

Call for Proposal (CFP)

CFP No. 002 - 2017

Section 1 – CFP letter

UNWOMEN plans to engage a **Non-Governmental Organization, Community Based Organization (CBO) and Academic Organization** as defined in accordance with these documents. **Both local and international organizations can apply.** UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 11:59 PM Afghanistan time on September 18, 2017.

This UNWOMEN Call for Proposals consists of six sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)
CFP section 2: Proposal data sheet
CFP section 3: Instructions to proponents
CFP section 4: UNWOMEN Terms of Reference

CFP forms to be returned (mandatory):

Annex B1-1	Proposal/no proposal confirmation form
Annex B2	Template for proposal submission
Annex B1-5	Resumes of proposed team members
Annex B1-6	Capacity Assessment Checklist

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

[Signature]
Oic, UN Women
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[Signature] H.F.

Call for Proposal (CFP)

CFP No. 002 - 2017

Section 2: Proposal data sheet

Program/Project: Empowerment Workshop for Women Candidates of Parliamentary Election

Program official's name: Hassan Fahimi

Email: hassan.fahimi@unwomen.org

Telephone number: +93 798 979 244

Issue date: August 29, 2017

Requests for clarifications due

Date: September 08, 2017 (via e-mail)

Time: 11:59 PM Afghanistan time

UNWOMEN clarifications to proponents due

Date: September 10, 2017

Time: 4:00 PM Afghanistan time

Proposal due

Date: September 18, 2017.

Time: 11:59 PM Afghanistan time

Planned award date: October 15, 2017

Planned contract start date: November 1, 2017

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Call for Proposal (CFP)

CFP No. 002 - 2017

Section 3: Instructions to proponents

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations(CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. 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.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN Info Afghanistan, by email at info.afghanistan@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-1. See section 10 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 B2.1. 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.

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4. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

5. Amendments to CFP documents

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

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

6. Language of proposal

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

7. Submission of proposal

- 7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

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

- 7.2. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their

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proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

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

- 7.3 The "Certificate of Proponent's Eligibility and Authority to Sign Proposal" contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

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

9. Proposal currencies

All prices shall be quoted in (currency) Afghani-AFN

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

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

10. Mandatory/pre-qualification criteria

- 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in

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this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

- 10.2 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.

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 a Committee for Partners' Assessment (CPA) 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.

Technical description and appropriateness/adequacy of approach	40 points
Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> proposed staffing (number and expertise) for the services to be delivered; organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation Overall governance/management structure of the proponent organization 	8 points
Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
TOTAL	70 points

11.2.PHASE II - FINANCIAL PROPOSAL (30 points)

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

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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.

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Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B2.1 hereto)
Part of proposal	Template for proposal submission (Annex B2)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B1-5)
Part of proposal	Capacity Assessment Checklist (Annex B1-6)

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.

Pre-submission:

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex B1-1 hereto)
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13 Format and signing of proposal

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

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

14 Award

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

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

14.3 The award will be for an agreement with an original term until 30 June 2018 (with possibility for extension till end of the year 2018 upon satisfactory performance and availability of resources) with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

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Annex B2

Call for proposal (Template for Proposal Submission)

Description: Empowerment Workshop for Women Candidates of Parliamentary Election

CFP No. 002 - 2017

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete form Annex A and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. 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) ☒

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:

7. The **problem statement** or challenges to be addressed given the context described in the TOR. ☒
8. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results

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are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important ☒ part of the agreement between the proposing organization and UNWOMEN. ☒

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

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

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

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Particularly include the cost of monitoring and evaluation. ☒

- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request. ☒
- 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				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
Total Cost for Result 1				

Section 4: UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

UN Women Afghanistan is supporting national counterparts, including the Ministry of Foreign Affairs (MoFA), Ministry of Women Affairs (MoWA), Ministry of Rural Rehabilitation and Development (MRRD), Parliamentary bodies, and civil society organizations among other entities, in implementing the National Action Plan for the Women of Afghanistan (NAPWA), the Afghanistan National Peace and Development Framework (ANPDF) the Afghanistan National Development Strategy (ANDS) and other National Action Plans and strategies in the areas of elimination of violence against women and girls (EVAW/G) and political and economic empowerment for women.

UN Women is also committed to support women's political participation especially in the elections, both as voters and candidates by providing technical support, awareness raising and advocacy during and after elections. In its efforts to promote meaningful political representation of women in Afghanistan, UN Women in the past has provided technical and capacity development support for the women candidates during the provincial and parliamentary elections to effectively run their election campaigns. In 2014, UNW conducted trainings for the candidates for the provincial councils' elections on national and international legal frameworks supporting women's rights. Besides, UN Women provided support in raising public awareness on importance of women's participation in the elections as voters and electoral officials. As part of its efforts to promote women's increased participation in the elections, in December 2015, UN Women supported Mina's List to conduct capacity building and empowerment workshop in India, where fifteen aspiring Afghan women candidates participated and benefited from skills building in campaigning, constituency building, public speaking, learning from the experiences of other experienced women from Parliament and civil society.

As we approach the Parliamentary Election on 7th July 2018, it is important to provide support to the women candidates access to electoral information, enhance skills on advocacy, campaigning and other relevant areas. Therefore, UN Women aims to hire the services of a Responsible Party that is capable of providing capacity building support and services through five day "empowerment workshop" for aspiring women parliamentary candidates to enable them to build their confidence, convince them to stand for an office, build/develop their campaigning skills, to make them become influential leaders and speak more influentially in the media and in public to better attract support of voters, particularly women's rights defenders through advocating for and defending women's rights agenda. Equally important is to pave the way for women from civil society and/or women members of parliament to form strong networks of their own and collectively act as united force to support women parliamentary candidates.

Through the programme "empowerment workshop" will identify and engage at least 30 aspiring women candidates who are willing to run for the upcoming parliamentary election in Afghanistan and train them on the following topics:

- 1- Public speaking for effective campaigning,
- 2- Creating campaign strategy (including how to engage with community to build constituencies),
- 3- Effective planning in the context of Afghanistan,

- 4- Tackling the barriers women face to get elected,
- 5- Personal security and safety planning,
- 6- National and International Legal Framework, supporting women's rights to enable women defend these rights and build their constituents among women and human/women rights defenders. The training will also focus on the electoral laws (both elections and complaints mechanisms) related policies and procedures so that women are well aware of where to start nomination, how to move forward, where to register complaints and how to deal with next steps, the area which is the main hindrance for most of the women candidates, particularly for those who run independently without relying on political parties.

It is expected that the interested applicants (proponents) introduce innovative approaches in their proposals for this programme and add any other topics that they think are of more significant and needed for the aspiring women candidates. It is expected that the sessions should be practical and based on real scenarios rather than theory based. The proponents/applicants also need to take into account the context of Afghanistan and the situation of women in the country when developing the training contents and materials.

2. Description of required services/results

Under the direct supervision of the Deputy Representative and in Coordination with the Political and Economic Empowerment Team, the responsible party will work towards the following objective:

- To provide capacity building workshop for at least 30 aspiring women candidates to enable them to successfully run their campaigns for the upcoming Afghanistan's parliamentary election and effectively play their roles as political leaders in parliament. Depending on the availability of resources and assessment of needs additional workshops may be organized.

Activities:

1. Select at least 30 aspiring women candidates through a transparent process in which geographical coverage and ethnic composition is taken into consideration,
2. Take full responsibility for logistical arrangement of the event which includes, but not limited to flight and transportation of participants, per diem/daily subsistence allowance, food, accommodation and translation services etc.,
3. Develop the training contents and materials in consultation with UN Women in both English and have them translated with quality into national language(s).
4. Identify possible mentors from among the current MPs or female members from civil society who could be introduced to the aspiring women candidates during the workshop, remain in touch with them throughout the period leading up to the elections as well as stay next to the aspiring women candidates during the campaign to guide them with their knowledge and experience.
5. Conduct a five-day workshop covering the topics mentioned above and making it more practical by using live case scenarios. While it is important to cover the above-mentioned topics, UN Women will be open to inclusion of more topics as long as they are based on previous assessment, analysis or past direct work of the applicant with aspiring women candidates,
6. Evaluate the programme and submit the final report to UN Women, capturing the details of the

project implementation, challenges faced, lessons learned, next steps to support these and other aspiring women candidates and the final immediate results of the project.

Given the high sensitivity of the elections and related issues, the proponent is required to undertake a transparent and fair selection process of the aspiring women and give due consideration to the geographical and ethnical composition and balance.

The proponent as a Responsible Party(RP) will be responsible to achieve the following output level results. Therefore, it is expected that the RP will have achieved the following outputs, measurable results and changes by the end of the planned intervention.

Output : Women candidates have access to electoral information, relevant knowledge (training, tools and technical support) and services before, during and after elections.

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

The total duration of the Contract will be until June 2018 from the date of contract. The project will be preferably implemented in Kabul unless there are specific reasons to have this programme out of Kabul.

2. Competencies:

a. Technical/functional competencies required;

1. **Reputation of Organization and Staff:**

- Documented successful track record (for newly formed organizations, the personnel to be assigned to the UN Women project should have a proven track record of 5 years in the subject field);
- A proven commitment to results (able to provide records of successful projects);
- Proven credibility in the country or region or in the original country of location, especially credibility in terms of working towards gender equality, women's rights and economic empowerment.

2. **General Organizational Capability:**

- Strength of project management on conducting successful and standard trainings for women's political participation and women aspiring candidates in Afghanistan or in the region;
- Track record of working at community and preferably with women candidates, civil society and Members of Parliament as mentors to the aspiring women candidates;
- Record and evidence of organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and sexual harassment policy;
- A track record of delivering quality and timely project results.

3. **Organizational expertise in the area of specified programme:**

- Evidence that the organization can conduct quality trainings, handholding and mentoring to the aspiring women candidates as well as experience of successful implementation of supporting women candidates through similar projects.

4. **Accountability and Financial Control:**

- A functioning internal control framework and process to deliver quality and timely project results.

5. **Grassroots presence/Outreach:**

Evidence of the organization having links to the aspiring women candidates, director or indirect grassroots presence and/or affiliation with other similar strong qualified organizations in the country.

- **Language:** Fluency in English is required. Knowledge of local language, Dari and/or Pashtu, will be considered an asset

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Annex B1-1

Call for proposal

Description: Empowerment Workshop for Women Candidates of Parliamentary Election
CFP No. 002 - 2017

Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services
- ☐ We are unable to submit a competitive proposal for the requested services at the moment
- ☐ We cannot meet the requested terms of reference
- ☐ Your CFP is too complicated
- ☐ Insufficient time is allowed to prepare a proposal
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ Other (please provide reasons) _____
- ☐ _____
- ☐ We would like to receive future CFPs for this type of services
- ☐ We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. _____, phone/email _____, who will be able to assist

Handwritten signatures and initials at the bottom right corner.

Annex B2-1

Call for proposal

Description of Services: Empowerment Workshop for Women Candidates of Parliamentary Election

CFP No. 002 - 2017

Mandatory requirements/pre-qualification criteria

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.

a. Mandatory requirements/pre-qualification criteria	b. 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	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	Yes/No

another United Nations entity and provide details of any such investigation	
1.7 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

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Annex B1-5

Call for proposal

Description of Services: Empowerment Workshop for Women Candidates of Parliamentary Election

CFP No. 002 - 2017

Format of resume for proposed 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 B1-6

Call for proposal

Description of Services: Empowerment Workshop for Women Candidates of Parliamentary Election

CFP No. 002 - 2017

Capacity Assessment Document Checklist For Potential Implementing Partners/Responsible Parties

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statutes of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

Administration and Finance

Document	Mandatory / Optional	Yes / No
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

Procurement

Document	Mandatory / Optional	Yes / No
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

Client Relationship

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		