

Annex B

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

Section 1

CFP No. **CFP/ UNW/TJK/003-2021**

Description of services: Mapping of community's gender social norms through ethnographic review and mobilization of communities to support grassroots advocacy on prevention of Violence Against Women and Girls (VAWG) by application of activity on Gender Action Learning System (GALS) methodology.

a. CFP letter for Responsible Parties

UN Women 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 UN Women at the address specified not later than **17:00 Dushanbe time on 15 November 2021.**

The budget range for this proposal should be **903,200.00 TJS – 1,016,100.00 TJS.**

This UN-Women Call for Proposals consists of Two sections:

Section 1

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

Section 2

- a. 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: 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: 29 September 2021
Re-issue date: 25 October 2021

Requests for clarifications due:

Date: 2 November 2021 **Time:** 14:00 Dushanbe time

by e-mail tjkpp@UNWomen.org

UN WOMEN clarifications to proponents due:

Date: 9 November 2021 **Time:** 14:00 Dushanbe time

Proposal due:

Date: 15 November 2021 **Time:** 17:00 Dushanbe time

Planned award date:

15 December 2021

Planned contract start-date / delivery date on 20 December 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 (SI)
Area of work	VAWG/ violence against women and girls (VAWG), research, identification of new social norm champions (NSNC) to create a demand to stop impunity of violence, community mobilization, grassroots advocacy actions.
Post title:	CSO Responsible Party
Type of the contract:	Partner Agreement
Duty station:	Dushanbe, Tajikistan
Target districts:	Isfara and Bobojon Gafurov (Sogd region), Vose and Yovon (Khatlon region), Rudaki and Gissar of the Districts of Republican Subordination
Supervision:	Programme Coordinator UN Women PP in Tajikistan
Starting date:	20 December 2021
Expected duration:	20 December 2021 – 20 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. UN Women 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.

Gender-related social norms influence the specific knowledge, attitude and behaviour towards women at various levels, starting from the legislation, going to violence-related patterns at the community and individual levels. In this regard, while the Constitution of Tajikistan guarantees equal rights for both men and women, in reality, women and girls continue facing significant barriers to accessing services. Limited access to services is compounded by the VAWG at the household level. As outlined in the Demographic and Health Survey of Tajikistan, around a quarter of the total women population aged 19-49 in the country experience some form of physical and sexual violence.

Strategy to filling the existing gap in multi-sectoral violence prevention efforts will be based on socio-ecological model. It will allow to tackle phenomena of existence and prevalence of violence from multiple fronts of changing individual beliefs and attitude, and working for transformation of community norms and institutional and policy/legislative settings. Socio-ecological model will be premised on the concept of primary prevention requiring changing the social conditions and norms that are violent and discriminatory towards women and girls. Primary prevention approach works across the whole population to address the attitudes, practices and power differentials that drive violence against women and girls. Special focus in the interventions will be made on individual level by addressing the challenges of defining inner beliefs and identification of whether individual really pursued to change and ready exercise new positive transformative behaviors in her/his life.

UN Women within Pillar 3 of the SI Programme in Tajikistan will introduce innovative approaches to address discriminatory social norms by applying an **Ethnographic review on evidences of communities' attitude/acceptance of VAWG and**, by presenting 15 case studies, identification of new gender social norm holders to create a demand within communities and individuals to stop impunity of violence, formation of a public opinion on illegality of violence and harmful practices and stressing it as crime.

Through **Gender Action Learning System (GALS)** (see Reference Note for details) mobilized community members will be supported to lead the process, including:

- self-reflection and understanding of inner beliefs and attitudes on VAWG,
- personal conscious decisions on that he/she is unwilling to continue bear with violence and seek/learn the ways of fighting and preventing violence,
- start personal change process,
- unite with community members to undertake joint advocacy actions to change norms at family/community levels, support and lead their implementation,
- reflection on the process and acknowledging victorious examples of changes and documenting lessons learned.

Following the GALS methodology, there will be at least 20 **New Social Norms Champions (NSNC) in 6 communities**, who will undertake actions to change their own behaviors, and then influencing at least 5 other persons (family and community members) per each champion to convert them to fight violence and discriminatory norms, and those, in turn, each champion will train 5 additional persons by umbrella effect. It will help to create a self-motivated and self-managed community advocacy actions, involving 600 individuals by cascading knowledge, and then overall covering all districts. These community self-driven advocacy initiatives by new social norms holders (at least 26 in total, e.g. 4 initiatives at Community level and 2 initiatives at national levels) will be supported by the selected CSO – Responsible Party financially and technically.

For this reason, UN Women Programme Office in Tajikistan is inviting CSOs to submit a Proposal for Community Norms Mapping through an Ethnographic overview of VAWG and Mobilization Communities for ending VAWG by localization of Gender Action Learning System (GALS) methodology, use of its tools and by supporting advocacy actions at a grassroots level.

II. Objective:

The assignment will be undertaken under the **Pillar 3 of the SI**, contributing to the fulfillment of the **SI Outcome 3 “Gender equitable social norms, attitudes and behaviour change at community and individual levels to prevent VAWG and harmful practices”**, and the **SI Output 3.2**. “Community advocacy platforms are established/strengthened to develop strategies and interventions, including community dialogues, public information and advocacy campaigns, to promote gender-equitable norms, attitudes and behaviour, incl. in relation to women and girls’ self-confidence and self-esteem and transforming harmful masculinities”.

Selected CSO will contribute to the Output 3.2. and measure results by use of, along with others, the following indicators:

- **Indicator 3.1** Decreased percentage of people who think it is justifiable for a man to (subject) beat his wife/intimate partner (to violence), by sex and age
Target: tbd.
- **Indicator 3.2.2** Number of people reached by campaigns challenging harmful social norms and gender stereotyping.
Target: at least 2,000.
- Output Indicator 3.2.5 Number of campaigns challenging harmful social norms and gender stereotyping, including of women and girls facing intersecting and multiple forms of discrimination, developed and disseminated during the past year.
Target: at least 3.

Scope of work

Under direct supervision of UN Women Programme Coordinator, the selected CSO - RP is expected to fulfill the assignment with the view of promoting favorable social norms, attitudes and behaviors at community and individual level to prevent VAWG and harmful practices. The key tasks of this Terms of Reference are focusing on the following key areas:

Conduct the Ethnographic review of harmful social norms and identification of possible local CSOs and ‘new’ social norm holders (positive deviants and influencers of community Core Group) in order to create awareness of the community and individuals about the illegality of violence and harmful practices. Engaging grassroots activists will diminish the risk of community resistance to reflect on norms, attitudes and behaviors sustaining openly and honestly VAWG.

1. **Roll-out of gender-transformative experiential activities on Gender Action Learning Systems¹ (i. e. GALS)** in 6 selected localities (see further the Referral Note). Train GALS champions and cascade GALS through peers sharing. Under the GALS, community participants will be supported during the stages of the process, including self-examination and understanding of internal beliefs and views on VAWG; personal conscious decisions to that he / she does not want to continue to tolerate violence and the need to seek / to explore ways to combat violence. At this stage, there is a high level of commitment to changing violent and discriminatory

¹ <https://www.cominit.com/global/content/manual-gender-action-learning-system-gals-implementation-toolkit#:~:text=The%20Gender%20Action%20Learning%20System,relationships%20in%20families%20and%20communities.&text=GALS%20is%20based%20on%20the,adult%20education%20and%20participatory%20methodologies.>

norms; processes of personal change are under way; joining with community members to take joint action to change norms at the family/community level.

2. **Support financially and technically conducting of grassroots advocacy initiatives with engagement of 'new' social norm holders** (community Core Group), at least 4 initiatives per district and 2 initiatives at national level. Further, the RP will reflect on the process, recognizing successful examples of change and documenting lessons learned.

Target audience:

- for the Ethnographic overview of VAWG 3 target districts of DRS, Khatlon region and Sogd region (15 households and 180 active citizens);
- for Community mobilization - Communities of 6 target districts – 6 active groups by 20 community members, e.g. 120 participants in 6 groups; and those will engage, in turn, their peers, relatives, family members – appr. 1,000 community members, both as direct beneficiaries and rest HH members with who they share GALS tools are indirect beneficiaries

The assignment will be structured around four interrelated activities:

I. ETHNOGRAPHIC REVIEW ON HARMFUL SOCIAL NORMS AND ATTITUDES TO VAWG

- 1) Carry out the selection of at least 6 field ethnographic researchers. The selection criteria should be developed in close coordination with SI technical team.
- 2) UN Women will arrange a consultation of the research group with certified GALS facilitator (international expert) on application of GALS principles/participatory methodology in Ethnographic overview.
- 3) Develop a methodology for **15 "case studies"** of relation to VAWG against women and girls. Each "case" will include:
 - 3 levels of socio-ecological model (family, community/mahalla, district);
 - different research methodologies:
 - minimum 3 interviews per case study, total 45 interviews,
 - minimum 3 mini- focus group discussions (FGDs) per case study with 3-4 interlocutors, total about 45 FGDs, covering 180 persons
 - visual observation/joint participation,
 - 3 different age/generation groups with different strategy, developed by research group for each.

The NGO will adapt the existing methodology in consultation with the International GALS consultant that will be hired by UN Women directly.

- 4) **A target sample size:** the Ethnographic review will cover 15 households in total and 180 active citizens in total incl. duty bearers, right holders and formal/informal civil society representatives of 3 target districts.
- 5) Conduct a consultation (on-line or off-line) of research team with SI technical team and representatives of SI Civil Society Reference Group (CSRG) on application of study methodology to gather recommendations from grassroots activists for improving the final methodology.
- 6) Conduct a 3-day preparatory training for the selected 6 field ethnographic researchers on VAWG sensitiveness and application of study methodology.
- 7) **Roll out of the ethnographic review in 3 target communities** of Isfara (Sogd region), Vose (Khatlon region), and Hissar of the Districts of Republican Subordination.
- 8) Submit a draft report on findings of the ethnographic review to UN Women and facilitate its review and feedback collection. To support the first draft, local researchers will produce translated and transcribed notes of the FGDs and Survey Instruments, including preliminary analysis of data collected.
- 9) Ethnographic Review data validation: A half-day validation workshop will be organized by the CSO- RP to obtain feedback from relevant UN stakeholders and 2 representatives of Spotlight Initiative's Civil Society Reference Group. The Lead researcher will be required to draft the agenda, develop the presentation and present the findings. S/he will be supported by research team by compiling a report on the feedback obtained, which will be used as key inputs when writing the final report.
- 10) Submit final report on deliverables, recommendations and lessons learnt

Limitations: Due to the scope of this Ethnographic review (incl. human capacity, financial resources and limited timeframe), the sample size will not be statistically representative of the richly diverse population of the project target districts. However, it is expected that the results of this review will provide an important indication of the range of views and types of issues that should inform future EAVW and gender transformative program and policy development.

Note: the financial corridor for the Ethnographic review and the research team is no less than 85,000 TJS.

Results of the Ethnographic review: harmful social norms were mapped; and recommendations developed for selection of 120 participants for GALS groups are provided.

II. ADAPTATION OF GENDER ACTIONS LEARNING SYSTEMS (GALS) METHODOLOGY TO THE CONTEXT OF TAJIKISTAN AND CONDUCT GALS FOR 120 NEW SOCIAL NORMS CHAMPIONS.

Activity Step 1 (entry):

- For kick off of GALS, apart from the tasks and budget of the current CFP, **UN Women will hire GALS International consultant to support the CSO-RP's TOT** in integrating GALS in 6 localities by provision the **centralized 10-days' ToT** in Dushanbe to future GALS facilitators and render them remote technical support and consultations during reflection workshops in target districts with communities. The dates of 10-day ToT will be agreed between the International GALS expert and the selected CSO- RP. This includes reflections and learnings from the experience of Champions and GALS Facilitators (by International consultant that maintains GALS, to be hired by UN Women directly). **The 10-day ToT will be split in 2 or 3 consequent workshops** and include:
 - Vision and Vision Journey (3 days min),
 - Happy Family Tree (3 days min)
 - Income Increase Tree and Gender Justice Diamond (4 days min)
- Localization: in parallel, the selected CSO will define 6 target communities of Isfara and Bobojon Ghafurov (Sogd region), Vose and Yovon (Khatlon region), and Rudaki and Hissar (Districts of Republican Subordination) for piloting the GALS interventions.
- and form and invite the group of **22 participants from target localities to the planned 10-day's TOT**, namely: own 3-4 representatives of the CSO- RP (facilitators, mobilizers), 6 representatives of relevant NGOs from the indicated districts, and 12 enthusiasts/leaders from each of 6 groups in the Communities to be formed by the RP (at least by 2 per each supposed community group).
- the selected CSO will arrange logistics for the ToT in Dushanbe and will technically support the UN Women's International consultant in smooth ToT conducting.
- These trained at ToT people will act as GALS Facilitators - the staff who trains GALS Champions, consults and supports them, does coordination and MEL of the GALS process.
- GALS Facilitators adapt GALS manual under supervision/assistance of International Consultant

Results of activity 1: CORE GALS team is capacitated.

Activity Step 2:

- GALS Facilitators conduct catalyst workshops in the communities according to the adapted manual. After 1st workshop, they identify GALS Champions then work further with them (train tools, coach, mentor, MEL) during the whole process.
- GALS Facilitators conduct catalyst workshops in the communities (for 6 groups) according to the adapted manual. After 1st workshop, they identify GALS Champions then work further with them (train tools, coach, mentor, MEL) during the whole process; During the work of Community work on GALS, the champions will be crystallized naturally during the process. It can happen that most vulnerable/the one who is not a positive deviant yet can be "good/best GALS champion" because he/she has experienced herself/himself value of GALS, changed own life with the help of GALS and believes in the power of GALS. Moreover, one can become a positive deviant with the help of GALS and be more powerful GALS Champion. In GALS everyone can be a leader, and everyone should get an opportunity. GALS Champions should emerge from within the community members during GALS workshops. This may happen in the following way: GALS Facilitators (CSO-RP staff) goes to the community, invites everyone in the community for the 1st GALS workshop (on Visioning). After community members experience Visioning, Facilitator can make a list of volunteers to share the tools (including rest 4 GALS tools) with peers/other community or HH members. These volunteers should become GALS Champions, and this is how to ensure real "participatory approach".
- GALS Champions start cascading and sharing tools.
- During the whole process, the International consultant supports and mentors GALS Facilitators, facilitates some MEL activities with them and Champions, engaged in the ME.

Results of activity 2:

- 1. Community platforms for communication and collaboration are established in 6 localities.**
- 2. at least 600 citizens of target Communities galvanized by 20 GALS practitioners to act together across gender borders against VAWG and VAWG.**

Activity Step 3:

Support community level advocacy initiatives (financially and technically), at least 4 per district (24 in total, as a minimum) and 2 at national level. **The types of community-based actions (variety is not limited by this list) are:**

- outreach events organized by the community partners, including contests "The Best Farther-in-Law", "Mothers-Daughters", "Fathers and Sons",
- master classes on various topics like joint (man and women) cooking national dishes, gardening,

- ICT that will be used to bring people together and try to involve them in the discussion on negative consequences of VAWG and fostering “Zero Victims’ Blaming”,
- open lectures on the negative consequences of VAWG/ VAWG,
- round tables,
- various flash mobs,
- football matches among girls and mixed teams,
- drawing contests,
- quizzes on the legislation related to forced and early marriage, rights to reproductive health, women’s rights.
- In addition, a local citizen could produce and read publicly a comic book(s)” featuring real-life survival stories of women and teenage girls subjected to violence.
- other relevant actions, supported by majority of GALS participants.

Results of activity 4: at least 24 local and 2 national actions are conducted.

Activity Step 5:

Document processes and cases, develop brief notes / photo and narrative reports, documented profiles with information on changes happened at individual level.

As the process tackles the root causes of VAWG/ VAWG, namely deep-rooted patriarchal attitudes, pervasive gender stereotypes and harmful social norms, in the course of information/cases collection, analysis and documenting, the RP’s team must pay special attention to identifying signs of changes in the attitude and perception at the individual, family and community level stemming from people’s participation in the project. In addition, special attention must be paid to possible differences in the change patterns associated with different age and gender groups.

Results of activity 5: Final Narrative Report includes documented lessons learned, good practices and innovations, success stories and challenges of the GALS activity, to inform future work of UN Women under the EVAWG agenda and beyond and to serve basis for upcoming conference on GALS results.

For information: in 2022 UN Women plans to conduct the Conference on GALS results apart from the scope of tasks and budget of the current CFP.

Reporting requirements: The RP develops M&E Plan and produces reports monthly and quarterly. The RP submits a final report to UN Women on 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 RP on financial and narrative reporting rules, regulations and templates to use (FACE, etc.)

III. Deliverables

Deliverables		Timeframe	% of the total amount (USD)
Deliverable 1	- The staffing is finalized - At least 6 field ethnographic researchers hired	30 December 2021	45%
	- A methodology for 12 “cases” of relation to VAWG against women and girls is developed and finalized - List of participants of the Entry GALS ToT is submitted to UN Women, (considering supposed Community enthusiasts/ activists)	14 January 2022	
	- Report on 3-day training on VAWG sensitiveness and application of study methodology for the selected 6 field ethnographic researchers is submitted to UN Women	31 January 2022	
	- Contribution is made to the Int. Expert’s Report on GALS Entry ToT (the ToT to be held supposedly in a week of 17 January 2022)		
Deliverable 2	- Final Ethnographical review report with review deliverables, recommendations and lessons learnt is submitted to UN Women	28 February 2022	50%
	- Report on the formed 6 groups of community members- NSNCs in target districts (incl. the process and list of participants) is submitted to UN Women		
	- Report on the first 2 GALS workshops, 2 reflection sessions in each of 6 community self-help groups and on 12 community actions is submitted to UN Women	30 April 2022	

Deliverable 3	- Report on the rest 3 GALS workshops, 3 reflection sessions in each of 6 community groups and new 12 community and 2 national actions is submitted to UN Women	15 June 2022	5%
	- Submit a final report to UN Women on implemented activities, incl. details, problems encountered and how they were resolved, as well as lessons learnt for future planning and list of 120 GALS New Social Norms Champions (NSNC)		

IV. Competencies/Qualifications

Company/organization

- Organization/ Public Association registered in Tajikistan.
- Minimum 3 years of country-based professional experience.
- Expert knowledge the field of addressing VAWG/VAWG, in various aspects of advocacy work and communications as well as social mobilization towards ending VAWG and social inclusion provision; and on building capacity of Communities, CSOs and institutions with a reference to at least 2 relevant projects, implemented recently.
- Familiarization with **GALS** methodology
- Track record of adult training with a reference to at least 2 projects, implemented recently.
- 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 team (minimum)

1. Team Leader/Manager

Education: Diploma on sociology, management, social or health and related areas relevant to the assignment.

Skills: Proven leadership qualities; Good interpersonal and team management skills; Excellent skills in monitoring and reporting; Good planning & organizational skills and ability to pay close attention to details; Report writing skills.

Technical competencies:

- Ability working under minimum supervision and tight deadlines.
- Computer literate (being able to use MS Windows, office applications, Internet search).

Experience:

- At least 5 years' experience in project management in the field of addressing VAWG, various aspects of advocacy work and communications as well as social mobilization towards ending VAWG, social inclusion.
- At least 3 years' experience in grant management.
- Basic awareness of gender research or studies.
- Prior experience in cooperation with international agency, NGOs, UN, or international institutions is an asset.

Languages: command of Russian and Tajik.

Be a citizen of Tajikistan.

2. Gender Facilitators/ Mobilizers (4 persons), preferably citizens of the target areas, part-time (50%)

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

Skills: Good interpersonal and team working skills; Ability to communicate effectively - well-developed verbal and written communication skills; Skills in monitoring and reporting; Good organizational skills and ability to pay close attention to details; Strong adult training/facilitation skills.

Experience:

- Minimum 3 years of country-based work experience in the field of community mobilization towards ending VAWG, on gender equality issues and inclusiveness, incl. formation of and work with **groups of community members**.
- Minimum 2 years of proven experience in application of participatory approaches and gender-transformative learning techniques and actions, including provision of trainings to adult audience of different social strata.
- Awareness of **GALS** (past training or experience of GALS application) is a solid asset.
- Experience in capacity building, delivery of trainings and communication (messaging).
- Basic experience in monitoring and evaluation of gender projects
- Basic experience in report writing.

Languages: excellent command of Tajik and Russian.

Be a citizen of Tajikistan.

**Note: qualifications for consultancies (sub-contractors) listed on page 17.*

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

Call for proposal

Description of Services: Mapping of community harmful social norms through ethnographic review and mobilization of communities to support grassroots advocacy on prevention of Violence Against Women and Girls (VAWG) by application of Gender Action Learning System (GALS) methodology

CFP No. CFP/ UNW/TJK/003-2021

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. 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 ²	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) ³ .	
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

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

³ [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/003-2021

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 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, 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, UN Women 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 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.

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, UN Women 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/003/2021– GALS - (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 UN WOMEN 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's 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 UN Women 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 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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.

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 **6 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: Mapping of community harmful gender social norms through ethnographic review and mobilization of communities to support grassroots advocacy on prevention of Violence Against Women and Girls (VAWG) by activity on Gender Action Learning System (GALS) methodology

CFP No. CFP/ UNW/TJK/003-2021

Mandatory requirements/pre-qualification criteria

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

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

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

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

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*4 (max. 1.5 pages)**

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

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

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total

- ⁴ ** the budget must include classic costs for entry 9-10 days’ TOT
- when champions start to work in the communities, consider only costs for stationery, diaries for participants and for champions, and possibly small coffee breaks (accommodation and so on for the participants is not necessary, since Champions live in those villages and work with villagers. They just gather for 2 -3 hours a day at a convenient time for everyone). In fact, these costs will cover 600-1,000 people, and the costs will be only these ones.
- Consider place for gathering free of charge or with minimal expenses in the Communities (the groups can gather in most simple places).
- Consider a lot of travel expenses for GALS Facilitators (NGOs) for consulting, mentoring champions, M&E.

1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		--		
5. Other costs ⁵				
6. Incidentals				
7. Other support requested		--		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

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

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

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

⁵ "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

Description of Services: Mapping of community harmful gender social norms through ethnographic review and mobilization of communities to support grassroots advocacy on prevention of Violence Against Women and Girls (VAWG) by activity on Gender Action Learning System (GALS) methodology

CFP No. CFP/ UNW/TJK/003-2021

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.

For Expert/Consultancy Qualifications (sub-contractors)

Ethnographic review team (3,5 months' assignment).

1. Lead Researcher

Education: Diploma in gender issues, sociology, statistics, development studies or other area, corresponding to the assignment.

Skills: ability to manage the research team; ability to communicate effectively - well-developed verbal and written communication skills; ability to operate under adverse working conditions and maintain a professional approach; strong problem-solving skills.

Technical competencies:

- Ability working under minimum supervision and tight deadlines.
- Confidence and ability to use web, including email, MS Office, computer applications and professional research tools and software.

Experience:

- Minimum 5 years of experience in the field of social science research, including data collection, analysis and report writing. Published research is a definite advantage.
- Have proven knowledge of and experience in implementing research methodologies including quantitative and qualitative data collection methods such as HH surveys, FGD and KII, including at the local/community level.
- Previous experience in management of datasets or surveys with communities.
- Demonstrable networks with women's and CSOs' networks in Tajikistan an added advantage.

- Minimum 3 years of professional research in the field of EVAW, gender and inclusiveness.
- Strong personal commitment to and training and/or work experience of human rights, peacebuilding and gender equality.

Languages: proficiency in both written and oral Tajik and Russian, speaking English is an asset.

Be a citizen of Tajikistan.

2. Ethnographic researchers (5 persons)

Education: Diploma in Gender issues, sociology, statistics, conflict resolution, economics or other area, corresponding to the assignment.

Skills: ability to work as part of a research team; ability to communicate effectively.

Technical competencies:

- Confidence and ability to use web, including email, MS Office, computer applications and professional research tools and software.

Experience:

- Have at least 2 years' work experience in the field of social science research, including data collection, analysis and report writing. Published research is a definite advantage.
- Have proven knowledge of and experience in application of research methodologies, incl. quantitative and qualitative data collection methods such as HH surveys, FGD and KII, including at the local/community level.
- Demonstrable networks with youth and local youth networks in Tajikistan a definitive added advantage.

Languages: proficiency in both written and oral Tajik and Russian.

Be a citizen of Tajikistan.

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: Mapping of community harmful gender social norms through ethnographic review and mobilization of communities to support grassroots advocacy on prevention of Violence Against Women and Girls (VAWG) by activity on Gender Action Learning System (GALS) methodology

CFP No. CFP/ UNW/TJK/003-2021

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 UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN Women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	

Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years	

REFERRAL NOTE:

ETHNOGRAPHIC OVERVIEW- as a form of inquiry, ethnography relies heavily on [participant observation](#)—on the researcher participating in the setting or with the people being studied, at least in some marginal role, and seeking to document, in detail, patterns of social interaction and the perspectives of participants, and to understand these in their local contexts. It had its origin in social and cultural anthropology in the early twentieth century, but spread to other social science disciplines, notably sociology, during the course of that century. Ethnography explores cultural phenomena from the point of view of the subject of the study, f. ex. violence against women and girls. Ethnography is also a type of [social research](#) involving the examination of the behaviour of the participants in a given social situation and understanding the group members' own interpretation of such behaviour. In the current CFP, UN Women is planning to pre-cursor “ethnographic review of harmful social norms and identification of positive social norm holders” which would inform further national initiatives, including in the framework of Gender Action Learning System activities.

THE GENDER ACTION LEARNING SYSTEM (GALS) is a community-led empowerment methodology to promote more harmonious and violence-free relationships in families and communities. It aims to connect and build synergies between various groups of people in a pursuit of the common vision of promoting a harmonious and life free of GBV for women and girls within their families and the wider communities.

GALS was initially developed under **Oxfam Novib’s WEMAN programme** and local civil society partners in Uganda, Sudan, Peru and India. Later, it was applied by **UN Women** in Afghanistan, Kyrgyzstan, with inclusion of gender-based violence issues and recognition and redistribution of care work. The UN Women’s base manual was developed within the framework of the European Union (EU)-funded project "Across Generations and Gender Borders - Communities Combatting Gender-Based Violence in Kyrgyzstan". Implemented by UN Women in Kyrgyzstan in partnership with HelpAge International and Agents of Change, the GALS initiative focused on tackling the root causes of VAWG, which include deeply rooted patriarchal attitudes, pervasive gender stereotypes, and harmful social norms. The base manual to use is an adaptation of the manuals developed by Dr. Linda Mayoux, the author of the [GAMEchange](#) family of empowerment methodologies, and is based on the methodology piloted in the Kyrgyz Republic by the International Fund for Agricultural Development (IFAD) in 2016.

GALS enables household members to overcome challenges and identify opportunities that can enable them to improve their lives. **It tackles underlying social norms, attitudes, behaviour and systems that perpetuate gender inequalities.** Key to this process is that household members must come to the **realization that gender inequalities contribute largely to them staying poor and therefore be willing to act upon the findings.** Without the willingness to act upon the findings then GALS is not able assist the households to unlock their potential. It consists of:

- A set of principles related to gender justice, participation and leadership.
- A series of visual diagramming tools that are used for visioning, analysis, change planning and tracking by individuals, households, stakeholder groups of the Communities or in multi-stakeholder settings.
- Peer learning mechanisms and structures for ongoing action learning in communities.
- Mechanisms to sustainably integrate GALS in organizations or interventions such as financial services, business development services and agricultural extension.

It is used for Individual life and livelihood planning; Collective action and gender advocacy for change; Institutional awareness raising and changing power relationship with service providers, private sector stakeholders and government bodies.

The starting point of GALS is: Developing gender action learning skills of vulnerable stakeholder groups in the value chain, to enable them to identify and implement sustainable strategies to increase incomes, resources, economic choices and negotiation power.

GALS is based on the principles of good practice in the field of adult education and participatory methodologies. However, the goal of GALS is not to increase the knowledge of participants by imposing it from outside, but instead to focus on examples of positive change already occurring - heightening interest in new changes, awareness, and discussion between participants. Its goal is to advocate for change at the macro-level by helping participants develop strong visions for change and concrete strategies and plans to change their lives for the better and, through personal experiences, broaden the minds of their family members, colleagues, and communities.

In the process of change as outlined in the manual, GALS supports leadership qualities of every person and helps women and men identify their strengths, responsibilities, and contributions. GALS also helps participants identify their personal weaknesses and hone and exercise their listening skills, while further teaching them how to work with others. It provides a platform for each participant to take ownership of the process of change and supports them in the further dissemination of the concepts and transformation of others in their communities. One of the key tools used in the GALS process is drawing, which is considered a practical exercise that is useful

for thinking and accessing the subconscious mind and inner thoughts. It is also an important tool for inner change through analysis of one's own behaviour and relationships with other people. In addition, drawing can facilitate free expression of thoughts and ideas, incl. those that are difficult to say in words, and encourage free relationships within the group.

It starts with creating community ownership and action priorities for gender justice during events with community members and the staff of organisations.

- Stage 1: Preliminary value chain mapping of gender issues and power relations (here: the Ethnographic overview).
- Stage 2: Action learning with vulnerable groups to identify the poverty and gender issues at each level, implement immediate change strategies, strengthen collaboration and peer sharing.
- Stage 3: The identification, planning and negotiation of multi-stakeholder win-win strategies. At this stage the more powerful stakeholders are involved.
- Stage 4: The promotion of sustainable action learning process, incl. peer upscaling, policy advocacy, implementation of micro-scaled projects and actions in the Communities.

Step 1 assists participants to develop individual and then household pictorial visions, before diagnosing their current situation. In **step 2**, in order to promote a sense of achievement and cause-effect linkages, the participants reflect where they began. In **step 3**, participants identify the opportunities and constraints that will affect the realization of their vision. **Step 4** focuses upon enabling participants to identify their targets and milestones, and finally, **step 5** asks participants to set activities on the road towards the achievement of their overall vision.

GALS has proved its effectiveness for creating win-win collaboration between marginalized communities and businesses, service providers, government agencies and traditional authorities, and **changing gender relations including property rights, decision making and violence**. It has been piloted and/or implemented in many countries. In the framework of SL Programme, UN Women seeks to further innovate and scale up the use of GALS in different contexts, value chains and with private sector and government agencies at different levels.

The cascading scheme works as the following:

- **TOT** →
 - GALS facilitators →
 - 5 Champions from 14 groups (by 20 participants per group) →
 - 70 GALS' Champions x 4 new community members → 280 supporters →
 - 280 x 4 new community members → 1,120 followers

