

## Call for Proposal (CFP)

To deliver a set of interventions to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/IT-related education and jobs, and to launch innovative tech start-ups (STEM is SHE)

### [Section 1](#)

CFP No. UNW-ECA-MDA-CFP-2021-006

#### a. [CFP letter for Responsible Parties](#)

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

Proposals must be received by UN WOMEN at the address specified not later than 6:00 pm, Moldova time on **23 August, 2021**.

The budget range for this proposal should fall between a minimum indicative amount of USD 100,000 and a maximum amount of 130,000 USD. The total budget available for this call for proposal is of up to USD 130,000.

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

Interested proponents may obtain further information by contacting this email address: [tatiana.udrea@unwomen.org](mailto:tatiana.udrea@unwomen.org)

#### b. [Proposal data sheet for Responsible Parties](#)

Program/Project: Ending Violence against Women

**Requests for clarifications due:** 11 August 2021, Time: 1 pm, Moldova time, via email [tatiana.udrea@unwomen.org](mailto:tatiana.udrea@unwomen.org) ; [tatiana.dormenco@unwomen.org](mailto:tatiana.dormenco@unwomen.org)

Program official's name: Tatiana Udrea

Email: [tatiana.udrea@unwomen.org](mailto:tatiana.udrea@unwomen.org)

**UNWOMEN clarifications to proponents due:** 16 August 2021; Time: 6 pm, Moldova time

Issue date: 07 July 2021

**Proposal due:** 23 September 2021; Time: 6 pm, Moldova time

**Planned award date:** 6 September 2021

**Planned contract start-date:** 20 September 2021

## c. Terms of Reference

### Call for Proposal (CFP)

to deliver a set of interventions to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/IT-related education and jobs, and to launch innovative tech start-ups (STEM is SHE)

#### UN Women Terms of Reference

CFP No. UNW-ECA-MDA-CFP-2021-006

## 1. Introduction

### a. Background

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

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental), including private sector, in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

The work of UN Women in the Republic of Moldova is guided by its [Country Strategic Note for 2018-2022](#), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), [the Global Strategic Plan of UN Women for 2018-2021](#), the National Strategy on Gender Equality for 2017-2021 (NSGE), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The overarching vision of the [2030 Agenda for Sustainable Development](#) is inclusive and sustainable growth with its promise to leave no one behind. Sustainable Development Goal (SDG) 5, target 5.5. calls to “ensure women's full and effective participation and equal opportunities for leadership at all levels of the decision-making in political, economic and public life”. Gender equality is mainstreamed throughout the SDGs, including SDG 8 “Decent Work and Economic Growth”. Gender equality by 2030 requires urgent action to eliminate the many root causes of discrimination that still curtail women's rights in private and public spheres. At its core, the economic empowerment of women depends on the quantity and quality of paid employment, the provision or absence of public services, the amount of unpaid care work borne by women, as well as coverage or lack thereof under core social and labor protections.

The [UN Women Strategy for Moldova 2018-2022](#) focuses on three main areas where gender equality gaps are still present: 1) strengthening women's participation in politics and decision making, 2) advancing the economic empowerment of women and 3) preventing and combating violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives.

UN Women's work in the fields of women economic empowerment over the next period will contribute to the realization of one overarching Outcome (major strategic result): *Parliament and*

*Government adopt and implement legislation, policies, and services that address unpaid domestic and care work and improve income security and decent work for women.*

UN Women is directly responsible for the realization of two-interconnected Outputs which contribute to the achievement of this Outcome:

*Output 1.* Parliament and Government have capacities to develop and implement laws, policies and services that positively impact women's income and decent employment and recognize, reduce, and redistribute unpaid care work.

*Output 2.* Women, including those from excluded groups, have skills and knowledge to access economic opportunities.

Considering the above, UN Women plans to engage Responsible Parties (Non-Governmental Organizations, Community Based Organizations (CBOs) and Academic Organizations) to work towards the achievement of one or more of these two Outputs.

## 2. Description of the expected results/outputs

Women's access to income, through decent employment opportunities and social security are a foundation for women's economic empowerment and the achievement of substantial equality. Access to personal income can help boost women's self-esteem and bargaining power at home and within communities and reduce the likelihood that they will be exposed or will remain in abusive relationships. Women's access to income has broader benefits: research shows that women tend to reinvest a large proportion of their earnings in children's education and health.

Moldova's ICT sector has become a national priority, with the power to increase Moldova's economic competitiveness. The goal of the "Moldova Digital 2020" strategy is make Moldova a country with an advanced information society that use the ICT facilities, a country with expanded access to modern ICT infrastructure, rich digital content and information services performance will lead to economic competitiveness, good governance and thus increase welfare.

In the Republic of Moldova, the STEM (Science, Technology, Engineering and Mathematics) area remains to be male dominated, which has negative implications not only on ensuring gender equality, but also on the country's economic development, with innovations in these fields lacking the perspective of women and girls. Women occupy 31% of the jobs in the IT sector and 19% of digital professions. There are 7.8% less women working in the ICT companies than men, and their earnings from salaries are 32.5% lower compared to that of men.

In 2017, about 33.9% of all enterprises were owned or managed by women, a share that is 6.4 p.p. higher than in 2009. Out of all women entrepreneurs, only 2.8% manage businesses in the ICT sector. To mention, this sector is more populated by young entrepreneurs, compared to other economic sectors. About 36% of companies in ICT are managed by people that are up to 35 years old and another 32% - by people aged 35-45 years.

The probability that female graduates would choose a profession in science and engineering is 5 times lower, and that they would choose a profession in IT - 10 times lower. In this regards, UN Women conducted a study in 2020 called "Motivations and barriers for girls and women in STEM and ICT domains" aiming to understand the motivations and obstacles that girls and women face when deciding on career in STEM/ICT. It revealed that only 4.6% of the girls in higher education choose STEM as their study profile, among the reasons being lack of proper understanding on skills required, lack of motivational role models, and limited access to people who can guide and explain the perspectives of career in STEM/ICT.

The study calls for more pertinent measures to change perceptions about the girls in STEM/ICT, among which education of parents and explanation of the fact that girls can choose their domain of study by themselves; discussions/ public meetings in schools on future professional activity (i.e. career days type of events); seminars and courses for girls about jobs in STEM/ICT; presentation of women's success stories in STEM /ICT. Such activities should be undertaken by / in partnership with the public authorities; employers, academia and various CSOs.

For the last years UN Women supported advancement of women and girls in STEM/ICT careers through various capacity building events, public awareness and promotion of role-models, development of Women in Tech association etc. In addition, in 2020 it created a first women-friendly co-working space - Women Hub in Chisinau, aimed to offer not only workplaces tailored to women needs, but also a wide variety of networking and capacity development opportunities for women looking for a career in STEM.

Considering that women bring unique attributes and strengths to the world of technology, while at the same time technology is a critical catalyst to the advancement of women in any economy, UN Women Moldova will continue to dedicate its efforts to a much-needed improvement of the current situation of women and girls, specifically women in STEM, in Moldova.

#### *Scope of Work*

UN Women's objective for the current call is to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/ICT-related education and jobs, and to launch innovative tech start-ups. The interventions should, inter alia, help women and girls overcome COVID-19 crisis and navigate in a post-pandemic reality.

Considering successful implementation of the Women Hub concept in Chisinau, UN Women seeks to replicate the project (tailored to local needs) in the regions and thus help women and girls at the national level choose and develop careers in STEM/ICT.

To achieve the above, UN Women Moldova is seeking to contract an organization/company or a Consortium of organizations/companies (hereinafter "the contractor") that will identify the needs in the regions on interventions to support women and girls advancement in STEM/ICT and will, consequently, create at least 2 new Women Hub's type of settings (including organization of various knowledge sharing events) in selected regions of the country.

The contractor is expected to organize a series of different types of innovative activities that contribute to the above-mentioned outcome. The result will be measured by a number of indicators, including but not limited to:

- number of women and girls - beneficiaries of the project, disaggregated by underrepresented groups (ex. migrants, NEET<sup>1</sup> women, Roma, with disabilities, women leaving with HIV, survivors of violence, from rural areas, etc.) with acquired knowledge to access STEM careers and related income generating opportunities.
- number of events organized at local and national level, in Romanian and Russian languages.
- partnerships with various stakeholders and built synergies with current activities in STEM/ICT area.

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<sup>1</sup> NEET - Not in Education, Employment, or Training

The technical proposal may include indicative activities such as thematic hackathons, trainings on digital and soft skills for women (first-time employees and those looking to change careers), various public speaking events and conferences, internship programs in cooperation with businesses and academic institutions, training, and empowering companies in WEPs, knowledge-sharing events in STEM/ICT, awareness building campaigns, etc.

Indicative areas of intervention may include:

#### EDUCATION & Strengthening capacities

- Mobilize **more women and girls** to pursue education, training, decent jobs, and productive employment in male-dominated fields, particularly in STEM/ICT, through formal partnership with the Government (Ministry of Education and Culture) and private sector and academia (schools and universities).
- Raise awareness among **parents and families, as well as teachers and peers of girls** that are soon to choose a career, helping them understand the STEM/ICT careers and the skills required, as suggested in the UN Women study on “Motivations and barriers for girls and women in STEM and ICT domains”.

#### JOBS & CAREER

- Mobilize **private sector** actors to provide education, job shadowing and internship opportunities for women in STEM/ICT-related careers.
- Provide **mentoring, peer support, capacity building and knowledge dissemination** among women from various groups to access available economic opportunities.
- Leverage **use of innovation to increase women’s and girls’ awareness and access to STEM/ICT** skills and digital jobs.
- Support **women's groups and networks to undertake advocacy for targeted programmes and measures to increase women’s access to decent jobs, productive employment, and non-traditional occupations**, with focus on categories of women with high level of inactivity/unemployment
- Identify and **promote the experience of champions/role models among private sector companies** that promote women’s increased access to economic opportunities based on the global framework of the Women's Empowerment Principles (WEPs).
- Address **systemic issues related to gender equality**, especially in male-dominated sectors, ex. ensuring equal remuneration, foster inclusive workplaces, support flexible working arrangements, etc.
  
- SUBGRATING SCHEME for CSOs:

to develop and implement a subgrating scheme to finance activities related to support the awareness and strengthening capacities in the field of STEM, as well as and to support innovative tech businesses. (Procurement of equipment not eligible)

#### COMMUNICATION AND VISIBILITY:

To implement the above states tasks, the Contractor should consider the following:

- The contractor, in addition to the above, will be responsible to ensure effective promotion of the program and communication with public on the activities and the results.
- Ensure timely and efficient communication and visibility of the program, UN Women, and its partners (communication and visibility materials, TV promotion campaigns, STEM awards, etc.);

- Enhance awareness of the importance of STEM education for girls and women Inspiration stories,
- Pilot a digital platform enabling women to access skills in STEM area. The learning materials, e- courses, events, inspiration stories, etc. to be developed and tested with project participants.

The contractor is highly encouraged to propose interventions that will be implemented at both the national and regional/ local levels. The proposal should explore innovative ideas to find sustainable and transformative solutions, including applying new tools to ensure women's and girls' proactive engagement in designing, prototyping, and implementing policies, plans, and measures that affect them.

*The partnerships/consortiums are considered an advantage* when the partners add value to the proposal by complement each other on expertise and outreach capacity. Partners may be CSOs, private companies but also governmental institutions, non-registered community-based organizations, academic institutions or other.

UN Women will sign contracts with and disburse funds to the lead applicant organization only.

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

### Specific requirements for proposal

- The proponent as a Responsible Party is expected to make substantial contribution to achievement of the outputs for which it is putting an offer;
- The proponent is required to propose interventions that explore innovative instruments and tailor-made approach (i.e panels, hackathons, knowledges cafes, Innovative sprints and many more) to help women significantly advance in career, ensuring active support from the companies, hosts of the internship opportunities, to find sustainable and transformative solutions;
- The proponent is encouraged to build partnerships with academia, businesses, CSOs, regional and national women groups and associations to support successful project implementation.
- The proponent is required to engage key resources, experienced mentors, advisors, industry experts role models and other stakeholders that can bring added value to the capacity building program;
- The proponent is asked to prioritize participation of women and girls from underrepresented groups and women-led ventures that were negatively impacted by the COVID-19 crises.
- The proposed intervention size and budget request is for up to USD 130,000. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal.

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

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

Duration of the project: 14 months, tentatively within **September 2021 – December 2022**.

### 4. Competencies:

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

**a. Technical/functional competencies required:**

- Documented successful track record in the area of work contained in this Terms of Reference
- Experience in implementing at least 3 external assistance projects. At least one project with similar size of the one submitted under this Call;
- Proven in-house expertise (human resources) in the country in working towards gender equality and women's empowerment and delivering results in this area.
- At least 1 year of experience in establishing and nurturing partnerships with one of government, local authorities non-governmental, academia, business as towards the achieving of set goals.

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

- Experience in working with UN and/or other international agencies.
- Experience working in communities and with most vulnerable and excluded groups of women.
- Experience in developing and successfully running events such as hackathons, idea hubs, .e panels, hackathons, knowledges cafes, Innovative sprints, etc;

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

**Section 1**

**Call for proposal (CfP)**

**to deliver a set of interventions to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/IT-related education and jobs, and to launch innovative tech start-ups.**

CfP. No: UNW-ECA-MDA-CFP-2021-006

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>2</sup>	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) <sup>3</sup> .	
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

<sup>2</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>3</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. UNW-ECA-MDA-CFP-2021-006

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs).
- 1.3 A description of the services required is described in CFP Section 1- C “Terms of Reference”.
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at **tender.md@unwomen.org**. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

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

##### 3. Eligibility

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

##### 4. Mandatory/pre-qualification criteria

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

4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

## 5. Clarification of CFP documents

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

5.2 If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

## 6. Amendments to CFP documents

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

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

## 7. Language of proposal

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

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

## 8. Submission of proposal

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

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

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

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

## 9. Clarification of proposals

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

## 10. Proposal currencies

10.1 All prices shall be quoted in (local currency): **Moldovan Lei**

10.2 UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

10.3 Regardless of the currency of proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal above.

## 11. Evaluation of technical and financial proposal

### 11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization’s mandate is relevant to the work to be undertaken in the TORs <b>(component 1)</b>	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 <b>(components 2, 3 and 4)</b>	35 points
	TOTAL	70 points

### 11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:

Points = (A/B) Financial Points

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

## 12. Preparation of proposal

You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

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

12.2 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.3 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.4 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.5 Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

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

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

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

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

### 13 Format and signing of proposal

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

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

### 14 Award

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

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

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

## Annex B-2 Template for proposal submission

### Call for proposal (CfP)

to deliver a set of interventions to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/IT-related education and jobs, and to launch innovative tech start-ups.

CfP No. UNW-ECA-MDA-CFP-2021-006

#### Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

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

between the proposing organization and UNWOMEN.

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

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

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity. This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

**Component 4: Implementation Plan** (max 1.5 pages)

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

**Implementation Plan**

Project No:		Project Name:											
Name of Proponent Organization:													
Brief description of Project													
Project Start and End Dates:													
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity						Duration of Activity in Months (or Quarters)							
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													

1.3														
1.4														

**Monitoring and Evaluation Plan** (max. 1 page)

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

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

**Component 5: Risks to Successful Implementation** (1 page)

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

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

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.

- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

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

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)

<sup>4</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal (CfP)**

**to deliver a set of interventions to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/IT-related education and jobs, and to launch innovative tech start-ups.**

CfP No. UNW-ECA-MDA-CFP-2021-006

Name of Staff: \_\_\_\_\_

Title: \_\_\_\_\_

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

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

Call for proposal (CfP)

to deliver a set of interventions to support women and girls, with focus on the women and girls from excluded groups, to pursue STEM/IT-related education and jobs, and to launch innovative tech start-ups.

CfP No. UNW-ECA-MDA-CFP-2021-006

**Governance, Management and Technical**

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	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	