

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

Section 1

Description of Services: Strengthening community safety nets and feminist movement building in the COVID-19 context

CFP No. UNW-AP-NPL- CFP-2021-06

a. CFP letter for Responsible Parties

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

Proposals must be received by UNWOMEN at the address specified not later than 12:00 pm (noon) on 13 August 2021.

The budget range for this proposal should be approximately (USD 200,000-250,000)

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><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex B-2 Template for proposal submission</p> <p>Annex B-3 Format of resume for proposed staff</p> <p>Annex B-4 Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: technical-bid.np@unwomen.org

b. Proposal data sheet for Responsible Parties

Program/Project: Advancing the rights of women engaged in sex work in the COVID 19 context

Program official's name: Rachana Bhattarai

Email: technical-bid.np@unwomen.org

Telephone number: 977-1-5523200

Issue date: 30 July 2021

Requests for clarifications due:

Date: 6 August 2021 **Time:** 5:00 pm

(via e-mail) technical-bid.np@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 10 August 2021 **Time:** 5:00 pm

Proposal due:

Date: 13 August 2021 **Time:** 12.00 pm (noon)

Planned award date:

August 2021

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

September 2021

**Pre bidding meeting:
9 August 2021**

8 August 2021, 2 pm (Interested proponents are requested to register their name by sending an email to technical-bid.np@unwomen.org by 5 April 2021. The meeting link will be shared with the registered proponents via email.

UN Women Nepal Country Office (NCO)

TERMS OF REFERENCE

Strengthening community safety nets¹ and feminist movement building in the COVID-19 context

1. Background

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women 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. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates efforts of the United Nations System to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society and other relevant actors.

Drawing on its normative mandate, one core area of UN Women Nepal Country Office's work in the Strategic Note period (2018-2022), is to support women and their organizations and networks, to strengthen feminist leadership and knowledge, develop strategies to address discrimination and violence across institutions (households, communities, governance institutions) and access their rights and entitlements as equal citizens. UN Women sees this as being critical to advancing the inclusive governance agenda, and deepening democracy in the country; as well as for realizing the transformative potential of the SDG. Further, UN Women in Nepal, continues to strengthen women's leadership and participation in national and local level decision-making processes and empower women economically by supporting women and girls who are subjected to the most acute marginalization and exclusion, and who are most likely to be left behind.

2. Justification

The COVID-19 pandemic has exacerbated existing inequalities and created newer vulnerabilities. Countries around the world are facing an extraordinary challenge wherein a health-related humanitarian crisis has evolved simultaneously into a socio-economic crisis. This has led to an unprecedented cessation of economic activities and erosion of income opportunities for millions, especially those in the informal sector. The cumulative loss to global GDP over 2020 and 2021 from the pandemic is estimated to be around nine trillion dollars². Countries reliant on tourism, travel, hospitality, and entertainment for their growth are experiencing particularly large disruptions. In Nepal too, the impact of the first and second waves of the pandemic has been significant, with

¹ CSN is to strengthen women and excluded groups' voice and agency during the current pandemic context by collectivizing them through strengthening their resilience capacity. This will not only enable to reduce the costs of the COVID-19, but will also be beneficial in the long run by enabling an economically, socially, and ecologically grounded way of life.

² Ibid

severe losses to the national economy, given its dependence on remittances, imports fueled by remittances, informal labor, and tourism revenues.³

COVID-19 has highlighted and heightened these existing fissures in society, leaving many already vulnerable and marginalized populations at risk of being further left behind. In part, discrimination persists because vulnerable and marginalized populations are excluded from governance mechanisms and other decision-making processes.

It is important to remember that whilst humanitarian emergencies can compound discrimination and exacerbate risks, crises can also provide opportunities for addressing inequalities and promoting transformative change. Crisis changes social and cultural structures quickly, which can serve as opportunities to redefine gender norms and contribute to addressing deep-seated power inequalities. The unprecedented nature of the crisis – has also brought into sharp focus the limitations of the current development models. In this regard, it also provides an opportunity to build alternative models –models that are more people and less profit centered; more equitable and less extractive, and those that seek to eliminate the deep-seated imbalances in power and resources -between countries, between rich and poor and between men and women. In Nepal, a root cause of exclusion is the structural discrimination emanating from socio-cultural traditions, norms, and practices that are deeply embedded in community and organizational cultures. Gendered social norms severely limit women’s voice and agency⁴, access to and control over resources including knowledge and information. Patriarchy and other social and economic hierarchies (based on ethnicity, geography, physical ability, sexual orientation, age) privilege certain groups over others.⁵ As a result, and as highlighted in the CEDAW Concluding Observations on the sixth periodic report of Nepal (2018)⁶, many women face multiple forms of discrimination. Discrimination on the basis of caste, class and ethnicity is widely prevalent in Nepalese society and prevents women from enjoying their basic civil, political, economic, social and cultural rights.

The pandemic has disproportionately affected already vulnerable populations, including informal workers, youth, women, indigenous peoples, returning migrants, slum dwellers, the urban poor and persons with disabilities, and is intensifying social and economic inequalities. The country’s highly stratified and hierarchical social structure skews access to resources and opportunities. Past as well as the ongoing COVID 19 crises have shown that while an economic shock’s impacts may vary across income quintiles, the poor are likely to be disproportionately affected. In many places, the poor are more likely to have underlying or untreated health conditions which raises the risk of serious illness if they are exposed⁷. Poor households are also more likely to cope with income loss by selling productive assets or undertaking work that is inherently riskier or hazardous. Their children may also be less likely to return to schools in the aftermath of the current COVID 19 crisis, permanently reducing their earning potential. These factors leave the poor even more vulnerable.

The gender differentiated impact of the pandemic is also evident. Women especially those in the informal sector, have been the worst affected by the economic downturn. Women are overrepresented in informal work, with 66.5 per cent of working women engaged in the informal sector, compared to 59.7 per cent of men. This includes but is not limited to self-employed, domestic and care workers, female-headed households, home-based workers, women migrant workers. In the same vein, agriculture, which is largely informal, employs 33 percent of all women

³ <https://www.np.undp.org/content/nepal/en/home/coronavirus.html>

⁴ Women’s agency refers to the ability of women to act and exercise responsibility for themselves, without having others assuming the prerogative of making decisions on behalf of women. Women’s voice refers to the freedom of expression and is associated with the rights to information, association and movement. Together, women’s agency and voice enable women’s self-representation.

⁵ United Nations Country Team Nepal (2017) United Nations Development Assistance Framework for Nepal 2018 – 2022

⁶ CEDAW.2019. Concluding observations on the sixth periodic report of Nepal, CEDAW/C/NPL/CO/6, 14 November 2018

⁷ <https://www.ifpri.org/blog/social-safety-nets-are-crucial-covid-19-response-some-lessons-boost-their-effectiveness>

in Nepal. This may be one of the reasons why more women than men have lost their jobs due to the pandemic (41 per cent of women compared to 28 per cent of men). Many LGBTIQ+ persons, particularly those from most impoverished groups or without proper documentation, who rely overwhelmingly on informal economies have also been badly affected. Further the lockdown and enforced mobility restrictions have put women at greater risk of gender-based violence, especially domestic and intimate partner violence. Women's unpaid and care burden has increased, including taking care of children, elderly and family members who are sick. There are a range of formal and informal barriers in place that exclude those who are most marginalized in Nepal – such as single women, women living with HIV, women with disabilities, those who are gender non-conforming, and individuals without identity documents. This prevents or limits access to safety nets and other public services in the community. For those whose labour and survival strategies are stigmatised and relegated to the margins, such as individuals involved in sex work, the situation is often compounded.

Women and excluded groups are facing multiple challenges to access CoVID-19 related information and services. As expressed by women and excluded groups during the Gender in Humanitarian Task Team (GiHA TT) meetings⁸, many of them still facing challenges in accessing vaccine services due to lack of information on vaccine.

To respond to the primary health and secondary socio-economic impacts of the COVID 19, the Government of Nepal announced a range of measures including the distribution of relief packages. During the first wave, local government units mapped vulnerable households to ensure that relief measures can be targeted to them, including food aid, which were distributed as per the size of families, and with special priority for expecting mothers, orphans, the disabled or those with chronic illnesses. With the severity second wave of the coronavirus, the government has increased investments in the health infrastructure and services, as well as intensified vaccination efforts across the country.

Various steps undertaken since the 1990s indicate that the importance of social security in ending social exclusion and vulnerability of the poor and deprived groups has been well-recognized by key stakeholders including the government.⁹ Despite notable efforts, a large number of women, girls and children, among the most vulnerable ones remain excluded from government led social protection programmes. At present, only 30 percent of women/girls have access to existing social protection measures, leaving a vast majority without income security. While cash assistance, most notably Social Security Allowances and scholarship programmes have a stronger gender focus, there are critical gaps across life cycle, reinforcing exclusion of adolescent girls, and women working in informal settings. Access to contribution-based social security and public sector pensions remains limited and heavily skewed towards men, as a result of women's poor access to formal employment. In Nepal, the traditional safety nets lay within the institution of the families and communities. With the transitions over the last 30 years - such as rapid urbanization, modernization, a decade-long armed conflict and other political transitions in the backdrop of the processes of globalization, these safety nets have withered if not completely disappeared in some places.

Building on inherent tradition of communities to be self-reliant and self-sufficient, community safety nets can play a significant role in strengthening resilience capacity in the face of the current pandemic as well as future shocks. UN Women's past programming has highlighted the pivotal role of women's organizations, community and informal networks in amplifying women and girls' voices and holding duty bearers to account. Formal and informal networks act as safety nets for women during crises, creating a safe space for care and support and increasing their social capital and negotiation ability. Women's organization have also noted that in the absence or limited

⁹ Social Security/ Social Protection in Nepal Situation Analysis, ILO, 2012
⁹ Social Security/ Social Protection in Nepal Situation Analysis, ILO, 2012

reach of State provided safety net measures/interventions and accessibility issues surrounding them, support and security can be well ensured if it exists within local communities /groups that are accessible to one another¹⁰. In its COVID 19 Response Strategy, UN Women Nepal notes that recovery and well-being in the face of a crisis such as this, requires a collective, rights-based response that prioritizes the needs of those made most vulnerable in crisis. Respect for human rights across the spectrum, including economic and social rights, and civil and political rights, is fundamental to the success of the humanitarian - public health focused response. There is a moral imperative more than ever before to ensure that all development efforts are aimed at protecting and promoting the rights of the most vulnerable, in line with the SDG principle of leaving no one behind (LNOB).

UN Women proposes to implement a rights-based initiative to strengthen community safety nets, with an emphasis on LNOB, in the COVID-19 context. The proposed initiative is aimed at strengthening the resilience capacity of women and excluded groups, by mobilizing and organizing them through networks, and building their collective leadership capacity to address the myriad impacts of the pandemic. Building on the Gender@Work framework, UN Women's programmes have a strong focus on addressing discriminatory social norms and harmful practices. Emphasis is therefore placed not only on the formal domains of change (i.e. policies, guidelines, access to resources) but equally on those informal drivers of discriminatory attitudes and practices, to advance transformative change (i.e. capacity, consciousness, social norms and deep structures).

Feminist movement building is one of the core pillars of UN Women's programming, as outlined in its internal Gender Responsive & Inclusive Governance Strategy. It seeks to empower and build capacities of women and excluded groups to raise critical questions around gender inequalities across institutions (families, communities, markets and state), claim their rights and entitlements, and shape and influence public and political life. This is also in line with one of the priorities of National Gender Equality Policy 2021 which seeks to build capacities of and mobilise community-based women's groups, mothers groups and youth for social development.

A consortium of CSOs will be eligible to apply for this call.

3. Objectives

- a) To pilot the promotion and strengthening of community safety nets in seven provinces through formation of seven local women and excluded groups networks;
- b) To address the immediate needs of vulnerable network members as the COVID-19 crisis evolves; and
- c) To foster collective voice, leadership and political action of women and excluded groups through policy dialogues and networking with provincial policy makers such as Ministry of Social Development, relevant provincial parliamentarians to address discriminatory social norms and harmful practices.

4. Key Components

(a) Promote and strengthen community safety net in seven provinces through formation of excluded women groups' networks at one rural/urban municipalities under respective metropolitan/sub-metropolitans

The responsible party in consultation with key stakeholders will identify and map existing women and excluded groups networks in seven provinces working on diverse issues such as health, food security, women's leadership and gender-based violence. The responsible party should

¹⁰ Joint concept note developed by IGFF, Nagarik Awaz and Tewa

collaborate with the local government units (LGUs) during the formation of community networks, as well as with women's networks. Two design workshops will be planned with key stakeholders to detail out the concept of community safety nets including the governance and coordination mechanisms required at different levels¹¹.

In total, seven safety nets across seven provinces (one safety net in one LGU (municipality/rural municipality) in each province) will be formed, covering 1,000 women and excluded groups (approximately 145 in each network). A criterion will be developed by the responsible party for the formation of the networks, considering diversity/inclusion issues in close collaboration with the LGUs.

The responsible party will hold five capability¹² enhancing workshop/s (in each province) to facilitate organizing and collectivizing of these networks. A manual will be developed drawing on existing relevant manuals developed by UN Women/its partners. These networks will work as community safety net by reaching out to each other building resilience capacity during the pandemic and beyond. Series of capacity development efforts will strengthen the networks to discuss, identify and develop their immediate, mid and long-term strategy in terms of sustaining the networks at the local level.

- a) The first capability-enhancing workshop will focus on the concept of the safety nets, its relevance, and its design, according to the felt needs and the context of each of the given provinces to identify priorities which will enable and ensure long-term inbuilt safety nets. These may include the following:
 - Food security and wellbeing
 - Holistic health and immunity
 - Gender based violence
 - Economic security and rights
- b) The second workshop, will focus on laying out the additional and necessary technical know-how required in each of the prioritized themes of interventions –bringing in resource persons, as necessary.
- c) The third will focus on developing a community action plan in each LGU, with a clear methodology and approach, responsibilities of different stakeholders, timelines, and a province specific budget. The action plan will also detail out resource mobilization efforts to be carried out at the local level.
- d) The fourth workshop will focus on the design and application of gender responsive social accountability and advocacy tools such as Charter of Demands (CoDs). These will be developed focusing on the specific context and location/s of the project. The CoDs will be shared with the relevant government entities at the provincial level such as Ministry of Social Development. Implementation of the recommendations of the CoDs will be closely monitored by the members of community safety nets and women's groups.
- e) The final workshop will focus on developing a long-term sustainability plan of the community safety nets, aimed at creating ownership and leveraging in-built mechanisms at the community level – to sustain the initiative beyond the project duration. The final workshop will focus on monitoring, learning and evaluation mechanisms at several levels. For example, bi-annual social audits/public hearings

¹¹ The responsible party will organize workshops/ meetings in local languages if required to be culturally appropriate to the local populations

¹² Capabilities assess an individual's well-being based on what she/they are able to do (actions) and who she/they are able to be (states of existence). For details see Nussbaum, Martha. 2011. *Creating Capabilities: The Human Development Approach*. Harvard University Press

at the community/local government; simple learning workshops at the community level that can be led by women, at the level of the implementing organizations/donor agencies, and at the broader level of the women's networks and the civil society. In the final workshop, documentation of lessons learnt through video/case studies/community radio/podcasts, and others as may be felt to be most useful will be discussed and finalized.

Each of the workshops will be designed to enable a consultative process with the network members so that they not only own the process but are invested in the process of building/promoting the concept of the community safety nets.

The workshops can either be organized virtually or in person (day-long or residential), depending on the COVID 19 situation and in line with the relevant safety/health protocols. The first, third, fourth and fifth workshops should be planned as half day workshops each. The second workshop will be longer and planned over three days one time (3 half-day virtual platforms or 3 day residential workshop) to provide time for team building, ownership, and brainstorming/discussion on the details of the community safety nets.

To facilitate cross-learning/ linkages between the networks (in-between and beyond the trainings) monthly meetings will be organized. These meetings will be organized virtually, given the continued concerns over a subsequent third wave of the pandemic. A clear agenda should be developed for each meeting, with the expected outputs. The meetings will focus on the challenges, opportunities, review of action plans and discussions on the way forward for the safety net networks with clear milestones and will also provide a space of network members to support each other and strengthen resilience capacity during the current pandemic.

(b) Address immediate needs of vulnerable network members as the crisis evolves with comprehensive support package

As part of this initiative the following in-kind support will be provided to address the immediate needs of 500 project participants and their households. Given the times of current wave of COVID-19 and other disasters, as part of this initiative, there will be provision of in-kind support for each of the seven provinces. This will be as per the felt needs of the given local community and will address the immediate needs of those people/women and their households, who have fallen out of the safety nets. These can include:

1. **Access to food** – To address the food insecurity of community households, direct provision of rations/food supplies will be provided. If COVID-19 prohibitory measures are re-introduced, then facilitating access through household-level distribution should be explored, in keeping with government advisories/guidelines.
2. **Access to energy** – Linked to food security is the need for clean energy including for cooking. This need will be addressed through the supply of induction cookers, gas stove and LPG cylinders. The latter LPG cylinders should be considered only for those households/communities with limited/no supply of electricity.
3. **Access to essential supplies**—To enable project participants to maintain COVID-19 related health and hygiene standards, essential supplies such as soaps, medicines, masks, sanitizers, sanitary napkins, accessible information packages on COVID-19 safety measures will be provided.
4. **Access to essential services**— Project participants will also be supported thorough provision of counselling services and with information on essential health services including psycho-social support, trauma counselling, access to legal assistance and GBV related support.

5. **Access to agricultural inputs**—Project participants will be provided seeds/vermi compost (one time) support. Seed bags of vegetables and vermi compost will be provided to a minimum 200 individuals in the project districts.
6. **Access to digital services**—To ensure participants' access to digital services during the current pandemic, a basic mobile phone set with data card will be distributed. This will enable project participants to access information, services and resources as well strengthen their networks.

While the specifications of the food; fuel/energy; COVID-19 related essential supplies health/psychological health related support e.g. medicines; consultations/counseling, agriculture related support; and digital support have been provided in Annex I, these will be finalized as per the specific needs of the local communities, by the responsible party in consultation with UN Women. In such cases, the provision of food rations per households should be done as per GoN and relevant UN guidelines.

The in-kind support/services will be provided to at least 50% of the community intended to serve by this project (i.e. 500 participants).

When providing in-kind support, care needs to be taken to not increase dependency rather help women access a minimum safety net and support in the context of the pandemic. As far as possible the in-kind support should be generated locally and ensure that they rely on indigenous and traditional knowledges/practices and enable overall wellbeing in the supply of food items – seasonal, locally grown, and nutritious as far as possible in close consultation with the respective LGUs.

(c) Foster collective voice, leadership and political action

1. **Feminist Conversations:** The responsible party will strengthen the leadership, organizing and network building capacity of women's groups/organizations/networks (federal, province and local level) using intersectional feminist pedagogy¹³. Strong collaboration with a south asia/regional feminist network will be established by the responsible party to facilitate feminist conversations amongst the groups/networks. A three-days (one time) capacity development training will be organized. Dedicated sessions on advocacy, networking and social accountability can be included in the curriculum. A maximum of 40 participants selected from the broader from the networks (21 community safety net networks, and other national networks) will participate in the training.

The trained network members will ensure the sharing of learnings from this training among the larger network members. To facilitate this, two sharing sessions will be organized in each network. Advocacy with other relevant networks working on women's rights on promoting the rights of women and excluded groups will also be conducted; with the objective of engaging with the larger women's movement in Nepal on this issue. For this a minimum of two national/provincial level dialogue sessions should be organized with a minimum of 50 participants.

2. **Creating platforms for advocacy:** This initiative will also strengthen advocacy efforts with the federal, provincial and local governments to integrate an intersectional and LNOB perspective by recognizing and prioritizing needs of excluded groups in local developmental and humanitarian efforts. The CoDs developed by women's groups in collaboration with UN Women previously will be updated and monitored on an annual basis. The RP in consultation with relevant organizations/networks will organize pre-budget discussions with the key stakeholders including Ministry of Finance, National

¹³ UN Women - Feminist pedagogies in training for gender equality
https://trainingcentre.unwomen.org/RESOURCES_LIBRARY/Resources_Centre/02%20Feminist%20Pedagogies%20.pdf

Planning Commission (NPC) and with relevant Government agencies at the sub-national level in 2022.

The RP in collaboration with the networks of women safety nets and other relevant national networks, plan and organize one public hearing in each province (total seven public hearings) bringing both right holders and duty bearers to ensure social accountability on emerging GESI related issues in the context of COVID-19. These public hearings will be organized based on lesson learnt from UN Women's previous experiences in organizing public hearings in consultation with relevant partner organizations. The RP in collaboration with the relevant network conduct review of local level policies and budgets from GESI perspective in all seven provinces; and organize one meeting to share recommendations with key stakeholders. Emphasis should be placed on the application of community based participatory tools/methodologies for this exercise. Drawing on these local initiatives, the RP should prepare a consolidated report detailing the tools and methodologies used; as well as the findings/recommendations.

3. **Documentation of good practices and models:** The responsible party will document the good practices/models of community safety nets at the local level. These good practices will entail narratives/stories of women and excluded groups part of the community safety nets. This will be collated and published as a compendium. The RP may propose the use of creative art forms/ audio-visual tools to develop the compendium. These will be developed in English and Nepali. Audio-visual products developed should include the use of close captions and sign language interpretation, as relevant.

5. Target Group/Constituency

The initiative should target 1,000 women and excluded groups in the network in seven provinces (as mentioned above under key components (a)). Out of 1,000, 500 women and excluded group will be provided with in-kind relief support. In term of diversity among this group, this can include sexual and gender minorities, single women, adolescent women and girls, women with disabilities, women living with HIV, pregnant and lactating women, homeless/destitute women, women involved in wage work and daily labour etc. In line with UN Women's LNOB approach, the Responsible Party will centre those that are most likely to be left behind.

6. Scope of the assignment

Please refer to *Annex 1*

7.Expected Results and Monitoring mechanism

Outcome: Increased individual and collective capacity of women/excluded groups to mobilize, organize and build networks for gender equality and human rights, and , strengthen their resilience capacities in the COVID 19 context and beyond

Indicators:

- Percentage of community safety network members who self-report increased resilience and adaptive capacity
- Evidence of shifts in the narratives of project participants on dignity of their personal/collective identity
- Percentage of policy recommendations made by women's networks accepted by the local government.
- Proportion of community safety networks with committed resources at the end of the project period

UN Women follows a results-based monitoring system. Two mini longitudinal studies will be carried out by the responsible party prior to project implementation and project closure respectively to refine/modify the results framework and collect relevant data to track progress. In consultation with UN Women, the RP will explore the story telling methodologies to document and track changes in the lives of women through the project period. Feminist evaluation principles should inform these studies.

The applicants should include a detailed monitoring plan to collect both quantitative and qualitative data in a regular period. Once selected the partner agency should report the progress on the Outputs and indicators using the UN Women Standard performance monitoring framework. The activities and output results to be reported on a quarterly basis. Further, pre and post-assessments for all capacity development initiatives, the feedback loop for network mobilization efforts and dissemination plan for all knowledge products should be developed under this initiative.

8. Geographic locations

The initiative will be rolled out on a pilot basis in all seven provinces in collaboration with women's organizations, initially targeting 1,000 women and excluded groups. The rationale for selection of LGUs and districts should be included in the proposal.

9. Time frame

Fifteen months – 1 August 2021- 31 October 2022

10. Reporting requirements

The partner agency will be required to submit a narrative and financial report on a quarterly basis, and one project completion report.

Guiding principles

The implementation of the proposed activities should be guided by the following principles.

- Result based programme management
- Human rights-based approach
- Cultural diversity, social inclusion, intersectionality, and gender sensitivity
- Strategic partnership
- Knowledge sharing and resource mobilization
- LNOB
- Do not Harm

Eligibility criteria

- Proven technical competencies in the application of human rights-based and intersectional feminist approaches to advance gender equality and for ensuring the voices and needs of women and excluded groups as rights holders
- Demonstrable organizational experience in working on community safety nets, movement building and able to facilitate the formation of a consortium of women's group and reflect it well in the applied proposal
- Sound knowledge and technical expertise on gender and intersectionality in humanitarian action

- Demonstrable experience in implementing programmes on gender equality and women’s empowerment, rooted in an intersectional feminist approach, and in formulating result-oriented programme, monitoring programme based on indicators and quality reporting
- Proven organizational experience in building strategic partnerships, connections and networks with relevant partners, including government agencies, community-based organizations, CSOs at the provincial local level
- Demonstrable commitment to working with women and other genders that are economically, socially, culturally, or otherwise excluded, excluded and/or marginalized.

11. Team composition

In order to manage and coordinate the intervention in an effective and timely manner, the partner agency/consortium is requested to establish a management team in charge of day-to-day management and operations of the training as well as communication and coordination with UN Women. The management team will consist of but not limited to the following core members: (1) One Team Leader with progressively responsible experience in programme management and strong working experience with excluded groups in the community safety nets and movement building in the development/humanitarian context including result based report writing skills (3) three project officers (1) One Monitoring and Documentation Officer and (1) One Finance Officer.

The agency/consortium can propose other relevant and justifiable human resources in addition to the management team to manage and coordinate the assigned tasks and responsibilities in an effective and timely manner. Agencies are required to provide detailed job descriptions and qualifications and experiences of the proposed human resources. Qualifications and experience of additional human resources will be evaluated as the overall capacity of human resources of the partner agencies.

Annex 1- Scope of assignment

Activity	Description	Quantity/unit	Periodicity	Remarks
a) Community safety net				
Prepare a criteria for selection of local level women and excluded groups networks	One community based networks covering one rural/urban municipalities under metropolitan/sub-metropolitan in each province	One in each province. Each network will comprise of approximately 145 diverse members. In total, there will be seven networks (one in each Province).	One time	
Capability enhancing workshops	<p>Capability enhancing workshop/s to organize and collectivize. These workshop will either be arranged through zoom or face to face depending on COVID-19 situation</p>	<p>Two design workshops will be planned with key stakeholders to detail out the concept on community safety net. Five members from each network will join the design workshops.</p> <p>A five capability enhancing workshop/s in each province will be organized. Details focus of each capability workshops are focused in key component section under community safety net</p> <p>Organization of 12 monthly meetings to support in-</p>	<p>Total 1,000 participants. The responsible party will categorize the network members for training based on their existing capabilities</p>	

		between and beyond the trainings. These meetings will be organized virtually given the continued concerns over a subsequent third wave of pandemic.		
b) In-kind Support – food and non-food				
Procure and distribute food items	Rice-30 kg; Lentils-3 kg, Salt-1 kg, Cooking oil-2 ltrs; Cereals-1kg; Sugar-2 kg)	500 individuals	Monthly basis for 3 months	This is for an average HH of 5 persons
Procure and distribute non-food items/essential supplies	Soap-6pcs, Detergent-1 kg, Sanitary pad (cotton pad)-: 12 pcs Basic medicine such as Paracetamol (30 tablets), Dettol (1 bottle), Cotton (1 roll) and ORS (6 packets)	500 individuals	Monthly basis for 3 months	This is for an average HH of 5 persons
Procure and distribute energy saving /solar energy equipment	1 Gas stove and 1 LPG	500 individuals	One time	
	or 1 induction cook-stoves and utensils			

Procure and distribute seeds/vermi-compost	Seed bag (50gm of Brinjal, 50gm of Chili, 50gm of Radish Seed, 50gm of bitter gourd) Vermi Compost (Organic Fertilizer) (2 Pkt = 4 Kg per HH)	Minimum 200 individuals Minimum 200 individuals	One time One time	This should be distributed to those having some space with kitchen gardens in provinces
Procure and distribute mobile phones and data cards	1 standard/basic mobile phone (not exceeding NPR 3000 per set) 1 data card (of NPR 1,000)	500 individuals	One	
i. Essential services and information				
Provide online training to counsellors and engage them to provide counselling support to project participants through telephone and online platforms. The training should also include content around intersectionality in order to ensure that counsellors work within an anti-oppressive approach. In addition, provide participants support with information on essential health services including psycho-social support, trauma counselling, access to legal assistance, GBV related support	Online training to counsellors	The responsible party will create a pool of 21 counselors. These 21 counsellors will provide services to each network. An option will also be explored to strengthen the existing counsellor in each network if there are any?	Eight two-hour sessions in two months Half-day refresher training on counseling in subsequent months The counsellors will provide services in each network. The cases will be documented and managed maintaining strict confidentiality.	

c)Foster collective voice, leadership and political action				
Feminist conversation		A three-day (one time) capacity development training will be organized with a maximum of 40 participants selected from the networks (seven community safety net networks),and other national networks		
Creating platform for advocacy		Organise at least two pre-budget discussions with key stakeholders including Ministry of Finance, National Planning Commission (NPC) and with relevant Government agencies at the sub-national level in 2022. Conduct one review of local level policies and budgets from GESI perspective in all seven provinces; and organize one meeting to share recommendations with key stakeholders.		These meetings will be planned virtually depending on the COVID-19 situation

		Organise seven public hearing (one in each province) bringing both right holders and duty bearers to ensure social accountability on emerging GESI related issues in the COVID-19 context		
Documentation of good practices and models		One video by using creative art forms and entailing success stories of women and excluded groups part of community safety nets will be developed		

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

Call for proposal

Description of Services: Strengthening community safety nets and feminist movement building in the COVID-19 context

CFP No. UNW-AP-NPL- CFP-2021-06

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 (submission of the valid organization register at District Administration Office and Social Welfare Council and its translated version in English)	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ¹⁴	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) ¹⁵ .	
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

¹⁴ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

¹⁵ [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. UNW-AP-NPL- CFP-2021-06

a. Instructions to proponents (Responsible Parties)

1. Introduction

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

Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at technical-bid.np@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP:

UNW-AP-NPL- CFP-2021-06

2. Cost of proposal

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

3. Eligibility

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

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

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

6. Amendments to CFP documents

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

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

1. Language of proposal

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

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

2. Submission of proposal

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

All proposals should be sent by email to the following secure email address: technical-bid.np@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) NPR.

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	10 points
2	Organization’s mandate is relevant to the work to be undertaken in the TORs	20 points
3.	Applied through consortium of organizations with relevant expertise	5 points
4	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	35 points
TOTAL		70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.

Formula for computing points:
 Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s price is \$20.00. Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

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

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

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent’s proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

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

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

13 Format and signing of proposal

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

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

14 Award

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

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

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

Annex B-2 Template for proposal submission

Call for proposal

Description of Services: Advancing the rights of women engaged in sex work in the COVID 19 context

CFP No. UNW-AP-NPL- CFP-2021-06

Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable

changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

1.1														
1.2														
1.3														
1.4														

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

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

less.

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

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		..		
5. Other costs ¹⁶				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

¹⁶ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

Annex B-3
Format of resume for proposed staff

Call for proposal

Description of Services: Advancing the rights of women engaged in sex work in the COVID 19 context

CFP No: UNW-AP-NPL- CFP-2021-06

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4
Capacity Assessment minimum Documents
(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal

Description of Services: Advancing the rights of women engaged in sex work in the COVID 19 context

CFP No. UNW-AP-NPL- CFP-2021-06

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration (Valid Organization Registration and Affiliation with Social Welfare Council and its English Translation)	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	

