernivtsi, Kherson, Sumy and Volyn (5 LSGs per region) in partnership with UN Women experts and contractors.
- Support implementation of recommendations on policy research on implications of decentralization reform to gender equality and rights of women facing multiple forms of discrimination conducted by UN Women. Organize a minimum one online event on this topic for minimum 20 local self-governments in pilot regions (5 LSGs per region) in partnership with UN Women experts and contractors.
- Promote methodological recommendations on implementation of gender mainstreaming and human rights-based approach developed by UN Women at the level of municipalities. Organize a minimum one webinar on implementation of the methodological recommendations for minimum 20 local self-governments in pilot regions (5 LSGs per region) in partnership with association/s of LSGs, UN Women experts and contractors.
- Support collection of data disaggregated by sex, age and other characteristics and gender-sensitive data to inform gender and human-rights responsive decentralization and local planning and budgeting and ensure implementation of Leaving-No-One-Behind principle of the Agenda for Sustainable Development 2030 (Sustainable development Goals – SDG). In partnership with association/s of local self-governments support promotion of gender profile of local communities developed by UN Women.
- Strengthen women's leadership and engagement of women's groups, especially the most vulnerable, to the policy dialogue on decentralization and sustainable local development. In partnership with associations of local self-governments, Ministry of Communities and Territories Development of Ukraine and Bureau on gender strategies and budgeting to develop a concept and organize two annual national conferences on women's leadership in decentralization in 2021 and 2022 – a two-days event online/offline format with participation of key stakeholders in this area.
- Share experience and information on gender and human-rights-responsive decentralization and sustainable local development through regular bulletin (minimum 4 bulletins) and social media pages. Develop minimum 5 successful stories on gender and human-rights-responsive decentralization and sustainable local development.

¹ UN Women, Rapid Gender Assessment (RGA) of COVID-19 implications in Ukraine, Available at <https://eca.unwomen.org/en/digital-library/publications/2020/05/rapid-gender-assessment-of-the-situation-and-needs-of-women>

<ul style="list-style-type: none"> • Contribute to UN Women advocacy campaigns on GE: International Women’s Day, 16 days campaign of activism on elimination of gender-based violence, International Rural Women’s Day, women leadership in decentralization and gender impact of the COVID-19 pandemic. Conduct a minimum one webinar on implementation of the Government Communication Concept on Gender Equality at local level for local authorities. • Advocate for the Istanbul Convention ratification in Ukraine by conducting minimum one webinar on -the benefits of the Istanbul Convention ratification for minimum 40 local self-governments in pilot regions (10 LSGs per region) in partnership with the Office of Government Commissioner on Gender Policy and UN Women.
<p>3. Timeframe: Start date and end date for completion of required services/results August 2021 – December 2022</p>
<p>4. Competencies:</p> <p>a. Technical/functional competencies required;</p> <ul style="list-style-type: none"> • The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes; • Previous experience in conducting similar works/projects relevant to the scope and size of the current project; • Previous experience of work with local self-governments institutions, line ministries, state agencies and Parliament of Ukraine; • Previous experience in conducting gender/human rights advocacy and awareness raising campaigns at national, regional and local levels; • Precious experience of organizing open dialogue platforms (national conferences) between LSGs, line ministries, Parliament and CSOs; • Previous experience of work at the regional and local level and coordination of cooperation between different groups and organizations, including groups working on advocating of rights of vulnerable women; • Previous experience of advocating integration of gender equality and human rights-based approach to decentralization reform and sustainable local development legislation and policy formulation. • Reference letters on at least two relevant projects implemented in the past three years. <p>b. Other competencies, which while not required, can be an asset for the performance of services.</p> <ul style="list-style-type: none"> • Previous experience of advocacy campaigns for the right of women from vulnerable groups;

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

CFP No. 2021-005 to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes.

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 .	
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. 2021-005 to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes.

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 UN Women 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, UN Women 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 UN Women Project Analyst, Natalia Mishyna, by email at natalia.mishyna@unwomen.org.** Proponents must not communicate with any other personnel of UN Women 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 UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. 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 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 UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women 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 UN Women 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, UN Women 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, UN Women 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 UN Women, **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, UN Women 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: ukraine.general@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women 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 UN Women inbox. UN Women 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 UN Women in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 **Late proposals:** Any proposals received by UN Women 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, UN Women 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. UN Women will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN Women Policy and Procedures.

10. Proposal currencies

- 10.1 All prices shall be quoted in **UAH**.
- 10.2 UN Women reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women 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 UN Women 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.

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

12.3 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 UN Women 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.

12.4 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.

12.5 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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.

12.6 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.

12.7 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

12.8 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 initiated 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. UN Women 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 UN Women 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 UN Women.

Annex B-2 Template for proposal submission

CFP No. 2021-005 to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes.

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 programs/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 UN Women.

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				

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)

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: _____

Annex B-3
Format of resume for proposed staff

CFP No. 2021-005 to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes.

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)

CFP No. 2021-005 to support the local self-governments in integration of gender equality and human rights-based approach to their local planning and budgeting processes.

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	