

**Call for Proposal (CFP)**  
**Advancing Human Rights and Gender Equality through Community Mobilization for**  
**Empowerment**  
**CFP No. 3/2018**

**Section 1 – CFP letter**

UNWOMEN plans to engage Responsible Party as defined in accordance with these documents. 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 (EET) 5 August 2018.

This UNWOMEN Call for Proposals consists of four 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 B1-2	Mandatory requirements/pre-qualification criteria
Annex B1-3	Technical proposal submission form
Annex B1-4	Financial proposal submission form
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: [uliana.bila@unwomen.org](mailto:uliana.bila@unwomen.org)

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**Section 2: Proposal data sheet**

Program/Project: "Building democratic, peaceful and gender equal society in Ukraine", "Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine" and Joint Programme on "EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance".

**"Building democratic, peaceful and gender equal society in Ukraine"**

Project official's name: Dominika Stojanoska  
Email: [dominika.stojanoska@unwomen.org](mailto:dominika.stojanoska@unwomen.org)  
Telephone number: +380 44 253 5980  
Issue date: 5 July 2018

**"Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine"**

Project official's name: Tetiana Shapkovska  
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Telephone number: +380 44 253 5980  
Issue date: 5 July 2018

**Joint Programme on "EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance"**

Project official's name: Tamar Tavartkiladze  
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Telephone number: +380 44 253 5980  
Issue date: 5 July 2018

Requests for clarifications due

Date: 23 July 2018 (via e-mail)  
Time: 9:00 AM (EET)

UNWOMEN clarifications to proponents due

Date: 27 July 2018  
Time: 6:00 PM (EET)

Proposal due

Date: 5 August 2018  
Time: 11:59 PM (EET)

Planned award date: 3 September 2018

Planned contract start date: 3 September 2018

Anastasia Divinskaya  
Country Programme Manager/Head of Office, UN Women Ukraine

Signature: 

Issue date: 5/07/18



**Call for Proposal (CFP)**  
**Advancing Human Rights and Gender Equality through Community Mobilization for Empowerment**

**CFP No. 3/2018**

**Section 3: Instructions to proponents**

**1. Introduction**

- 1.1. UNWOMEN invites qualified parties to submit Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner/Responsible Party).
- 1.2. Description of the services required is described FP 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 UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. 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 Ukraine, by email at [uliana.bila@unwomen.org](mailto:uliana.bila@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 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.

**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 simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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. Proposals should be submitted by the date and time stipulated in this document.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. 3/2018– (name of proponent) – TECHNICAL PROPOSAL

Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. 3/2018 - (name of proponent) - FINANCIAL PROPOSAL

Both technical and financial proposals should be sent by email to the following secure email address:

[procurement.ukraine@unwomen.org](mailto:procurement.ukraine@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 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 UAH (Ukrainian hryvnias).

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 requirements/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 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 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 / service

- Context/situation analysis, problem description, justification of the proposed intervention
- Proposed strategy on implementation of community mobilization for empowerment in Eastern Ukraine; description of the methodology how proposed initiative will address the human rights concerns and gender inequality of most vulnerable groups of women in target areas
- Proposed partnership on regional and local level, how the partnership will be applied to advance the women's human rights and gender equality on regional and local levels

35 points

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Relevance and technical capacity:

- proposed staffing (number and expertise) for the services to be delivered;
- organizational experience and proven track record/credibility on human rights, gender and development, community mobilization for empowerment, work in conflict-affected areas in Eastern Ukraine, 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 20 points
- relevant experience in empowering women's civil society organizations and community groups through small grants
- relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors

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Governance and management capacity:

- Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation 8 points
- Overall governance/management structure of the proponent organization

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Financial and administrative management capacity: (See Capacity Assessment Checklist) 7 points

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**TOTAL** 70 points

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**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 proponents' prices to that of the lowest evaluated cost

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points.

Proponent B's price is \$20.00. Proponent B receives  $(\$10.00/\$20.00) \times 30$  points = 15 points

**12. Preparation of proposal**

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2. Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

- 12.4. The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6. Proponent's proposal shall include all of the following labelled annexes:

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

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B1-2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex B1-3 hereto) sent in a separate email –clearly marked with clear subject line referencing the CFP number!
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto) sent in a separate email –clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex B1-5: Resumes of proposed team members with prescribed information

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 initialed by the person or persons signing the proposal.

**14. Award**

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

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

CFP.

- 14.3. The award will be for an agreement with an original term of three years 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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**Section 4**  
**UN Women Terms of Reference**

- Introduction

- Background/Context for required services/results

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women work in Ukraine focuses on supporting the government and civil society in advancing gender equality and implementation of the national gender equality policies and international commitments on gender equality and the empowerment of women, including Sustainable Development Goals, Beijing Platform for Actions, Convention on Elimination of All Forms of Discrimination against Women (CEDAW), and its Optional Protocol, UN Security Council Resolutions on Women, Peace and Security and others.

UN Women Ukraine implements its Country Strategy for 2018-2022, covering the following thematic areas: Making gender equality priorities central to national reforms, governance, planning and budgeting; Ending violence against women and girls; and Strengthening implementation of the Women, Peace and Security agenda.

Ukraine has been slowly making progress in implementing its gender equality and women's empowerment commitments. Gender equality is enshrined in the Constitution of Ukraine. The Government has also ratified the main international instruments on human rights, gender equality and women's rights, including the Convention on Elimination of Discrimination against Women (CEDAW) in 1980, joined the Beijing Declaration and Platform for Action (1995), ratified the International Convention on the Elimination of All Forms of Racial Discrimination (1994), and the UN Convention on the Rights of Persons with Disabilities (CRPD; 2006). In 2014 Ukraine signed the EU-Ukraine (Association Agreement (EUAA))<sup>1</sup>;

The most significant recent developments are: adoption of the National Action Plan (NAP 1325) for Implementation of UN Security Council Resolution 1325 on Women, Peace and Security (WPS) for 2016-2020<sup>2</sup> and its Mid-term Review; localizing the Sustainable Development Goals (SDGs) adopted in September 2017; adopting the National Strategy on Human Rights and the Action Plan (2016-2020); adopting the State Social Programme on Equal Opportunities (2018-2022), Laws on Amending the Criminal Code of Ukraine and Criminal Procedure Code of Ukraine and the Law on Preventing and Combating Domestic Violence (2017), adopting the State Programme on Recovery and Peacebuilding in the Eastern Ukraine (2017-2020), Strategy for Integration of internally displaced persons (IDPs) until 2020 and Regional Development Strategy until 2020. Respective regional development strategies are also adopted for in conflict-affected Donetsk, Luhansk and Zaporizhzhya oblasts.

Despite the efforts of the Government, civil society and development partners, structural barriers to gender equality have not been addressed and gender-based discrimination remains widespread. Efforts

<sup>1</sup> EUAA entails a commitment to ensure equal opportunities for women and men in employment, education, training, economy and society and decision-making, Title V, Economic and Sector Cooperation, Chapter 21, Cooperation on Employment, Social Policy and Equal Opportunities, Articles 419, 420.

<sup>2</sup> National Action Plan on implementation of UN Security Resolution 1325 on Women, Peace and Security, adopted by Decree № 113 of the Cabinet of Ministers of Ukraine, dated 24 February 2016

to advance gender equality are consistently challenged by patriarchal attitudes and discriminatory stereotypes entrenched in society. The low awareness among women of their rights and lack of skills to claim them is another contributing factor.

Women and girls were disproportionately affected by the on-going conflict and the ensuing social and economic crisis in Ukraine. In the conflict-affected areas of eastern Ukraine the needs and priorities of women, especially vulnerable groups are largely neglected in the decisions made over local development, provision of services, community security and social cohesion. The deteriorating security, social, economic and political situation has resulted in an increased burden on both Internally displaced and conflict-affected women in host communities in terms of childcare, as well as for sick, older, persons with disabilities and other family members.

Implementation of the sectoral reforms and especially decentralization and law enforcement in the conflict-affected eastern Ukraine is complicated due to the consequences of the on-going conflict. Most of the 1.6 million IDPs<sup>3</sup> live permanently in the Donetsk and Luhansk regions on government-controlled areas and around 99,300 in Zaporizhzhya oblast. The majority of those displaced are elderly and women with children (78% and 63% respectively<sup>4</sup>). At the same time, women's representation and participation in decision making with regards to regional and local planning on recovery and community security are much lower in conflict-affected areas. For example, women comprise only 17 per cent of the newly elected chairs of Amalgamated Territorial Communities in the Donetsk and Luhansk regions. Limited formal representation in the elected decision-making bodies, prevents women's participation and influence on the local recovery and development priorities.

Many women in Ukraine suffer from multiple forms of discrimination such as women with disabilities, internally displaced women, older women, female-headed households, and other socially excluded groups. The regional strategies, local programmes and budgets are developed without meaningful participation of women from excluded groups and without inclusion of their gender-specific priorities such as security concerns, increased vulnerability to violence especially in conflict-affected areas close to the contact line, access to services, employment and others. Women's groups have limited capacities and leadership to participate in prioritizing the local needs for regional and local strategic planning, they also are not organized in civil society networks for joint advocacy efforts. As a result, local programmes fail to address the acute needs of women facing multiple forms of discrimination. The recommendation of the CEDAW Committee to address the specific needs of women experiencing multiple forms of discrimination and the SDG principle of "leaving no one behind" are yet to be implemented in Ukraine's policy and legal reforms.

To strengthen the accountability framework for government-wide gender mainstreaming, and implementation of gender equality commitments on national, regional and local levels UN Women launched the project "Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine" funded by the Government of Denmark. The project aims to enhance capacity of government officials including national, regional and local to analyze, formulate and execute gender-responsive reforms, to integrate gender equality and women's rights into the decentralization and law enforcement reforms. One of the objectives of the project is to increase skills and knowledge of local women to meaningfully participate in local development planning and budgeting.

UN Women also works on implementation of Women, Peace and Security (WPS) commitments and supports the implementation of gender-responsive reforms focused on the conflict-affected areas. This work is being implemented within the project "Building democratic, peaceful and gender-equal society in Ukraine" with the financial support of the Government of Norway. The project aims to support the implementation of WPS commitments at regional and local levels and promote the participation of women and girls, especially the most vulnerable, affected by conflict in recovery, peace and community

<sup>3</sup> As of October 2017, Ministry of Social Policy of Ukraine at <http://www.msp.gov.ua/news/13919.html>

<sup>4</sup> Ministry of Social Policy of Ukraine, 2015

security planning in eastern Ukraine.

UN Women together with UNDP, FAO and UNFPA, will launch the joint programme on “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance”, funded by the European Union. Joint programme aims to contribute to peace, economic revitalisation and reconciliation in Eastern Ukraine through social and economic recovery, with special focus on Government Controlled Areas (GCAs) of Donetsk and Luhansk oblasts. The key objectives of the programme are to enhance local capacity for gender-responsive decentralisation reform to improve governance, and the delivery of services; and to enhance social cohesion and reconciliation through promotion of civic initiatives especially with participation of women’s groups facing multiple forms of discrimination.

UN Women Ukraine has previously piloted the community mobilization for empowerment (CME) methodology to support empowerment of women community members. The piloting brought highly positive results, where the women, particularly the most disadvantaged succeeded with the identification of their own specific need, as well as the gender equality and human rights gaps and priorities of the whole communities. They enhanced dialogue with elected officials and succeeded with the evidence-based advocacy for integrating community priorities and needs into local and regional policies and budgets. CME in Ukraine has been implemented, based on the methodology developed by UN Women in Moldova<sup>5</sup> and also based on the community practice with IDPs and conflict-affected women in Georgia. CME in Ukraine supported interventions which are human-rights-based and gender-responsive and are aligned with the Leave No One Behind principle of the Sustainable Development agenda. The applied methodology proved successful in meaningfully engaging excluded women and men in mobilized groups, providing them with essential skills and knowledge to address inequalities and discrimination; responding to the circumstances of the poorest and most excluded and vulnerable women, those facing multiple and intersecting forms of discrimination. Thus, UN Women plans to expand the use of this methodology to engage women facing multiple forms of discrimination in three eastern regions of Ukraine (Donetsk, Luhansk and Zaporizhzhya), increase their awareness and capacities to advocate for their rights and enable women’s participation in local decision making on service delivery, local development, recovery, and community security.

- General Overview of services required/results

In order to mobilize the women facing multiple forms of discrimination in conflict-affected communities, build advocacy skills and increase their understanding of the key opportunities for advocating for gender-responsive service delivery, local development, and community security in the context of on-going reforms, UN Women seeks a partner organization to implement the community mobilization for empowerment in three eastern regions (Donetsk, Luhansk and Zaporizhzhya<sup>6</sup>) of Ukraine.

Implementation of the CME should aim to adopt a human rights-based approach (HRBA) in line with international standards and address inequalities and discrimination; meaningfully involve beneficiaries, including women’s organizations, and other agents of change, such as men and boys; and responding to the circumstances of the poorest and most excluded and vulnerable women such as IDPs, women with disabilities, older women, women living with HIV/AIDS, single headed households, those facing multiple and intersecting forms of discrimination.<sup>7</sup> The activities should promote effective engagement of mobilized women’s and men’s groups with the decision-making on promoting gender-responsive service delivery, local development, recovery, and community security.

The methodology to be applied should:

<sup>5</sup> Community Mobilization for Empowerment of Vulnerable Women and Men. Guidebook. UN Women Moldova. 2012.

<sup>6</sup> The target communities within the regions are: Bilenke, Komyshuvakha, Ostrykivka, Komysh-Zoria and Hirsivka in Zaporizhzhya Oblast, Pryvillia, Starobilsk, Girske, Rubizhne, Shulhynka, Svatove and Lozno-Oleksandrivska in Luhansk oblast and Novodonetske, Soledar, Olhynka, Volnovakha, Oleksandrivska and Khibodavivka in Donetsk region; 20 more communities to be selected

<sup>7</sup> <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine>

- be innovative, inclusive, area-based and context specific
- replicable so that experience gained in these three regions will lead to scale up the CME work in ongoing decentralization and law enforcement reforms on national level
- integrate analytical, documentation/knowledge management and communication components

The activities should allow to apply the full cycle of CME methodology, with a focus on vulnerable women, in order to mobilize women around community development and community security related issues, conduct a gender analysis of community needs, identify gender-sensitive needs, and to lobby with the local authorities to incorporate these needs into local development plans and budgets. The process of the CME can be broken down into following 10 steps: (1) arriving in the community; (2) establishing self-help groups; (3) conducting community profiles; (4) building the capacity of mobilized groups; (5) identifying priority needs and consolidating groups; (6) facilitating interactions between communities and the authorities, lobbying for incorporating their needs in local plans/programmes/strategies; (7) identifying community empowering, leadership, and advocacy initiatives, for support with small grants; (8) implementing such initiatives/projects; (9) using monitoring for learning; (10) conducting evaluation and determining follow-up steps.

UN Women expects the following results upon project completion:

- Mobilized groups of women facing multiple forms of discrimination have increased and applied knowledge and skills on human rights-based approach, gender equality, and SDG agenda to participate in regional and local decision making including planning and budgeting;
- Network of CSOs and women's groups facing multiple forms of discrimination have increased advocacy skills to demand accountability of the duty bearers for implementation of human rights and gender equality commitments on regional and local levels.

#### 1. Description of required services/results

The methodology and related activities to be designed by the organization should aim to engage the following stakeholders in Donetsk, Luhansk and Zaporizhzhya regions of eastern Ukraine:

**Rights holders:** Women IDPs and women affected by the conflict, especially those living in "grey zone" close to the contact line, rural women, women and girls with disabilities, young women, women living with HIV, older women, female headed households, and other marginalized groups of women and men in the communities

**Duty bearers:** Authorities from Regional Civil-Military Administrations of Donetsk and Luhansk oblasts, State Regional Administration of Zaporizhzhya oblast, representatives of the amalgamated territorial communities, and communities in the process of amalgamation, law enforcement bodies in three oblasts, mayors of the cities, elected deputies of the city and community councils.

**Specific expected deliverables under Result 1** - Mobilized groups of women facing multiple forms of discrimination have increased knowledge and skills on human rights-based approach, gender equality, and SDG agenda to participate in regional and local decision making including planning and budgeting.

1. Conducted evaluation of the previously piloted CME methodology in Eastern Ukraine under mentoring and technical support of the international CME expert hired by UN Women, identify factors that have led to positive results, existing challenges and lessons learned. Results of the evaluation will be used for strategic planning of the CME implementation in Donetsk, Luhansk and Zaporizhzhya regions.
2. Conducted mapping and drafted report on the needs in communities in the "grey zone" closest to the conflict line who are most directly affected by the conflict to identify their gender and conflict-specific needs so that these communities can be fully engaged in CME implementation.
3. Conducted town hall meetings in pilot communities with stakeholders and beneficiaries, including local authorities and women's groups or NGOs to inform them on programme's scope, entry points and engagement opportunities

4. Implemented CME work (all ten steps) with already established and new self-help groups in target communities including the “grey zone” areas engaging communities most directly affected by the conflict
5. Developed capacity development strategy on required trainings for existing and new self-help groups of women and men from disadvantaged groups to equip them with skills and knowledge on HRBA, gender equality, conflict-sensitive community assessment, SDGs, national and regional policies on gender equality and women’s empowerment
6. Conducted methodological trainings at least three in target oblasts on CME for local women’s NGOs, women’s groups, women human rights activists, groups of women facing multiple form of discrimination, to equip them with the skills and knowledge to apply the CME methodology in their communities
7. Conducted trainings for trainers (TOTs) on CME methodology developed by the CME international expert for community mobilizers to equip them with the skills to train local women leaders as community mobilizers for CME replicate in new communities.
8. Drafted community profiles in the pilot locations of Donetsk, Luhansk and Zaporizhzhya regions including the communities in the “grey zone” closest to the conflict line. Community profiles aim to identify the gender-specific needs and priorities of target communities and define the most vulnerable groups among them.
9. Conducted series of workshops/trainings in HRBA, GE, with groups of mobilized women and men facing multiple forms of discrimination in three oblasts including follow up activities to monitor learning results. The number of trainings will be identified based on the training needs assessment of the mobilized groups.
10. Provided systematic technical assistance, coaching, supervision of community mobilizers, women’s NGOs and self-help groups engaged in CME work through regular field visits, monitoring and evaluation activities to track the progress and perform quality control
11. Organized in-country and international study tours for sharing knowledge and experience on CME methodology with the women’s NGOs, community groups and women gender equality advocates
12. Developed public awareness materials (multimedia) on CME results including videos, articles, human interest stories, with examples of how the methodology can be applied to promote human rights, gender equality, the SDGs, with a particular focus on “leaving no one behind”, as well as the integration of gender and effective participation of women in the regional and local decision making good practices and success stories,. Disseminate them in respective communities and among wider audiences
13. Provided inputs to UN Women hired international consultant to draft the CME guide including key approaches, tools and case studies

**Specific expected deliverables under Result 2** – Network of CSOs and women’s groups facing multiple forms of discrimination have increased advocacy skills to demand accountability of the duty bearers for implementation of human rights and gender equality commitments on regional and local levels.

1. Conducted at least 3 advocacy trainings/workshops in each region per year for mobilized women and men to equip them with the necessary skills to apply the tools in their advocacy activities with the regional and local authorities
2. Conducted leadership trainings for mobilized women’s groups to enhance leadership skills for their

advocacy efforts and participation in local decision-making processes.

3. Conducted at least 2 local consultations in each community per year in the course of fiscal planning to facilitate consistent participation of vulnerable groups, including women facing multiple forms of discrimination, in annual recovery, local planning and budgeting, including follow-up activities to monitor results.
4. Established network of the CSOs and mobilized groups from three regions working on the rights of the marginalized groups to strengthened evidence-based advocacy, demanding accountability of the duty bearers for human rights and gender equality commitments (international and national), to increase access to and participation in local development, security and recovery
5. Hold 3 regional (per year) and one national CME forums to support the networking of CSOs and mobilized women's groups engaged in CME, to exchange experiences on results, and community practices with participation of representatives from the government, the private sector, civil society organizations and women's groups. The forums will promote the scale up the CME work in ongoing decentralization and law enforcement reforms.
6. Conducted capacity building and mentoring of at least 3 NGOs from Donetsk, Luhansk and Zaporizhzhya regions to apply CME methodology.
7. Conducted sharing of knowledge and best practices of CME application in Ukraine with other NGOs.
8. Supported the group of women community leaders from Eastern Ukraine to strengthen their networking with women MPs and advocate for the rights, needs and priorities of IDPs and conflict affected women in the occasion of the Ukrainian Women Congresses both regional and national;
9. Funded small grants through call for proposals on women's advocacy, and gender-responsive local development initiatives, in partnership with local authorities to co-finance the small grants (four target hromadas<sup>8</sup>).
10. Conducted monitoring and evaluation of the small grants' implementation and key results.

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

September 2018 – September 2021

- Competencies:
  - Technical/functional competencies required;

**Requirements of Project Manager/Team Leader:**

- Education: Degree in Management, Public Administration, Law, Economics, Gender Studies and Social Sciences or related field;
- Work Experience: At least 3 years' experience of implementing human rights, gender equality and women's empowerment programmes/projects. Language Qualifications: Ukrainian. Knowledge of English.
- Knowledge of the key gender equality concerns of the vulnerable groups of women in Ukraine
- Knowledge of the Ukrainian Government reforms process and their application on regional level
  - Other competencies, which while not required, can be an asset for the performance of

<sup>8</sup> The small grants will be awarded in hromadas under the framework of the Danish funded project and in specific, Siverska, Oleksandrivka in Donetsk Oblast and Svatove and Lozno - Oleksandrivska in Luhansk Oblast.

services

- Experience in design, monitoring and evaluation of development programmes/projects and establishing partnership with international organization and national governments
- Previous experience using the community mobilization for empowerment methodology in conflict-affected areas of Eastern Ukraine
- Previous experience working with the UN agencies, UN Women Ukraine and international organizations

**Requirements of Finance Officer:**

- Education: Degree in Business Administration, Commerce, Human Resources, Finance, and any other related field;
- Work Experience: At least 3 years' experience in finance management, reporting and accounting;
- Language Qualifications: Ukrainian.
- Other competencies:
- Experience in usage of computers and multiple office software packages (MS Word, Excel, etc.).

**Annex B1-1**  
**Advancing Human Rights and Gender Equality through Community Mobilization for Empowerment**  
**CFP No. 3/2018**

**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.



**Annex B1-2**  
**Advancing Human Rights and Gender Equality through Community Mobilization for Empowerment**  
**CFP No. 3/2018**

**Mandatory requirements/pre-qualification criteria**

**Description of Services:**  
**CFP No.**

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.

<b>Mandatory requirements/pre-qualification criteria</b>	<b>Proponent's response</b>
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 another United Nations entity and provide details of any such investigation	Yes/No
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

**Annex B1-3**  
**Advancing Human Rights and Gender Equality through Community Mobilization for Empowerment**  
**CFP No. 3/2018**

**Technical proposal submission form**

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

**CFP No ( \_\_\_\_\_ ) - (Name of Proponent) - Technical proposal**

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal  
No ( \_\_\_\_\_ )

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	



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.

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

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

## Technical proposal submission form

The 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 confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	
2	15	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered;</li> <li>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</li> </ul>	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>Overall governance/management structure of the proponent organization</li> </ul>	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

**Annex B1-4**  
**Advancing Human Rights and Gender Equality through Community**  
**Mobilization for Empowerment**  
**CFP No. 3/2018**

**Financial proposal submission form**

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.					
<b>Expenditure Category</b>	<b>Year 1, [local currency]</b>	<b>Year 2, [local currency]</b>	<b>Year 3, [local currency]</b>	<b>Total, [local currency]</b>	<b>% Total</b>
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Travel					
5. Translations					
6. Printing and publications					
7. Miscellaneous					
8. Other additional items can be added					
<b>Total Cost for Result 1</b>					

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: **UAH**

**The entire Price Proposal must be placed in a separate email/attachment**  
 When submitting by email, the email subject line should read:

**CFP No 3/2018 – (Name of proponent) - Financial proposal**

c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No3/2018. I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

---

(Signature)

---

(Name)

---

(Name of proponent)

---

(Date)

---

(Address)

---

(Telephone No.)

---

(Email address)

**Annex B1-5**  
**Advancing Human Rights and Gender Equality through Community Mobilization**  
**for Empowerment**  
**CFP No. 3/2018**

**Format of resume for proposed staff**

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

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

Years with Firm: \_\_\_\_\_ 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**  
**Advancing Human Rights and Gender Equality through Community Mobilization**  
**for Empowerment**  
**CFP No. 3/2018**  
**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		

