

Annex A

Call for Proposal (CFP) for Implementing Partners (For Civil Society Organizations- CSOs)

FLIGHT – Funding and Learning Initiative for Girls in Higher Education and Skills Training

Section 1

CFP No. UNW/CFP/IND30/2021/003

a. CFP letter for Implementing Partners

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

Proposals must be received by UNWOMEN at the email address specified not later than (time) **2359 hrs on (date) 16th August 2021**.

The budget range for this proposal should be [INR 1,25,00,000 – INR 1,50,60,000]

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<u>Section 1</u> <ul style="list-style-type: none"> a. CFP letter for Implementing Partners b. Proposal data sheet for Implementing Partners c. UN Women Terms of Reference Annex A-1 Mandatory requirements/pre-qualification criteria	Annex A-1 Mandatory requirements/pre-qualification criteria Annex A-2 Technical proposal submission form Annex A-3 Financial proposal submission form Annex A-4 Format of resume for proposed staff Annex A-5 Capacity Assessment minimum Documents
<u>Section 2</u> <ul style="list-style-type: none"> a. Instructions to proponents Annex A-2 Technical proposal submission form Annex A-3 Financial proposal submission form Annex A-4 Format of resume for proposed staff Annex A-5 Capacity Assessment minimum Documents	

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

b. Proposal data sheet for Implementing Partners

Program/Project: “FLIGHT - Funding and Learning Initiative for Girls in Higher education and Skills Training”

Email: registry.india@unwomen.org

Telephone number: +91-11-4653 2333

Issue date: 30 July 2021

Requests for clarifications due:

Date: 09 August 2021 **Time:** 2359 hrs
(via e-mail)

UNWOMEN clarifications to proponents due: [if applicable]

Date: 10 August 2021 **Time:** 2359 hrs

Proposal due:

Date: 16 August 2021 **Time:** 2359 hrs

Planned award date: 01 October 2021

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

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

UN Women is currently implementing a programme called Second Chance Education and Vocational Learning (SCE), which is aimed at empowerment of the most marginalized women who, owing to poverty and gender-based discrimination, have been denied access to opportunities at an early age.

The programme undertakes a holistic approach to empowerment using the pathways of learning, employment and entrepreneurship. The SCE programme enables and offers women opportunities to (1) re-enter formal education, (2) undertake vocational education (3) receive entrepreneurship, training and skills training, (4) potential employment. SCE offers a comprehensive solution by adopting a holistic approach, leveraging partnerships at all levels, using innovative pedagogies and finance to achieve its objective.

In India, SCE programme is being implemented in 12 districts across 4 states – Bihar, Maharashtra, Odisha and Rajasthan, covering 200 villages.

During the course of implementation of the SCE programme, experiences of women and girls has highlighted that finding job opportunities were restricted due to the lack of degrees and/or diplomas from higher education/training institutes, lack of employable skills (domain and transferable skills) and lack of entrepreneurship opportunities¹.

To respond to this challenge UN Women will implement the proposed project (i.e. FLIGHT) to create a cadre of skilled women, who have completed their higher education and are ready to gainfully participate in the digital and formal economy. This project will be implemented for a duration of three years – March 2021 to February 2024 in the Greater Metropolitan Region- Mumbai City, Mumbai Suburban, Thane, Palghar & Raigad in Maharashtra.

By the end of three years, approximately 750 women and girls will pursue their higher education to attain a degrees and/or technical education post schooling along with attaining employable skills for gainful employment. Further, about 5000 girls and their parents will be sensitized on gender equality and women empowerment.

Context & Purpose

Supporting access to quality education as well as employment and entrepreneurship training to marginalized women and young women, at an improved scale and at an affordable cost, is at the core of what UN Women aims to achieve. There is a critical need for practical and empirical knowledge about how to effectively implement such a programme in a variety of contexts. The SCE Programme being piloted by UN Women, is generating evidence about experiences of women and girls, highlighting that finding job opportunities are restricted due to the lack of degrees and/or diplomas from higher education/training institutes, lack of employable skills (domain and transferable skills) and lack of entrepreneurship opportunities. The proposed project is informed by this evidence. The experience gained from the proposed project coupled

with the evidence generated by the SCE pilot programme will support UN Women to be better able to assist in shaping relevant policy to increase women workforce participation, especially in skilled jobs of the future.

Understanding Challenges and Opportunities in Formal education:

- The average educational attainment of girls is up to class 8 – education in government schools is free till the 8th grade.
- Dropout rates among students belonging to the marginalised communities (Scheduled Caste/ Scheduled Tribe and Minority communities) in all programme districts is high.
- As mobility continues to remain a major challenge for rural women, girls are often forced to discontinue their education as a secondary or high school in their areas are few and thus are often required travel to neighbouring regions to continue their education.
- Other reasons are – conditions and infrastructure of the schools, distance to school, poverty, illiteracy among parents, burden of household responsibilities for the girls and marriage at a young age.
- Post lockdown, and due to the ongoing crisis, it will be difficult for women and girls from the villages to pay educational fees as the livelihood for many families has been affected
- Options like open schooling (NIOS) have not started their classes and study material is not easily available for upcoming exams and assignments
- Education of girls is not a priority for parents and also the young women who may have submitted their fees or had shown willingness towards enrolling themselves in Open Schooling may not necessarily find the required support to ensure completion of education.
- A large number of girls drop out after they complete their school education and parents are in a hurry to marry them young

Target Audience

Women and girls' studying in colleges, ITIs, polytechnics and their families/communities(especially from the most marginalized communities (including but not limited to) scheduled castes, scheduled tribes, minorities, survivors of rape and violence, survivors of trafficking, disabled, women headed households) from Greater Metropolitan Region- Mumbai City, Mumbai Suburban, Thane, Palghar & Raigad in Maharashtra.

b. General Overview of services required/results

UN Women seeks the services of a civil society organization (hereinafter referred as proponent organization) working with community-based organizations of women from the most marginalized communities (including but not limited to) scheduled castes, scheduled tribes, minorities, survivors of rape and violence, survivors of trafficking, disabled, women headed households (hereinafter referred as target group)to strengthen their opportunities for digital/professional/vocational skills and employment. It is expected that the Proponent Organization is already working with women's groups/ community-based organizations which forms the target group for the Project. The proponent organization is expected to submit a proposal to contribute to all the three outputs of the Project. The selected organization will be responsible for implementation of the FLIGHT Project outcomes and outputs. In order to deliver on all output areas of the project civil society organizations can make joint proposals with partner organizations, but one clear lead proponent must be indicated. The lead and partner

organizations should possess demonstrable expertise and experience in their areas of contribution to the outputs of the project. Only the Proponent/lead Organization is, per the terms of contract with UN Women, accountable for the management of the awarded contract. The Proponent organization must enter into an appropriate partnership modality with sub grantees (for-profit/social enterprise or section 25 company) partners at the time of proposal submission and the proposal should include their written consent. The proposal should include a brief write-up about sub grantee organizations and clearly indicate the rationale of selecting sub grantee and their roles, responsibilities, and accountability.

The proposed project significantly draws from and contributes to UN Women's ongoing work on women's economic empowerment as well as ending violence against women. The Project builds on UN Women's track record in advancing gender equality and women's empowerment at the policy, national, state and local levels and its broad and deep outreach and partnership with civil society and community-based organizations. The Project will create an enabling environment and the requisite space to launch, grow learning opportunities and provide support to fostering greater employment opportunities for women and girls. The project will, in particular, take advantage of UN Women's extensive experience of implementing the SCE programme to promote women's ability to secure decent jobs, accumulate assets and inform institutions and public policies determining growth and development. The Project also draws insights from UN Women's work and addresses the challenges identified below in the course of implementing these programmes.

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

Objective of the Proposed Project: To motivate and enable 750 young women to pursue and complete their higher education for degree or diploma and gain employable skill. Further, about 5000 girls and their parents will be sensitized on gender equality and women empowerment.

Outcome: The proposed three-year program will create a cadre of skilled women, who have completed their higher education and are ready to gainfully participate in formal economy.

Output 1: Enhanced knowledge of project stakeholders on education, skill and employment gaps

Output 2: Enhanced awareness and enable 750 women and young women to pursue a higher education and career aspirations

Output 3: Enhanced capacity of young women on transferrable and future skills for increased employability

In India, Maharashtra is one of the best performing states in terms of access to and enrollment in higher education. Maharashtra tops in the enrolment of students in universities and has the highest number of Polytechnics.

The proposed project will leverage UN Women's existing on ground presence in Mankhurd District in Maharashtra to further deepen the existing partnerships and community engagements; inspiring young women to pursue their higher education and skills by attaining degrees and/or technical education post schooling for gainful employment or to become entrepreneurs.

The proposed programme will primarily focus on enabling girls to pursue and complete their higher education through degree colleges (including distance learning), while also mentoring and skilling them in new age focused job roles for all sectors with particular focus on digital skills in AI, coding, Data analysis, and digital economy trades. The focus will be on enrolling into University Colleges and/or online higher education programs in the Greater Metropolitan Region- Mumbai City, Mumbai Suburban, Thane, Palghar & Raigad in Maharashtra. These geographies have been selected based on the following criteria:

- Availability and high frequency of transportation for mobility
- Strong presence of industry and service sector

Pathways:

a. Completion of Higher Education:

A young woman's ability to secure employment is linked to access to quality higher education (Technical Diplomas/University Degree/Distance learning), that also equips her with employable skills. Past studies have highlighted that cultural and structural factor play an important role in determining the relationship between women's education and employability in India (Das and Desai, 2003; Das 2006). Coupled with lack of guidance on career choices, lack of access to job opportunities and poor quality of education, lead to a mismatch between the degree and career opportunities. This is one of the main challenges faced by young women in university colleges, causing them to drop out of higher education. This project will motivate and support girls both financially and technically to identify and complete the higher education course of their choice. This will increase their chances of getting skilled jobs. However, it is important to note that choosing the right course may not guarantee securing a skilled job at the end of the program, as factors outside education are also responsible for professional success. That is the reason we need to train the women on 21st century/transferable skills for better employability.

Further, Industrial Training Institutes (ITI) and Polytechnics are a popular option for students who want to pursue technical courses in various trades. Women make up only 13%-14% of the total admissions in an ITI. While women-only-ITI's generally offer gender stereotypical courses like dress making, food production, stitching, tailoring and stenography, in co-educational ITI, women are often counselled pursue these gender stereotypical courses. The programme will work with and women in ITIs to train them in non-traditional trades especially digital economy trades) and link them to prospective employers.

b. Providing Skilling and Mentoring for increased Employability/Self Employability:

There is growing evidence that identifies certain sets of competencies, often referred to as soft skills or non-cognitive skills, as important predictors of academic performance and later success in life. Cultivating these types of competencies or skills plays an important role in young women's ability to secure employment in all sectors.

The programme will ensure that young women develop the following skills:

- Professional skills such as coding, marketing, cataloguing, graphic designer, web, social media engagements, business process outsourcing and knowledge process outsourcing skills.
- Soft skills such as resume drafting, interviewing, presentation team work, collaboration and networking

- Life skills such as financial literacy, digital literacy, leadership Awareness on their rights as women

c. Create Industry Linkages:

In addition to completion of higher education and developing employable skills, the young women will be provided with opportunities for practical experience through job fairs/career melas, exposure visits to potential employers, mentoring sessions, peer to peer network, internship and apprenticeship. Currently, there are several existing apprenticeship schemes being implemented by the States, with few linkages to Industries. UN Women will leverage its partnerships to link the young women with these schemes and industries.

Further, UN Women will work on gender sensitization of industry and private sector companies through associations such as CII, FICCI, NHRDN and NASSCOM to create an enabling ecosystem to hire women. These companies will be sensitized to ensure that the private sector actively hires, promotes and retains more young women.

Proposed Interventions for a beneficiary:

Over the 3 years, each of the girls will receive:

- Annual Scholarship to pursue higher education in their choice of Institutions – College/ITI/Polytechnic
- The scholarship will support education fee partially and depending on the college and course the percentage of funding by scholarship and by the girls themselves, will vary.
- Career guidance and counselling along with access to community support and champions to build her career.
- Access to job fairs/career melas, internship opportunities and exposure visits to private companies, along with dedicated sessions by experts and corporate mentors
- Training in skills which are useful for all career streams such as Professional Skills, Soft Skills and Life skills (as detailed above).
- Placement opportunities and/or entrepreneurship/self-employment.

The programme will also work with communities and industry employers to break gender stereotypes to create an enabling eco-system for support.

Strategies:

- a. Women and young women's access to higher education will increase; because relevant support is made easily available to marginalized women and young women.
- b. The gender-responsive capacity of potential employers in the private, public and NGO sector is strengthened to ensure that employment opportunities for women and young women are increased and links have been created to the labor market that increase the value of education and vocational training.
- c. Engagement with community stakeholders, households and individuals to support women and young women's education and vocational learning and to create positive social norms for women and young women's education and vocational learning.

3. Timeframe - Key tasks, Estimated Time lines and deliverables

Outcome	Output	Activity	Timelines
Create a cadre of skilled women, who have completed their higher education and are ready to gainfully participate in formal economy	Output 1: Enhanced knowledge of project stakeholders on education, skill and employment gaps	Activity 1.1: Study will be conducted to understand the current and future skills needed in the target geography for accessing higher and technical education, employment and entrepreneurship information and training. Also, mapping of Industries and Private Sector Companies for internships, apprenticeship, On-the-job training, live projects/assignments.	Q4 2021
	Output 2: Enhanced awareness and enable women and young women to pursue a higher education and career aspirations	Activity 2.1: Train girls and their parents on gender using Behavioural Change Communication tools.	Q1 -Q4 2022
		<p>Activity 2.2: Identify and support young women through scholarship on merit cum means basis for completion of higher education.</p> <p>Activity 2.3: Detailed orientation and aptitude testing of young women and ongoing counselling based on their selection of stream/career option about the chosen field.</p> <p>Activity 2.4: Organize job fairs/career melas for support to young women.</p> <p>Activity 2.5: Create networks of graduate young women</p>	<p>Q1 2022 – Q1 2024</p> <p>Q1 2022 – Q1 2024</p> <p>Q1 2022 – Q1 2024</p> <p>Q1 2022 – Q1 2024</p>

		Activity 2.6: Include graduate young women as role models, to support mobilization efforts and reduce drop-out rates.	Q1 2022 – Q1 2024
	Output 3: Enhanced capacity of young women on transferrable and future skills for increased employability	<p>Activity 3.1: Review of existing modules and contextualization and creation of online modules on gender training and on identified skills such as Financial and Digital literacy, Digital Economy Skills, Leadership and Communication.</p> <p>Activity 3.2: Train young women in skills which are useful for all career streams such as Professional Skills, Soft Skills and Life skills.</p> <p>Activity 3.3: Organise exposure visits to companies, along with dedicated sessions by experts and corporate mentors.</p> <p>Activity 3.4: Gender sensitization of industry and private sector companies through associations such as CII, FICCI, NHRDN and NASSCOM to create an enabling ecosystem to hire women.</p>	<p>Q1 2022 – Q4 2022</p> <p>Q1 2022 – Q4 2023</p> <p>Q3 2022 – Q1 2024</p> <p>Q1 2022 – Q1 2024</p>

Period of Assignment: October 2021 – February 2024

Roles and Responsibilities of Parties

Responsibilities of UN Women:

UN Women India Office will be the executing agency responsible for management of the Implementing Agency. Within India Office, the SCE Country Programme Manager will be responsible for the implementation of the assignment as well as the day-to-day management and coordination.

Responsibilities of Implementing Agency:

The Implementing Partner will be responsible for implementing the project and activities as mentioned above.

Reporting Guidelines

- Narrative reports of each training/awareness session/workshop including agenda, list of participants disaggregated based on gender and age, and assessment of the pre-test and post-test questionnaires reflecting changes in awareness of the participants must be submitted to UN Women within 7 business days after each training/ workshop.
- The database of target agents of change reached per activity updated monthly.
- Brief monthly report highlighting the activity updates and linkages established;

- Quarterly narrative report highlighting key activities, achievements and any noticeable change in skills and knowledge in the form of case studies, pictures, films ;
- Quarterly Financial report as per the rules and procedures of UN Women
- Annual report reflecting qualitative and quantitative change in line with the project outcomes;

Monitoring and Evaluation

To ensure quality and timely delivery of products, the Unit will undertake the following:

- An inception meeting (given the COVID situation, a virtual meeting) at the start of the assignment to detail out a workplan.
- Biweekly virtual meetings with the agency to ensure timely delivery.
- Standardized templates for monthly and quarterly progress reports.
- An annual and final report will be shared by the Implementing Partner.
- Support in preparation and documentation of best practice case studies

Communication and Advocacy

A communication and advocacy plan will be developed by the Implementing Partner which will include development of IEC materials e.g. online and print media contents, short films on human interest stories/success stories, newsletters, social media content, photo essays, handbooks and leaflets on business profiles and dissemination as part of the project's communication and advocacy strategy. All the knowledge products and communication materials developed under the project will be branded based on the corporate branding guidelines of UN Women.

4. Competencies:

- Technical/functional competencies required;
 - Five years of work experience on the issue of Gender equality, women's empowerment, Livelihood, Governance and Violence against Women and related legislations.
 - Five years of work experience on managing large scale skills development and placement projects for women and girls.
 - Demonstrable experience of designing, conducting and monitoring of trainings/ capacity building workshops on digital/professional/vocational training/ women's livelihood and employment.
 - Understanding of the local context and functional competency in the local languages in Maharashtra; knowledge on the structure and functioning of digital/professional/vocational training system is desirable.
 - Demonstrable experience of developing skill training modules.
 - Demonstrable experience of networking with private/public sector companies and Medium, Small and Micro Enterprises to facilitate mentorship, exposure visits and employment of women and girls.
 - Demonstrable experience in advocacy initiatives with Government institutions and other key stakeholders.
 - Demonstrable experience in policy engagement and research on gender, skilling and employment issues.

- Ability to deliver efficiently large-scale mobilization and training programmes in a defined timeline.
- Ability to work with like-minded entities for achieving the targets
- Documenting, analyzing the change in learning outcomes through Monitoring & Evaluation tools.

The CSO/NGO/LEAD organisation should:

- Be duly registered or has the legal basis/mandate as an organization.
- Have an established organisational culture of accountability and commitment to delivery of results.
- Internal programmatic, administrative and financial capacity for budgets of more than \$50,000 annually supported with a track record of quality and timely project results.
- Have a permanent office within India and been in operation for at least 5 years.

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

Call for proposal

Description of Services:

CFP No. UNW/CFP/IND30/2021/003

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 three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ¹	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ² .	Yes/No
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

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

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

Section 2

CFP No. UNW/CFP/IND30/2021/003

a. Instructions to proponents (Implementing Partners)

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (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 UNWOMEN 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 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN by email at **registry.india@unwomen.org** . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex A-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 A-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 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 partners' references for delivering what is 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

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 1**. 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. 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

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 advertised publicly, all amendments will also be posted on the advertised source.

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

7. Language of proposal

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. 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 simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. UNW/CFP/IND30/2021/003– (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. UNW/CFP/IND30/2021/003– (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: registry.india@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.

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.

- 8.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in the Technical Proposal submission Form below must be executed by a representative of the proponent who is duly

authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

- 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

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

All prices shall be quoted in (Local currency) ___ INR _____

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.

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 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 requirements	15 points
2	The organizations mandate is relevant to the work to be undertaken in the TORs	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	35 points
	TOTAL	70 points

Suggested table for evaluating technical proposal

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

- 11.2.1. 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) x 30 points = 15 points

Proponent B's

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/goods 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): **16 August 2021; 2359 hrs**

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 A-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex A-2 Technical proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-3 Financial proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-4 Format of resume for proposed staff
Part of proposal	Annex A-5 Capacity Assessment minimum Documents

13 Format and signing of proposal

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.

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 3 years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex A-2

Technical proposal submission form

Call for proposal

Description of Services

CFP No. UNW/CFP/IND30/2021/003

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No () - (Name of Proponent) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No ()

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ____; No ____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ____; No ____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	
6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	Confirm Yes ____; No ____
7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm Yes ____; No ____
8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.	Confirm

Proponent's Eligibility Confirmation and Information	Proponent's Response
	Yes ____; No ____
9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm Yes ____; No ____
10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm Yes ____; No ____
11. Confirm proponent has read and understood the Terms and Conditions stated in the UN Women Partner agreement template (Document attached)	Confirm Yes ____; No ____

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.

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

Technical proposal submission form

The 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 confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and technical capacity and Governance and management arrangements for the intervention.

Section	Points	Criteria	Proponent's Response
1	15	Proposal is compliant with the Call for Proposal (Cfp) requirements	
2	20	<p>The Organization's mandate is relevant to the work to be undertaken in the TOR</p> <ul style="list-style-type: none"> • Nature of the proposing organization • Overall mission and purpose of the organization • Core programs/service and target population • Organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	
3	35	<p>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:</p> <ul style="list-style-type: none"> • Organization's approach (how does the organization deliver its projects/programs/services) • Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities • Overview of Organization's capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the organization, including gender elements. • Proposed staffing (number and expertise) for the services to be delivered 	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

Annex A-3

Financial proposal submission form

Call for proposal

Description of Services

CFP No. UNW/CFP/IND30/2021/003

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (currency)

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No () – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to call for Proposal I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

(Signature)

(Name)

(Name of proponent)

(Date)

(Address)

(Telephone No.)

(Email address)

Annex A-4
Format of resume for proposed staff

Call for proposal

Description of Services:

CFP No. UNW/CFP/IND30/2021/003

Name of Staff: _____

Title: _____

Years with Firm: _____ 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 A-5

Capacity Assessment minimum Documents

(to be submitted by potential Implementing Partners and submission assessed by the reviewer)

Call for proposal

Description of Services

CFP No. UNW/CFP/IND30/2021/003

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statutes 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	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 within six months;	

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