

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

Section 1

Description of services: CSO for Improving quality and utilization of VAWG services for women and girls with disabilities (WGWD) in 6 target districts.

CFP No. **CFP/ UNW/TJK/002-2021**

a. CFP letter for Responsible Parties

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

Proposals must be received by UNWOMEN at the address specified not later than **16:00 Dushanbe time on 21 October 2021**.

The budget range for this proposal should be TJS1,015,000.00 – TJS1,127,000.00 .

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

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

b. Proposal data sheet for Responsible Parties

Program/Project: Spotlight Initiative in Tajikistan – A Joint EU-UN Initiative to Eliminate Violence Against Women and Girls

Program official's name: Diana Ismailova

Email: tjkpp@unwomen.org

Telephone number: +992446005524 / 777070730

Issue date: 17 September 2021

Requests for clarifications due:

Date: 1 October 2021 **Time:** 14:00 Dushanbe time

(via e-mail)

UNWOMEN clarifications to proponents due:

Date: 8 October 2021 **Time:** 14:00 Dushanbe time

Proposal due:

Date: 17 October 2021 **Time:** 17:00 Dushanbe time

Planned award date:
31 October 2021

Planned contract start-date / delivery date on 5 November 2021

a. UN Women Terms of Reference



TERMS OF REFERENCE (TOR)

Organization:	UN Women in Tajikistan
Program:	Spotlight Initiative in Tajikistan – A Joint EU-UN Initiative to Eliminate Violence Against Women and Girls
Area of work	SGBV/VAWG, CSOs for rights of women and girls with disability ¹
Post title:	CSO for Improving quality and utilization of VAWG services for women and girls with disabilities (WGWD) in 6 target districts.
Type of the contract:	Participation Agreement
Duty station:	Dushanbe, Tajikistan
Target districts:	Isfara and Bobojon Ghafurov districts in Sughd region, Vose and Yovon districts in Khatlon region, Rudaki and Hissor districts of Republican Subordination
Supervision:	Programme Coordinator UN Women PP in Tajikistan
Starting date:	5 November 2021
Expected duration:	7 months (5 November 2021 – 15 June 2022)

I. **Background:**

UN Women, the UN Entity for Gender Equality and the Empowerment of Women has been created to accelerate up the process of meeting the needs of women and girls across the world. UN Women supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programs and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. UNWOMEN is at the forefront of the global drive to remove gender barriers and end discrimination, because we believe in a world of justice and human rights for everyone.

The Spotlight Initiative (SI), funded by European Union, came at a key moment in Tajikistan, bringing the resources to leverage the increasing political will to strengthen institutions and to engage civil society to significantly increase and expand on the Ending Violence Against Women and Girls (EVAWG) efforts done to date.

The overall vision of the Spotlight Initiative is that women and girls enjoy their right to a life free of violence. The programme will contribute to the elimination of sexual and gender-based violence (SGBV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls (VAWG) using a multi-sectoral approach across the ecological model. The Programme is grounded on the core principle of *leaving no one behind*.

Women and girls have limited options and resources to report violence and seek assistance. When they do, they often face a lack of sensitivity and awareness about the devastating effects of GBV, as well as persistent stereotypes and victim-blaming, with generalized poor understanding of the complexity of the problem – all critical factors jeopardizing effective response². Crucially, the police, and prosecutors, as well as health practitioners and social workers are under-equipped to deal with cases of intimate violence and their

¹ Subject area(s): [Access to justice and legal protection](#); [Convention on the Elimination of All Forms of Discrimination against Women \(CEDAW\)](#); [Ending violence against women and girls](#); [Human rights](#); [Rape/sexual assault](#); [Sexual harassment](#); [Women with disabilities](#); [Women's rights](#)

² Report from the regional conference "Turning policies into action: eliminating gender-based violence against women and girls in Central Asia" organized by the Government of Kyrgyzstan with support from the UN

response, advice and decision is often affected by gender stereotypes and bias. In addition, access and use of services is scarce, with high disparity between the reported need for psychosocial, emotional or parenting support and access to these services.

The situation is particularly difficult for Women and Girls with Disabilities (WGWD)³, even though there has been progress in Tajikistan towards improving the lives of people with disabilities. The UN Convention on the Rights of Persons with Disabilities was signed by Tajikistan in 2018 (and its ratification is expected by 2021) and the Law of RT on Social Protection of Invalids of Tajikistan, 2010⁴ stipulates that government policy regarding social protection of persons with disabilities is based on human rights principles and prohibits discrimination. However, the shame and stigma surrounding disability make women and girls with disabilities particularly vulnerable to domestic violence. Reports have shown that deaf and blind girls are often subject to sexual abuse by their neighbors or guardians⁵. Moreover, there is impunity for criminals due to the inability of these women and girls to report violence. In many cases, women and girls with disabilities are not aware of their rights and mechanisms for accessing services.

According to the Human Rights Watch's Report, most counselling to survivors of violence focuses on reconciling the survivor with her abusive partner, often sending victims back into situations where they will continue to experience severe forms of VAWG. The existing network of women's resource centers throughout the country lacks meaningful legal assistance for survivors. This is worsened by the fact that service providers have had very limited training in relation to disability, and limited access to resources that would enable them to provide an inclusive service. Some service providers hold prejudiced attitudes towards women and girls with disabilities seeking justice, resulting in multiple levels of discrimination. Service providers are also often unaware of specific factors undermining the health of women and girls with disabilities, such as violence and abuse.

The concept of "disabilities" covers a multitude of conditions, with different vulnerabilities and needs. When identifying and addressing risks for violence among disabled women and girls, it is important to focus on particular types of disabilities (i.e. those involving sensory impairment, physical impairment, psychiatric impairment, cognitive impairment, etc.) as well as particular types of violence, and develop research and programming accordingly. To increase and improve access to essential services notably by WGWD requires investment in transformative approaches to service delivery and strengthening sector-specific skills, as well as addressing how service providers treat women and girls. This is critical for changing harmful attitudes and behaviors on gender and increasing help-seeking services for survivors of VAWG through simple outreach community actions.

For this reason, UN Women Office in Tajikistan is inviting NGOs, CSOs, coalitions/associations to submit a Proposal to improve the system of service provision to address specific needs of WGWDs – violence survivors in 6 target districts. The following key results are expected to achieve:

- 1) Medical forensic services (departments) and 6 CSOs or Crisis centers in programme districts will be equipped with specific skills, knowledge, tools, and equipment, including needed medical furniture [for work with WGWD], to provide quality services to WGWDs. The NGO will be responsible to transfer of equipment and furniture to the target service providers.
- 2) Partners will be also equipped with knowledge (through training and mentoring) on core principles of the international standards, norms and requirements on EAW and on proper case management of survivors from special groups.
- 3) Outreach and referral activity for engaged beneficiaries will be developed and conducted based on the localized referral schemes on response to VAWG (earlier developed by UN Women) – at least 2 campaigns per target district, covering at least 300 direct beneficiaries per district, 1,800 in total.

II.Objectives:

The objective is to increase the capacity and resources of key service providers (*here: medical forensic services*) and 6 relevant CSOs to deliver higher quality and more coordinated essential services and access to justice to WGWD - survivors of violence, especially those facing multiple and intersecting forms of discrimination. This will be supported by increased access to information to women and girls' survivors of violence and their families regarding access to quality essential services.

SI Program Outcome 4 (or so-called Pillar 4): Women and girls who experience violence and harmful practices use available, accessible, acceptable, and quality essential services including for long term recovery from violence.

- **Indicator 4.1** Proportion of women, including those facing intersecting and multiple forms of discrimination, who report experiencing physical or sexual violence who seek help, by sector.

SI Program Output 4.2: Women and girls' survivors of VAWG, including DV/IPV, and their families are informed of and can access quality essential services, including longer term recovery services and opportunities.

³ Including persons with physical, sensory, intellectual and mental disabilities

⁴ <http://cis-legislation.com/document.fwx?rgn=32690>

⁵ During UNWOMEN's consultations with the CSOs, the PO League of WWD Ishtirok and NGO Women's Centre Gulruksor, they reported cases when relatives of women with mental disabilities apply to these CSOs, cannot defend rights of those women due to the lack of legal support and financial resources from the relatives themselves, deep stigma and self-discrimination of such WWDs themselves.

- **Indicator 4.2.2** Number of women and girls' survivors/victims and their families, including groups facing multiple and intersecting forms of discrimination, that have increased knowledge of and access to accompaniment/support initiatives, including longer-term recovery services.

Scope of work

Due consideration of specific needs of WGWD is critically important. In many cases, WGWD are not aware of their rights and mechanisms for accessing services. For example, deaf women-victims of violence - when they go to the police or undergo a medical examination to take testimony of beatings, they are insulted by the law enforcement staff themselves and they even don't believe them. Effectiveness of the investigation depends on quality of the medical examination. The hygienic support of the administering forensic gynecological tests of WGWD subjected to violence sometimes is carried out in violation of regulatory legal acts on forensic medical examination.

The selected CSO is expected to support improving the system of service provision to address specific needs of women and girls with disabilities during investigation process of VAWG cases (medical forensic services) as per the international standards, norms and requirements on EAW. In addition, women and girls with disability will act as reference group in the process of development of new improved approaches for quality of medical forensic services and case management for special groups of women and girls, including procedures for medical forensic experts on the specifics of conducting medical examinations, conducting interviews with victims, taking medical history notes, examining and recording injuries, features of photographing, screening and drawing up conclusions on the cases of violence against women and girls with disabilities.

The CSO will also develop and conduct grass-root outreach activity. Women and girls with disabilities may face challenges accessing treatment because they may be isolated in their homes, or in institutions, and in some instances may have limited knowledge about their bodies and sexual and reproductive health rights, right to immunity and life free from violence, and therefore not understand the importance of receiving care. The RP will devise simple solutions to reach out to women and girls with different types of disabilities, and ensure they have access to services and basic understanding of what violence is.

The Contractor will perform the following tasks:

1. Preparatory stage:

- Hiring of a team of minimum 4 national experts with expertise on project management, protection of the rights of women and girls with disabilities, case management on EAW/ training of adults.
- In consultation with UN Women, select 6 CSOs or crisis centers, protecting rights of WGWD, based on the SI Baseline preliminary results (information to be provided by UN Women). The selection criteria: it will be local NGOs operating in the target district; they have at least 3 years of experience on support of women and girls with different forms of disabilities; they have at least 2 years of experience on response to VAWG.
- Communicate with MHSPP to define 18 persons (by 3 focal points per department for the examination of victims, accused and others (outpatient clinic) of the medical forensic services in 6 target districts) –as target group for participation in the project events (trainings and on-job mentoring) to organize more effective activities and meet the needs of law enforcement agencies to serve women with disabilities, deal with investigative and judicial issues, conduct modern investigations and draw conclusions with a higher level of evidence⁶.
- Develop monitoring and evaluation (M&E) template for CSOs on delivering services to WGWD in violence cases.

2. Development of the educational knowledge products:

- Develop or adapt training/ handbook for the **medical forensic services** to address needs of WGWD during the investigation process on VAW.
- Develop or adapt training/ handbook for **CSOs, dealing with WGWD** - violence survivors to address needs of WGWD while addressing VAW cases or during participation in investigation process.
- Conduct a validation workshop or on-line consultation session to collect partners' feedback for the draft
- Translate the knowledge products into Tajik and Russian language
- Print out the knowledge products for staff of medical forensic services - at least 60 copies; for staff of 6 CSOs or crisis centers dealing with WGWD - at least 60 copies

3. Technical support:

- In consultation with UN Women purchase and distribute specialized equipment/furniture/computer sets for selected 6 crisis centers and NGOs in target districts to serve women and girls with special needs on violence cases. The list of required items will

⁶ "the requirements of the Law of RT "On State Forensic Medical Expertise", which provide for high-quality and accurate presented conclusions, justified and appropriately focused on the prosecution of criminal acts in the light of science; in accordance with paragraph 1 of Article 7 of this Law "a forensic medical expert conducts an examination on a scientific and practical basis in the relevant field of the profession with the full use of scientific and technical advantages; in accordance with article 7 (2) of the Law - the conclusion of a forensic expert must be based on the provisions and the current level of development of science".

be identified jointly with UNWOMEN as per minimal standards for access to services. The envisaged financial package for this purchase is \$44,400 for 6 recipient CSOs in total. The preliminary list consists of the following items (incl. delivery to target organizations), but is not final and will/can be adjusted in consultation with UN Women: assistive hearing aids, 30 pcs; medical screen 3-fold (Bolognese fabric) on wheels for functional zoning, 12 pcs; indoor wheelchair, 12 pcs; optical magnifiers for reading, 30; handrails with ribbed non-slip surface, 96 pcs; laptop, 6 pcs; MFC, 6 pcs; software package, 6 sets.

4. Capacity building of 6 CSOs and medical forensic services of 6 target districts:

- Conduct a 3-day's training (incl. pre- and post-training capacity assessment) to 18 staff of selected 6 CSOs or crisis centers, based on developed knowledge product/handbook
- Conduct a 3-day's training (incl. pre- and post-training capacity assessment) to 18 experts of medical forensic services from 6 districts, based on developed knowledge product/handbook
- Conduct a 1-day training for 18 participants (mixed audience - 6 from medical forensic services, 12 from selected CSOs) on referral mechanism of cooperation on violence cases against WGWDs
- Provide services of sign language interpreter during VAW case management on WGWD's cases (those with hearing impairment)
- Provide translation services for those WGWD who do not possess national language during VAW case management (minorities)

5. Post-training and case-management support:

- Provide coaching support and on-job mentoring to the staff of selected 6 crisis centers and medical forensic service providers on the international standards of receiving clients- women and girls with disabilities during the work on protection of their rights (activity expenses can include travel costs, DSA for experts and stationery and meal for target groups)
- The coaching will also include such themes as how to recognize and address the specific vulnerabilities to violence that women with disabilities may face: existing screening protocols that recognize some of the particular tactics associated with abuse of disabled women and girls, incl. manipulation of medication; financial exploitation; destruction of or withholding of assistive devices; neglect or refusal to help with personal care (such as toileting); emotional abuse that is specifically focused on a victim's disability (Hoog, 2003)⁷.

6. Outreach for beneficiaries:

- Develop methodologies (approaches, scope, messages) for related CSOs or crisis centers to outreach marginalized, remote, women with special needs, etc. and increase accessibility (incl. the informational) of services provided by related CSOs or crisis centers; Messages and info materials (incl. audio/video) to cover knowledge of relevant laws, rights and mechanisms for filing complaints. Since WGWDs may face challenges accessing treatment because they may be isolated in their homes, or in institutions, and in some instances may have limited knowledge about their bodies, right to immunity and life free from violence, and therefore not understand the importance of receiving care. The RP will devise simple solutions to reach out to women and girls with different types of disabilities, and ensure they have access to services and basic understanding of what violence is.
- Conduct mini actions in Jamaots of 6 districts, at least 2 actions per target district, covering at least 300 direct beneficiaries per district (1,800 in total).

7. Monitoring and documenting cases:

- Conduct joint with CSOs monitoring of randomly selected cases, managed by the medical forensic services and by the CSOs (includes travel costs and DSA);
- Arrange cross visits of the staff of medical forensic services (between target districts) to compare successful application of new knowledge on the process of case-management, related to violence against WGWD, ensuring consideration of the needs of women with disabilities to have access to and use of services to survivors of SGBV.
- It is mandatory that along with reporting on other activity indicators, the RP monitors and reports on:

Programme indicator 4.1 Proportion of women, including those facing intersecting and multiple forms of discrimination, who report experiencing physical or sexual violence who seek help, by sector.

Programme indicator 4.2.2 Number of women and girls' survivors/victims and their families, including groups facing multiple and intersecting forms or discrimination, that have increased knowledge of and access to accompaniment/support initiatives, including longer-term recovery services.

Reporting requirements: The RP develops M&E Plan and produces reports monthly and quarterly. The RP submits a final report to UN Women on achieved progress/results, activities, including details, problems encountered and how they were resolved, as well as lessons learnt for future planning. The report will include photo report and attachments.

UN Women will conduct an information session(s) for the selected RP on financial and narrative reporting rules, regulations and templates to use (FACE, etc.)

⁷ Ensuring that screening for VAWG is done in an initial private interview, if possible without the caretakers' presence. Some women and girls with disabilities have caretakers who may be the perpetrators of violence, whether they are family members, staff in institutions, or paid caretakers. Women and girls with disabilities often depend on their caretakers for survival and daily living, which makes it very difficult for them to leave abusive situations (Hoog, 2003).

III. Deliverables

	Deliverables	Timeframe	% of the total amount (USD)
Deliverable 1	<ul style="list-style-type: none"> - Submit a detailed Work Plan on each key activity with timeframes, including alternative scenarios for face-to-face sessions in the context of COVID-19 - Submit a detailed M&E plan - Submit monitoring and evaluation (M&E) template for CSOs 	15 November 2021	30%
	<ul style="list-style-type: none"> - A team of minimum 4 national experts is hired - 6 CSOs or crisis centers, dealing with VAW and WGWD and protecting women's rights are selected - Medical forensic services in 6 target districts (local service providers) are selected as target entities with support of UNWOMEN and based on the reports on the SI Baseline Survey 	25 November 2021	
	<p>The educational knowledge product for medical forensic services is developed:</p> <ul style="list-style-type: none"> - Training/ handbook for the medical forensic services to address needs of WGWD during the investigation process on VAW is developed/adopted, translated - Training/ handbook for CSOs, dealing with WGWD - violence survivors to address needs of WGWD while addressing VAW cases or during participation in investigation process is developed/adopted and translated 	25 December 2021	
Deliverable 2	<p>Capacity building of 6 CSOs and medical forensic services of 6 target districts:</p> <ul style="list-style-type: none"> - At least 60 copies of knowledge product for medical forensic services produced - At least 60 copies of knowledge product for staff of 6 CSOs or crisis centers dealing with WGWD produced - Report is provided to UNWOMEN on conducted trainings to the staff of selected 6 CSOs or crisis centers and a training for staff of local medical forensic services from 6 target districts (see point 4 of Scope of Work). <p>Outreach preparation:</p> <ul style="list-style-type: none"> - Approaches, scope, messages for related CSOs for outreach work are developed to increase accessibility (incl. the informational) of services provided by related CSOs 	31 January 2022	45%
Deliverable 3	<p>Technical support:</p> <ul style="list-style-type: none"> - Specialized equipment/furniture/computer sets for selected 6 crisis centers and NGOs to serve women and girls with special needs during violence cases purchased - Specialized equipment/furniture/computer sets for selected 6 crisis centers and NGOs delivered to recipients <p>Outreach for beneficiaries:</p> <ul style="list-style-type: none"> - Mini actions at Jamoat levels of 6 districts are conducted to outreach the beneficiaries and inform on existing EVAW aid services for WGWD. The report is included in narrative reporting. 	28 February 2022	20%
Deliverable 4	<p>Post-training and case-management support:</p> <ul style="list-style-type: none"> - Report on monthly coaching support and on-job mentoring to the staff of selected 6 crisis centers and medical forensic services on Istanbul Protocol of the Council of Europe Convention on Preventing and Combating VAW is provided to UNWOMEN - Sign language interpreter services provided during VAW case management on WGWD's cases (those with hearing impairment) in 6 target districts - Translation services are provided for those WGWD – violence survivors in 6 target districts who do not possess national language (minorities) <p>Submit a final report to UNWOMEN on implemented activities, including details, problems encountered and how they were resolved, as well as lessons learnt for future planning.</p>	20 June 2022	5%

IV. Competencies/Qualifications

Company/organization

- Organization registered in Tajikistan;
- Minimum 3 years of country-based professional experience;
- Expert knowledge in provision of services to violence survivors in particular to women and girls with disabilities (expert sphere: CEDAW/CRPD) through at least 2 projects, conducted for the past 5 years
- Proved experience on building capacity of & partnerships with state service providers and CSOs with a reference to at least 2 relevant projects, conducted for the past 5 years;
- Track record of training state entities, civil society, community mobilizers with a reference to at least 2 projects implemented for the past 5 years;
- Availability of skilled human capacities to implement the assignment;
- Well-established client relations with the national partners and CSOs;
- Financial system and Accountancy, Logistics and Procurement Policies in place;
- Proven quality control system (M&E).

Qualifications of the proposed minimal team of experts**1. Project Manager**

Education: University Degree in sociology, management, social or health related areas relevant to the assignment; additional education in Public Administration is an asset.

Skills: Proven leadership qualities; Good interpersonal and team working skills; Excellent skills in monitoring and reporting.

Experience:

- At least 5 years project management, including human resources, and experience to provide social services and protection in the field addressing VAWG, various aspects of advocacy work, mobilization towards ending violence against women with disabilities.
- Experience on M&E in at least 2 relevant projects.
- Previous experience with UN or International agencies considered is an asset.

Languages: command of Russian and Tajik.

2. Case Manager on EVAW

Education: Higher education in law, gender, sociology, public health or areas relevant to the assignment, supplemented with at least 10 years relevant experience.

Skills: Good interpersonal and team working skills; Excellent skills in case registration and reporting; teaching skills is an asset.

Experience:

- At least 3 years of case management or legal advice to beneficiaries, support on protection of the rights of women and children.
- At least 2 years of experience in capacity building of partners and staff (via provision of training or mentoring), preferably in the field addressing VAWGs, various aspects of advocacy work.
- Previous experience with state service providers (preferably medical forensic services) is an asset.

Languages: command of Russian and Tajik.

3. 2 EVAW Specialists/ Trainers (preferably with experience on protection of people with disability)

Education: University Degree in law, social sciences, health, gender studies, or relevant discipline.

Experience:

- At least 5 years of experience in addressing VAWG, and/or various aspects of advocacy work and social mobilization towards ending violence.
- Direct engagement in education of adults (preferably on ending violence against WGWDs), at least in 2 projects.
- At least 3 years of experience working with CSOs and state services to the violence survivors.
- Previous experience with UN or International agencies considered an asset.

Languages: excellent command of Tajik/Russian.

**Note: qualifications for consultancies (sub-contractors) listed on page 20.*

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

Call for proposal

Description of Services: CSO for Improving quality and utilization of VAWG services for women and girls with disabilities (WGWD) in 6 target districts.

CFP No. CFP/ UNW/TJK/002-2021

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. 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 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 ⁸	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 UNWOMEN or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UNWOMEN 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) ⁹ .	
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

⁸ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

⁹ [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. CFP/ UNW/TJK/002-2021

a. Instructions to proponents (Responsible Parties)

1. Introduction

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

1. 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.

2. 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.

3. Mandatory/pre-qualification criteria

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

4. Clarification of CFP documents

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

6. Amendments to CFP documents

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

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

1. Language of proposal

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

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

2. Submission of proposal

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent: **(Email subject line: CFP/UNW/TJK/002/2021– (name of proponent) – PROPOSAL).**

All proposals should be sent by email to the following secure email address: tjkpp@unwomen.org

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by 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 UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

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

9. Clarification of proposals

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

10. Proposal currencies

10.1 All prices shall be quoted in (local currency) **Tajik Somoni (TJS).**

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

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

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by 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 (component 1)	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3 and 4)	35 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

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

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

12. Preparation of proposal

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

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

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

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

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

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

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

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

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

13 Format and signing of proposal

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

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

14 Award

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

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

14.3 The award will be for an agreement with an original term of **7 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

Description of Services: CSO for Improving quality and utilization of VAWG services for women and girls with disabilities (WGWD) in 6 target districts.

CFP No. CFP/ UNW/TJK/002-2021

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

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

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

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

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

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

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

As per Spotlight Initiative requirements, it is mandatory for the current RP to report regularly (by quarter/ by year and disaggregated by districts/age of beneficiaries/ and in total figures), along with others, on the following indicators:

- **Programme indicator 4.1** Proportion of women, including those facing intersecting and multiple forms of discrimination, who report experiencing physical or sexual violence who seek help, by sector.
- **Programme indicator 4.2.2** Number of women and girls’ survivors/victims and their families, including groups facing multiple and intersecting forms of discrimination, that have increased knowledge of and access to accompaniment/support initiatives, including longer-term recovery services.

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.

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

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		--		
5. Other costs ¹⁰				
6. Incidentals				
7. Other support requested		--		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

¹⁰ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

Annex B-3 Format of resume for proposed staff

Call for proposal

Description of Services: CSO for Improving quality and utilization of VAWG services for women and girls with disabilities (WGWD) in 6 target districts.

CFP No. CFP/ UNW/TJK/002-2021

For Internal Staff

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4
Capacity Assessment minimum Documents

(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal

Description of Services: CSO for Improving quality and utilization of VAWG services for women and girls with disabilities (WGWD) in 6 target districts.

CFP No. CFP/ UNW/TJK/002-2021

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 UNWOMEN	Mandatory
Anti-Fraud Policy Framework which is consistent with UNWOMEN's one or adoption of UNWOMEN anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UNWOMEN 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	