

# TOGETHER AGAINST GENDER STEREOTYPES AND GENDER-BASED VIOLENCE

#eu4genderequality



## Call for Proposals (CFP) – round II

to implement actions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine aimed at overcoming and addressing gender stereotypes and discriminatory social norms through behavioral change at the individual and community levels in the framework of the “EU 4 Gender Equality: Together against gender stereotypes and gender-based violence” project, funded by the European Union, implemented jointly by UN Women and UNFPA

### Section 1

CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)

#### 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 for providing the requirements as defined in the UN WOMEN Terms of Reference.

Proposals must be received by UN WOMEN at the address specified not later than **6:00 pm, Istanbul time on 8 September 2021**. The proposals should indicate country in the title of the email.

The budget range for this proposal should fall between a minimum indicative amount of USD 15,000 and a maximum amount of USD 80,000.

This UN Women Call for Proposals consists of Two sections:

#### Section 1

- CFP letter for Responsible Parties
  - Proposal data sheet for Responsible Parties
  - UN Women Terms of Reference
- Annex B-1** Mandatory requirements/pre-qualification criteria

#### Section 2

- Instructions to proponents
- Annex B-2** Template for proposal submission  
**Annex B-3** Format of resume for proposed staff  
**Annex B-4** Capacity Assessment minimum Documents

**Annexes to be completed by proponents and returned with their proposal (mandatory)**

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

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

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

**Program/Project:** EU4Gender Equality: Together against gender stereotypes and gender-based violence

**Program official's name:** Olga Osaulenko

**Email:** [olga.osaulenko@unwomen.org](mailto:olga.osaulenko@unwomen.org)

**Issue date:** 9 August 2021

**Requests for clarifications due:** 1 September 2021, Time: 1 pm, Istanbul time, via email:

[eca.procurement.bids@unwomen.org](mailto:eca.procurement.bids@unwomen.org)

UN Women will organize online information session on 6 September 2021 on <https://unwomen.zoom.us/>

Those interested to participate should pre-register by 1 September 2021, 4 pm, via email to [eca.procurement.bids@unwomen.org](mailto:eca.procurement.bids@unwomen.org). Organizations that will submit proposals before 8 September 2021 and following the information session will want to modify their proposal must contact UN Women.

**UN WOMEN clarifications to proponents due:** 3 September 2021; Time: 1 pm, Istanbul time

**Proposal due:** 8 September 2021; Time: 6 pm, Istanbul time

**Planned award date:** 30 September 2021

**Planned contract start-date:** 1 October 2021

## Terms of Reference

### Call for Proposal (CFP) – round II

to implement actions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine aimed at overcoming and addressing gender stereotypes and discriminatory social norms through behavioural change at the individual and community levels in the framework of the “EU 4 Gender Equality: Together against gender stereotypes and gender-based violence” project, funded by the European Union, implemented jointly by UN Women and UNFPA

#### UN Women Terms of Reference

CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)

#### 1. Introduction

##### a. Background

UN Women and UNFPA Regional Offices for Europe and Central Asia are implementing a three-year joint project (March 2020 – February 2023) in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine at the national and regional levels. The project is aimed at shifting societal perceptions around gender stereotypes and patriarchal norms limiting women’s rights; improve men’s involvement in care-taking of their children and participation in father’s programmes; and spur the adoption of best practices in perpetrator’s programmes among the ministries of social affairs and Programme for perpetrators in the respective countries. Specifically, the regional component collates global and regional experiences to coordinate activities that aims to have an impact across all six countries within the project. The project is led jointly by UNFPA and UN Women, who are globally recognized as leading agencies in the area of gender equality and prevention of harmful practices against women and girls.

The project targets government bodies, civil society organizations and direct beneficiaries in the respective countries. It envisions a series of intervention strategies designed to promote social change and address the underlying structural gender barriers and norms, with particular emphasis on changing gender-stereotyped behaviour, strengthening men’s involvement in parenting and reducing the number of victims of violence through targeted violence prevention interventions with perpetrators. The project also targets policies related to family, such as parental leave regulation. The project proposes to collaborate, particularly at the local and community level, with government bodies, civil society organizations, different non-traditional partners and other United Nations agencies and multilateral organizations.

Through grants to CSOs in six project countries, the joint project aims to roll out a set of tailored activities aimed at improving equality of opportunities and the realization of women’s rights by tackling gender stereotypes, including men’s responsibility for domestic work and child-care, and women’s employment and empowerment in general. In September 2020, the first round of the Call for Proposals for civil society organizations to implement actions aimed at shifting harmful social perceptions and gender stereotypes in six countries of Eastern Partnership was announced. As a result, 14 civil society organizations became responsible partners under the projects and launched creative solutions to address gender stereotypes. Full list of responsible partners with brief project descriptions can be found here - <https://www.unwomen.org/en/about-us/programme-implementation>.

##### b. General Overview of services required/results

**This is a second round of the Call for Proposals** that address civil society organizations of six Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) promoting gender equality, women’s empowerment, prevention and combating gender-based violence. The proponents are invited to submit proposals under the output presented below, to be implemented for a period of up to 12 months. The proposals are expected to suggest **continuation of the initiatives started during the first round of the Call for Proposals**, announced in 2020, **or to suggest new initiatives** that will contribute to tackling and combating gender stereotypes and adverse social norms as the underlying causes of gender inequality and violence against women as its most pervasive form. The initiatives, supported through this Call for Proposals, will be complementary to the activities implemented by UN Women and UNFPA under the joint project “EU 4 Gender Equality: Together against gender stereotypes and gender-based violence” project, funded by the European Union” in six project countries.

The intersectionality perspectives of discrimination and gender inequality should be also addressed, even though this is not the main objective of the Call for Proposals. The intersectional perspective should consider specific contexts along the axes of sex and age, ethnicity, linguistic or religious identity, displacement, disability, or socio-economic status faced by women (Roma women, internally displaced women, LGBTI, women living with HIV, women with disabilities, young women and other marginalized women) with the purpose of addressing the broader causes

of gender inequality and discrimination. Therefore, CSOs working with the rights of marginalized women and men facing multiple forms of discrimination are encouraged to apply.

This Call for Proposal is announced as part of the regional project component to be implemented at the national level in six countries, listed above. The CFP is managed by UN Women ECA RO at the regional level for all six countries with the required monitoring and oversight, ensured by UN Women and UNFPA at the country level. This is the second round of the Call for Proposal for civil society organizations under the joint project. The third call will be announced in 2022 to ensure continuation of the launched initiatives and achievement of the expected results.

## **2. Description of required services/results**

Through this Call for Proposal, UN Women within the “EU4Gender Equality: Together against gender stereotypes and gender-based violence” project, implemented jointly with UNFPA and funded by the EU, intends to sign Partner Agreements (PAs) with civil society organizations (non-governmental organizations, community-based organizations, women’s organizations, faith-based organizations etc.) from six project countries to act as Responsible Parties for initiatives that will contribute to the fulfilling of the following output of the joint project.

**Output 1.2.** Actions taken and behaviors changed in key areas by targeted audiences and decision-makers to improve equality of opportunities and realization of women’s rights including with regards to employment opportunities:

**Activity 1.2.2** Development and implementation of innovative initiatives addressing gender stereotypes and practices in all spheres (through grants to CSOs) at the grassroots and national levels

The proponents are expected to develop proposals under this output submitting all the mandatory annexes to the proposal (Annex B1.1 –B1.6). Proposals are expected to show contribution to the delivery of the output-level result and project activity.

**The results under this output will be measured by the indicators including but not limited to:**

- Number of women, men, girls and boys with an increased understanding of gender stereotypes and gender equality
- Number of women and men, girls and boys out of those covered by local initiatives, who are acting as local advocates
- Number of transformative programmes and initiatives implemented by CSOs addressing gender stereotypes and behaviour change (targeting youth, faith-based and grassroots organizations)
- Number of men and women, boys and girls reached by CSO actions

The proponents are highly encouraged to integrate these indicators into the monitoring and evaluation plans under suggested projects.

UN Women is inviting the proponents to submit proposals suggesting creative and efficient solutions to address harmful gender stereotypes and discriminatory social norms through behavioural change at the individual and community levels. The proposals should have a country-specific focus and be prepared as per geographical coverage and priority areas described below. **In case a proposal suggests continuation of the initiative started as part of the first round of the CFP, the proposal shall provide justification for the continuation**, including indicators of success, as well as demonstrate sustainability of the approach and/or extension of the geographical coverage.

**The proposals suggesting multi-country cooperation between civil society organizations from the countries covered by the project are encouraged to be submitted.** Such multi-country proposals may involve two or more project countries, out of those six listed below. In such a case, the proposal should be submitted by one leading CSO.

### **Armenia**

The proponents are invited to submit proposals to be implemented in three targeted marzes that are the focus regions of the EU in Armenia: Tavush, Shirak and Lori marzes.

The proposals should suggest capacity development, awareness raising, advocacy, communication, social mobilization and/or other creative solutions to address gender stereotypes, social norms and discriminatory practices against women and girls in the areas that include but are not limited to:

- Harmful practices (gender-biased sex selection)

- Responsible parenting and fatherhood
- Distribution of unpaid domestic and care work
- Women in the labour market (including gender pay gap)
- Women in politics and decision-making in public spheres
- Violence against women and girls (including domestic violence)
- Women's empowerment and freedom of choices, including reproductive choices
- Women in STEM/ICT
- Stereotypes faced by women with disabilities
- Discrimination against vulnerable and marginalized groups of women and men, including people living with HIV, people with disabilities, mothers of children with disabilities, internally displaced people and other marginalized groups.

### **Azerbaijan**

The proponents are invited to submit proposals that can be implemented across the country.

The proposals should suggest capacity development, awareness raising, advocacy, communication, social mobilization and/or other creative solutions to address gender stereotypes, social norms and discriminatory practices against women and girls in the areas that include but **are not limited to**:

- Distribution of unpaid domestic and care work
- Women in the labour market (including gender pay gap)
- Women in politics and decision-making in public spheres
- Women's empowerment and freedom of choices, including reproductive choices
- Education of girls and young women
- Women in STEM\ICT
- Health (including reproductive health)
- Discrimination against vulnerable and marginalized groups of women and men, including people living with HIV, people with disabilities, internally displaced people and other marginalized groups.

### **Belarus**

The proponents are invited to submit proposals that can be implemented across the country.

The proposals should suggest capacity development, awareness raising, advocacy, communication, and/or other creative solutions to address gender stereotypes, social norms and discriminatory practices against women and girls in the areas that include but **are not limited to**:

- Distribution of unpaid domestic and care work
- Women in the labour market (including gender pay gap)
- Women's participation in decision-making in public spheres
- Women in STEM/ICT
- Women's empowerment and freedom of choices
- Discrimination against vulnerable and marginalized groups of women and men, including people living with HIV, people with disabilities, single mothers, mothers of children with disabilities.

### **Georgia**

The proponents are invited to submit proposals to be implemented in three targeted regions that are the focus regions of the EU in Georgia: Guria and Imereti (and the capital Tbilisi).

The proposals should suggest capacity development, awareness raising, advocacy, communication, social mobilization and/or other creative solutions to address gender stereotypes, social norms and discriminatory practices against women and girls in the areas that include but **are not limited to**:

- Distribution of unpaid domestic and care work
- Women in the labour market (including gender pay gap)
- Women in politics and decision-making in public spheres
- Women in business
- Violence against women and girls (including domestic violence)
- Women's empowerment and freedom of choices,
- Education
- Discrimination against vulnerable and marginalized groups of women and men, including people living with HIV, people with disabilities, internally displaced women, single mothers, mothers of children with disabilities, LGBTI and other marginalized groups

### **Moldova**

The proponents are invited to submit proposals that can be implemented in the two selected districts (Straseni and Falesti)

The proposals should suggest capacity development, awareness raising, advocacy, communication, and/or other creative solutions to address gender stereotypes, social norms and discriminatory practices against women and girls in the areas that include but **are not limited to**:

- Responsible parenting and fatherhood
- Distribution of unpaid care work and freedom of choice in the family
- Women in the labour market (including gender pay gap)
- Women in politics and decision-making, including in security and defense sectors
- Violence against women and girls (including domestic violence)
- Women's empowerment and freedom of choices
- Education
- Discrimination against vulnerable and marginalized groups of women and men, including people living with HIV, Roma women, people with disabilities, single mothers, mothers of children with disabilities, older women and other marginalized groups.

### **Ukraine**

The proponents are invited to submit proposals that can be implemented at the specific selected locations Kyiv and Odessa (municipalities); Vinnytsia municipality and region; Kherson and Zaporizhzhia regions.

The proposals should suggest capacity development, awareness raising, advocacy, communication, social mobilization and/or other creative solutions to address gender stereotypes, social norms and discriminatory practices against women and girls in the areas that include but **are not limited to**:

- Responsible parenting and fatherhood
- Distribution of unpaid domestic and care work
- Women in the labour market (including gender pay gap)
- Women in politics and decision-making in public spheres
- Women in security and defense sector, and peace negotiations
- Violence against women and girls (including domestic violence)
- Women and girls in STEM and ICT

- Women’s empowerment and freedom of choices, including reproductive choices.
- Discrimination against vulnerable and marginalized groups of women and men, including people living with HIV, Roma women, internally displaced women, women veterans, people with disabilities, single mothers, mothers of children with disabilities, older women and other marginalized groups

### **SPECIFIC REQUIREMENTS TO THE PROPOSALS**

- Proponents should propose interventions that explore innovative ideas to address and tackle rigid gender norms, gender stereotypes and harmful masculinities.
- As part of the proposal the proponents should submit risk assessment matrix that will include risks associated with worsening of the COVID-19 pandemic and respective mitigation measures, including specific measures and options for realization of proposed actions and results.
- The proposals should suggest instruments to be used to measure the effectiveness of the suggested intervention.
- The proponents<sup>1</sup> are encouraged to cooperate with the national and local authorities on implementation of the suggested initiatives. The proponents may also partner with other relevant organizations to complement its expertise, outreach capacity and build the capacities of grassroots organizations. Partners may be CSOs, but also community-based groups/organizations, individuals, academic institutions or other.
- The proponents may partner with civil society organization from one of six project countries and submit a multi-country proposal. In this case, the proposal should be submitted by a leading CSO and clearly explain the purpose and added value of cross-county cooperation.
- Proposals shall include documentation of lessons learned and good practices within the intervention. In case proposal is submitted as a continuation of the initiative started under the first round of CfP in 2020, the proposal shall include justification as to why the initiative needs to be continued, what the added value of continuation is and what is new in comparison to what was already done/achieved. Proponents shall also include explanation on the sustainability of the actions and/or expansion of geographical coverage. The proposal shall explain what successes, good practice and lessons learnt were drawn from the first round.
- The proposed intervention size and budget request will have to fall between a minimum indicative amount of USD 15,000 and a maximum amount of USD 80,000. 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. The budget of the proposal shall include communication and visibility actions, that shall amount from 10 to 15% of the total budget. The proponent shall follow the [Communication and Visibility Requirements for EU External Actions](#), the EU-UN visibility communication guidelines, and UN Women and UNFPA communications and visibility policies and guidelines as well as apply EU4GE project visual identity. Examples of communication and visibility actions may be but not limited to: success stories, life stories, video spots, informative sessions, online campaigns and events, awareness campaigns, etc.

### **3. Timeframe**

The foreseen starting date of the project is 1 October 2021.

The implementation period – minimum 6 months – maximum 12 months.

### **4. Competencies**

To be considered, proponents must meet all the mandatory criteria described in Annex B-1.

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

- At least 3 years of documented successful track record in the area of work contained in this Terms of Reference.

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<sup>1</sup> This requirement is not applicable for the proponents from Belarus.

- Proven in-house expertise in working on issues around gender equality, women empowerment, ending violence against women and children, combating gender stereotypes and harmful social norms, as well as delivering results in it.
- At least 3 years' experience in management of projects with similar size of the one submitted under this Call.
- Knowledge of English. Russian is an asset.

**b. The following competences are considered an asset in proponents' performance:**

- Good knowledge of gender equality and women's rights issues, as well as needs of vulnerable groups of women;
- Experience in establishing and nurturing partnerships with local public authorities, non-governmental, media and other stakeholders towards the achieving of set goals;
- Experience in working at national, local and community level.

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

**Call for Proposal (CFP)**

**to implement actions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine aimed at overcoming and addressing gender stereotypes and discriminatory social norms through behavioural change at the individual and community levels in the framework of the “EU4Gender Equality: Together against gender stereotypes and gender-based violence” project, funded by the European Union, implemented jointly by UN Women and UNFPA**

**CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)**

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> .	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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

**Section 2**

<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



**CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)**

**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) (non-governmental organizations, community-based organizations, women's organizations, faith-based organizations etc.). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in Cfp Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, **all** communications must be directed only to UNWOMEN, by email at [eca.procurement.bids@unwomen.org](mailto:eca.procurement.bids@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, 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: [eca.procurement.bids@unwomen.org](mailto:eca.procurement.bids@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 national currency – for Armenia – Armenian Dram; for Azerbaijan – Azerbaijan Manat; for Belarus – Belarusian Ruble; for Moldova - Moldovan lei; for Georgia – Georgian Lari; for Ukraine – Ukrainian Hryvnia.
- 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 of 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 from Annex B-2</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 from Annex B-2</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

- 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 UN WOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

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

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

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

Part of proposal	<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 UN WOMEN will promptly notify the unsuccessful proponents.

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

14.3 The award will be for an agreement with an original term of maximum 24 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.

## Annex B-2 Template for proposal submission

### Call for Proposal (CFP)

to implement actions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine aimed at overcoming and addressing gender stereotypes and discriminatory social norms through behavioural change at the individual and community levels in the framework of the "EU4Gender Equality: Together against gender stereotypes and gender-based violence" project, funded by the European Union, implemented jointly by UN Women and UNFPA

CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)

#### Mandatory requirements/pre-qualification criteria

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

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

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

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national CSO, 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 7%.. 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.

Expenditure Category	Result 1 (e.g. Output) Repeat this table for each result.				
	Quarter 1, [Local currency]	Quarter 2, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel					
2. Equipment / Supplies					
3. Training / Seminars / Travel Workshops					
4. Contracts / experts					
5. Communicational costs					
6. Other costs <sup>4</sup>					
7. Support Cost (not to exceed 7%)					
<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).

\_\_\_\_\_  
(Signature) (Seal)

(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 implement actions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine aimed at overcoming and addressing gender stereotypes and discriminatory social norms through behavioural change at the individual and community levels in the framework of the "EU4Gender Equality: Together against gender stereotypes and gender-based violence" project, funded by the European Union, implemented jointly by UN Women and UNFPA**

**CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)**

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

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

Years with CSO: \_\_\_\_\_ 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 implement actions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine aimed at overcoming and addressing gender stereotypes and discriminatory social norms through behavioural change at the individual and community levels in the framework of the “EU4Gender Equality: Together against gender stereotypes and gender-based violence” project, funded by the European Union, implemented jointly by UN Women and UNFPA

CFP No. UNW-ECA-ECA-CFP-2021-001 (00119418)

#### 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> Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	Mandatory

#### 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	