

Call for Proposal (CFP)
**Advancing Women, Peace and Security Agenda through localization and
implementation of NAP on UNSCR 1325 in Eastern Ukraine**

CFP No. 4/2018

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 09:00 AM (EET) 27 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

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Section 2: Proposal data sheet

Programme/Project: "Building democratic, peaceful and gender equal society 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
Telephone number: +380 44 253 5980
Issue date: 25 July 2018

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

Project official's name: Tamar Tavartkiladze
Email: tamar.tavartkiladze@unwomen.org
Telephone number: +380 44 253 5980
Issue date: 25 July 2018

Requests for clarifications due

Date: 13 August 2018 (via e-mail)
Time: 09:00 AM (EET)

UNWOMEN clarifications to proponents due

Date: 20 August 2018
Time: 06:00 PM (EET)

Proposal due

Date: 27 August 2018
Time: 09:00 AM (EET)

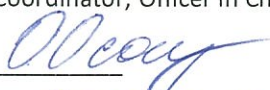
Planned award date: 10 September 2018

Planned contract start date: 15 September 2018

Olga Osaulenko
Programme Coordinator, Officer in Charge, UN Women Ukraine

Signature: _____

Issue date: _____


25.07.2018

Call for Proposal (CFP)

Advancing Women, Peace and Security Agenda through localization and implementation of NAP on UNSCR 1325 in Eastern Ukraine

CFP No. 4/2018

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**. 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 B1-2. 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. 4/2018– (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. 4/2018 - (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address:

TECHNICAL and FINANCIAL PROPOSAL: 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	35 points
• Context/situation analysis, problem description, justification of the proposed intervention	

<ul style="list-style-type: none"> Proposed strategy on localization of UNSCR 1325 in eastern Ukraine; description of the methodology how proposed initiative will address the human rights/security concerns, how it will support peacebuilding and recovery efforts and how it will include the most vulnerable and marginalized groups of women in target areas; Proposed partnership on regional and local level, how the partnership will be applied to advance the women, peace and security agenda at regional and local levels. 	
Relevance and technical capacity: <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 human rights, gender and development, women, peace and security, 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 relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	20 points
Governance and management capacity: <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 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
Part of proposal	Annex B1-6: Capacity Assessment Checklist

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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CFP No. 4/2018

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.

The Ukrainian Constitution, policy and legal frameworks guarantee equality for men and women in Ukraine in all sectors. The country joined the Beijing Declaration and the Platform for Action of the 4th World Conference for Women (1995), it ratified the main international instruments on gender equality and women's rights, including the Convention on Elimination of All Forms of Discrimination against Women (1981) and localized the Sustainable Development Goals (2017). To further strengthen its national commitments to women's rights and gender equality, the country adopted a new National Strategy on Human Rights and the Action Plan (2016-2020) and a State Social Programme on Equal Opportunities (2018-2022).

Despite the political commitments, Ukraine still faces unprecedented challenges affecting the enjoyment of equal opportunities and rights by women in general, and those facing multiple discrimination. As reported by the CEDAW Committee in its Concluding Observations on the 8th Country Report, "efforts to advance gender equality are consistently challenged by patriarchal attitudes and discriminatory stereotypes entrenched in society and reiterated by anti-gender political discourse, the media and society".¹ Further, the unaddressed systemic gaps, such as low capacity of the institutional mechanisms for gender equality, chronic underinvestment in gender equality, lack of access to data, as well as the inability of policy makers to carry out gender budget analysis to inform policies, reforms, plans and budgets, have led to the persistence of gender inequalities in all spheres of the society.²

Women in the Verhovna Rada represent only 11% of the MPs, 12% of the Cabinet of Ministers and 16% of the

¹ Committee on the Elimination of Discrimination against Women, Concluding observations on the eighth periodic report of Ukraine, 9 March 2017, CEDAW/C/UKR/CO/8, para 26, p 8.

² "Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union, accessible at <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine>

executive civil servants at the top level of public administration.³ Female participation in the labor market in 2017 was 55% against 69% of male participation⁴, while the gender wage gap in 2015 was 24%, leading to higher gender gap in pensions of about 30%⁵. Women account for 36.8%, 33% and 17% of the seats in the municipal councils of Donetsk and Luhansk and Zaporizhzhia Oblasts and around 18% are heads of Hromadas and 38% deputy heads.⁶

Further, the conflict and the profound security, social, economic and political crisis of the last three years has deepened the already existing gender inequalities and created new challenges for protection and realization of women's rights in Ukraine. The gender-specific aspects of particular concern at present include, but are not limited to: patriarchal culture, entrenched gender stereotypes further deepened as a result of the armed conflict placing disproportionately high austerity burden on women and physical risk on men; mounting instances of post-traumatic stress disorder (PTSD) among combatants and ex-combatants, limited participation of women in decision making at all levels, including with regard to community security, recovery, reconciliation and peacebuilding, as well as rising level of discrimination against internally displaced women, girls, men and boys. Based on the last official data, in Eastern Ukraine there are more than 1,604,059 internally displaced persons (539,547 in Donetsk, 213,758 in Luhansk and 99,300 in Zaporizhzhia), out of which 63% are women and children.⁷

The high concentration of military and armed groups – coupled with a proliferation of weapons, weak law enforcement and impunity – has increased the risk of gender-based violence (GBV) for people living along the 'contact line', particularly women, adolescent girls and young men. The conflict has also led to heightened levels of domestic violence due to increased tolerance of violence in society, easier access to weapons and PTSD among former combatants. During 2014 prevalence survey, 19 percent of women between 15-49 have reported to have been subjected to some form of physical violence.⁸ According to existing data, 1.85 million Ukrainian women suffer from GBV every year⁹ and 120,000 cases of domestic violence have been reported in 2016.¹⁰ Since the very inception of the conflict, allegations of conflict related sexual violence have regularly surfaced in media reports often presenting unverified facts, contributing to deepening the mistrust, divide and animosity among local communities. The majority of CRSV cases documented¹¹ by OHCHR in Ukraine occurred in the context of the deprivation of liberty on both sides of the contact line. In these cases, both men and women detained on conflict-related charges¹² were subjected to sexual violence to extract confession or information.

³ 11% of representation of women MPs in the 2014 elections, represented an increase from the previous 8.6% representation. *Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine*, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine> and Report of the UN Country Team in Ukraine presented at the CEDAW 66th session, February 2017, <http://un.org.ua/en/information-centre/news/4040-report-of-the-un-country-team-in-ukraine-is-presented-at-the-cedaw-66th-session>.

⁴ In 2016, female participation was almost half compared to two thirds of male counterparts, UNDP, Human Development Report for Ukraine 2016, data accessed at: <http://hdr.undp.org/en/countries/profiles/UKR>. Data on 2017 participation rate, take from State Statistics Service of Ukraine, <http://www.ukrstat.gov.ua>, data accessed on June 24th 2018.

⁵ "Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union., page 24, accessible at <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine> and World Bank Country Gender Assessment for Ukraine, 2016, p.65.

⁶ Ibidem, page 24.

⁷ Source: Ministry of labor and social policy

⁸ Report of the UN Country Team in Ukraine presented at the CEDAW 66th session, February 2017, <http://un.org.ua/en/information-centre/news/4040-report-of-the-un-country-team-in-ukraine-is-presented-at-the-cedaw-66th-session>; UNFPA, The Prevalence of Violence against Women and Girls, Kyiv, 2014, <http://www.unfpa.org.ua/files/articles/4/70/GBV%20prevalence%20survey%20%20EN.pdf>.

⁹ Article, Criminal Justice System tolerates violence against women, published in April 2017 and last accessed July 5th, 2018 at <http://uacrisis.org/54804-nasilstvo-stosovno-zhinok>.

¹⁰ Interview of La Strada former director, accessible at: <https://life.pravda.com.ua/columns/5938f50da0dee/>

¹¹ For other cases documented in HRMMU, which were not reflected in the thematic report see quarterly reports by OHCHR on the human rights situation in Ukraine, which are available here: http://www.ohchr.org/Documents/Countries/UA/ReportCRSV_EN.pdf

¹² The parties to the conflict most often detained the members of armed forces of the other side or those who were perceived to be otherwise affiliated to the other party of the conflict.

As a crisis response measure, the Government adopted the National Action Plan for Implementation of UNSCR 1325 on Women, Peace and Security for 2016-2020 (NAP 1325)¹³. The NAP on UNSCR 1325, currently undergoing mid-term review¹⁴, covers six major areas of action: 1) Peacekeeping and peace-protecting activities; 2) Women's participation in peacebuilding; 3) Prevention of conflict and violence; 4) Protection of women and girls affected by conflicts; 5) Provision of assistance and rehabilitation of people affected by conflicts; 6) Monitoring of the National Action Plan for implementation of the UNSCR 1325 on Women, Peace and Security until 2020.

Since its adoption the security and defence sector actors have made a considerable progress towards integration of the Women, Peace and Security (WPS) Agenda in the internal policies and structures. The internal groups on WPS have been established in the Ministries of Defence (MOD) and of the Internal Affairs (MIA), in the National Guard. The MOD, the MIA and the National Police have developed the internal WPS sectoral action plans. The inter-agency working group on the Implementation of the UNSCR 1325 has been functioning since May 2017 to coordinate the efforts of the security sector actors in the integration of the WPS agenda in the sectoral reforms. MOD, MIA and the National Guard employed advisers on gender equality within their structures and the MOD removed the ban for women to hold combat-related positions and updated the regulatory documents on uniforms.

However, the process of implementation of the NAP on UNSCR 1325 has also been challenged by specific weaknesses. Firstly, the lack of monitoring mechanisms in place made it difficult to track progress in implementation and the impact it had.¹⁵ Secondly, the limited resources allocated for the NAP on UNSCR 1325 challenged its implementation. Thirdly, the NAP on UNSCR 1325 failed to fully reflect the needs and concerns of specific target groups that emerged from the conflict and were not included in the process of developing the Plan, such as widows, mothers and families of those killed or missing in action, women IDPs, women that survived captivity and torture and women combatants and veterans.¹⁶

The pace of localization of the NAP on UNSCR 1325 has been uneven among different Oblasts, cities and rayons. While in some Oblasts, such as Luhansk and Chernihivska, specific action plans have been developed, in other Oblasts, such as Donetsk, specific provisions and goals of NAP UNSCR 1325 have been integrated in other strategies and programmes dealing with equal opportunities or family support.¹⁷ In overall, the CSO assessment has detected that the understanding of the relevance of the Resolution on Women, Peace and Security and the capacities of regional/local officials to localize them in a manner pertinent to the local context have been very low.¹⁸

In order to address the detected shortcomings, the Government commissioned the Mid-term review of the NAP UNSCR 1325, and the findings and recommendations from the latter will lead to the revision of this strategic document and its localization. The preliminary recommendations from the mid-term review of the NAP on UNSCR 1325, who are yet to be accepted by the Government, indicate some actions for more effective

¹³ Approved by Decree No. 113-p of the Cabinet of Ministers, dated 24 February 2016.

¹⁴ The NAP in UNSCR 1325 (2016-2020) of Ukraine is currently undergoing mid-term revision and is pending approval from the Government. However, based on the conclusions and recommendations from the mid-term review that will be accepted by the Government, the number of priority areas and related activities and indicators might be subject to change.

¹⁵ Mid-term review of the National Action Plan for the Implementation of Ukraine UN Security Council Resolutions 1325 "Women, peace and security", draft version.

¹⁶ Mapping of Peacebuilding Initiatives in Ukraine, 2016, Global Network of Women Peacebuilders and Democracy Development Center, Ella Lamakh, Maria Dmytriyeva, 2017, CEDAW Concluding Observations to the eight periodic report of Ukraine, accessible at <http://www.un.org.ua/en/information-centre/news/4078-cedaw-concluding-observations-of-the-un-committee-on-the-elimination-of-discrimination-against-women-launched-in-kyiv>.

¹⁷ The Comprehensive Social Programme "Youth and Family of Donetsk Region 2016-2020" of Donetsk Region included actions to implement the WPS agenda and prevent GBV in *Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine*, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine>; and Mapping of Peacebuilding Initiatives in Ukraine, 2016, Global Network of Women Peacebuilders and Democracy Development Center, Ella Lamakh, Maria Dmytriyeva, 2017.

¹⁸ Mapping of Peacebuilding Initiatives in Ukraine, 2016, Global Network of Women Peacebuilders and Democracy Development Center, Ella Lamakh, Maria Dmytriyeva, 2017;

localization, such as: to increase knowledge and awareness of the regional and rayon administrative bodies on Women, Peace and Security Agenda and progress with the localization of the NAP on UNSCR 1325; to map the national and local bodies in the security and defence sectors and providers of services, including by the civil bodies of executive power, to engage them into implementation and coordination of actions as well as joint monitoring of NAP on UNSCR 1325; to hold regular consultations with the civil society to engage them in the process of implementation of NAP on UNSCR 1325; to pilot the integration of WPS Agenda in the local plans of socio-economic development; to include the development of the methodology on implementation and reporting for the national and local authorities in the NAP on UNSCR 1325; to localize the planned actions by piloting them and then scale up to the national or regional levels, based on the successful practices.¹⁹

In line with CEDAW Committee Recommendations²⁰ and in order to support the regional administrations in the Oblasts of Donetsk, Luhansk and Zaporizhzhia to effectively localize and implement the NAP on UNSCR 1325, UN Women started implementing the Project “Building democratic, peaceful and 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 security planning in eastern Ukraine. Further, 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, which aims at contributing to peace, economic revitalization and reconciliation in the Government Controlled Areas (GCAs) of Donetsk and Luhansk oblasts.

○ General Overview of services required/results

In order to support the oblast and the pilot Amalgamated Territorial Hromadas (ATHs) administrations in Eastern Ukraine (Donetsk, Luhansk and Zaporizhzhia²¹) to effectively localize and implement the commitments on WPS, UN Women seeks a partner organization, a Civil Society Organization/ Think -thank that will provide technical expertise and operational support in the realization of the regionally/locally projected goals and deliverables.

The CSO Partner Organization should contribute to the achievement of the Outcome 3.1. of UN Women Strategic Note: *“More commitments on Women, Peace and Security are implemented by national and local institution and more gender equality advocates influence recovery, justice and security processes”* and Output 3.1., *“Accountability mechanisms for implementation of the NAP 1325 through national reforms are in place and include women’s groups”*.²²

In this context, it is expected that the CSO partner organization works in the three Oblasts and 15 pilot ATHs (but not limited only to these communities) to strengthen the capacities of the regional and local administrations in the processes of localization of the NAP UNSCR 1325 and to enhance the dialogue and participation of women, including the most marginalized, in those processes. It is expected that the CSO partner organization achieves the following results through the implementation of the project supported by UN Women:

- Mapping of the existing commitments on WPS (ex. Action plan on UNSCR 1325 or UNSCR 1325 strategic

¹⁹ Mid-term review of the National Action Plan for the Implementation of Ukraine UN Security Council Resolutions 1325 “Women, peace and security”, draft version.

²⁰ Recommendations n. 13 of CEDAW Concluding Observations to the eight periodic report of Ukraine states among others that cooperation with international organizations and donor community needs to be strengthened to respond to the weaknesses and challenges detected in the implementation of the NAP on UNSCR 1325, page 4, CEDAW Concluding observations available at: <http://www.un.org.ua/en/information-centre/news/4078-cedaw-concluding-observations-of-the-un-committee-on-the-elimination-of-discrimination-against-women-launched-in-kyiv>.

²¹ The target Hromadas in the frame of the Project “Building democratic, peaceful and gender-equal society in Ukraine” funded by the of Government of Norway are: Bilenke, Komyshevakh, Ostrykivka, Komyshe-Zoria and Hirsivka in Zaporizhzhia Oblast, Pryvillia, Starobilsk, Rubizhne, Girska and Shulhynka in Luhansk oblast and Novodonetske, Soledar, Olhynka, Volnovakha and Khlibodarivka in Donetsk region.

²² Both Outcome and Output are measured through the following indicators: Percentage of the provisions of the NAP 1325 implemented by line ministries and local authorities and Existence of government coordination and M&E mechanisms that include diverse women groups.

objectives included in other policies/programmes at regional/local level) vis-à-vis emerging priorities in the three Oblasts of Eastern Ukraine expanded;

- Capacities of regional and local officials to effectively localize NAP on UNSCR 1325 and use human rights based and gender mainstreaming approach in policy planning and budgeting in defence and security sector enhanced;
- Commitments on UNSCR 1325 effectively localized in the three Oblasts, through development and costing of the Action plans at regional level;
- Support in implementation of the Action plans provided in the three Oblasts.

In order to achieve the expected results, the CSO Partner Organization will receive technical guidance and support from UN Women and will coordinate and work closely with other UN Women partner organizations working on a) enhancing regional/local governance through the use of Gender responsive budgeting (GRB), on b) supporting Communities for Mobilization and Empowerment (CME) and c) strengthening community security and prevention of GBV in public spaces (GBV). In addition, the CSO Partner Organization can also reach out to the Global Network of Women Peacebuilders for seeking expert support, guidance and exchange of best practices on NAP UNSCR 1325 localization.

The CSO partner organization will also be requested to closely coordinate its activities with the other international and civil society organizations working on localization of the NAP 1325, including but not limited to the Ukrainian Women's Fund, Kvinna-till-Kvinna and the others.

A Technical Advisory group (TAG) will be established since the on-set of the project. The TAG will be chaired by UN Women and will gather all UN Women CSO partnering organizations working on WPS, CME, GRB and GBV, for improved coordination of activities and the achievement of joint results. The TAG will meet at quarterly basis with the aim to monitor progress in the implementation of activities, provide technical feedback on research/capacity assessment methodologies, coordinate joint trainings, discuss potential challenges and the impact of the project activities on the final beneficiaries.

• Description of required services/results

The methodology and related activities to be developed by the CSO organization/think-tank should aim at engaging the following stakeholders in Donetsk, Luhansk and Zaporizhzhia 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, women survivors of GBV and conflict related sexual violence, older women, female headed households, women combatants and veterans 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 Zaporizhzhia oblast, representatives of the amalgamated territorial communities, and communities in the process of amalgamation, law enforcement and security bodies in three oblasts, mayors of the cities, elected deputies of the city and community councils.

- **Specific expected deliverables under Result 1** - Analytical base on the existing commitments on WPS vis-à-vis emerging priorities in the 3 Oblasts of Eastern Ukraine expanded.
 1. Conducted gender analysis of the existing action plans on UNSCR 1325 and of other Programmes containing WPS goals and priorities and status of their implementation;
 2. Mapping of all relevant stakeholders (authorities, CSO actors, community leaders) at regional level that are working on Women, Peace and Security Agenda;
 3. Conducted desk review and qualitative research (interviews, focus groups discussions) on the actual situation in the 3 Oblasts vis-à-vis the priority areas of the current NAP²³ (1. Peacekeeping and peace-protection activities; 2. Women's participation in peacebuilding; 3. Prevention of conflict and violence; 4. protection of women and girls affected by conflicts; 5. Provision of assistance and rehabilitation of people affected by

²³ The NAP in UNSCR 1325 (2016-2020) of Ukraine is currently undergoing mid-term revision and priority areas might be revised. The applicant organization should consider the potential revision of the existing NAP on UNSCR 1325.

- conflicts; 6. Monitoring of implementation on NAP).
4. Policy paper containing the main findings, conclusions and recommendations for localization of UNSCR 1325 in each of the 3 Oblasts produced, discussed and validated by duty bearers and rights holders at regional level.
- **Specific expected deliverables under Result 2** – Capacities of regional and local officials to effectively localize NAP on UNSCR 1325 and use human rights based and gender mainstreaming approach in policy planning and budgeting in defence and security sector enhanced.
 1. Networking and cooperation with global CSO Network on peacebuilding and women peace and security ensured for expert/technical advice on localization and costing of NAPs UNSCR 1325;
 2. Assessment of capacities of select regional and local authorities on gender equality, women, peace and security and use of gender responsive budgeting tools for gender responsive policy making in the area of security, peace building and recovery;
 3. Trainings on human rights -based approach and gender mainstreaming in policy development for regional and local authorities carried out;
 4. Trainings on UNSCR Resolutions on WPS and its 4 pillars (prevention, protection, participation, relief and recovery) and related indicators delivered;
 5. Developing and conducting specific training module on conflict related sexual violence for law enforcement and security actors in Luhansk and Donetsk oblasts. ;
 6. The Guidelines of Global Women Peacebuilding Network on UNSCR NAP 1325 localizations and costing, adjusted to the context of eastern Ukraine and specific Guidelines for Ukraine produced;
 7. Exchange of best practices and lessons learned with regional/local authorities from select countries – in cooperation with global networks of CSOs – on participatory tools and inclusiveness in the processes of NAP UNSCR 1325 localization and implementation.
 - **Specific expected deliverables under Result 3** – Commitments on UNSCR 1325 effectively localized in the 3 Oblasts, through development and costing of the Action plans at regional level;
 1. Strengthening capacities of regional/local authorities and on the job coaching for inclusive process of the NAP localization and implementation; support in establishing local/regional mechanisms for participatory development of regional NAPs on UNSCR 1325, based on the context of the 3 Oblasts;
 2. Consultations and dialogue with regional/local authorities, empowered women leaders and representatives of CSOs organizations on assessed safety concerns of women and men and emerging priorities for NAP localization including of those target groups initially excluded from the NAP planning;
 3. Members of Local Gender Coordination Councils (LGCC) and Community Security Working Groups (CSWG) have increased capacities on Women Peace and Security Agenda and they effectively advocate for mainstreaming gender equality priorities in the overall security, peace building, local development and recovery activities of the local and regional administrations, based on the identified needs and priorities of women and men in the communities;
 4. Series of workshops for developing the regional NAP on UNSCR 1325 organized and draft documents produced;
 5. Costing of the Regional APs on UNSCR 1325 carried out and on the job coaching for regional administrations carried out for the budgeting of the latter;
 - **Specific expected deliverables under Result 4** –Support in implementation of the Action plans provided in the 3 Oblasts
 1. Regional accountability mechanism responsible for a) implementation and b) monitoring of the action plans established;
 2. Strengthening capacities of established regional mechanisms for monitoring on UNSCR global indicators, on gender responsive indicators and system of monitoring;
 3. Pilot Gender scorecards on Action Plans on UNSCR 1325 in the 1 Oblast²⁴ conducted.

²⁴ Selection of the Oblast will depend on specific criteria jointly developed with UN Women at a later stage.

1.	<p>Timeframe: Start date and end date for completion of required services/results</p> <p>September 2018 – September 2021</p>
	<ul style="list-style-type: none"> Competencies: <ul style="list-style-type: none"> Technical/functional competencies required; <p>Requirements of Project Manager/Team Leader:</p> <ul style="list-style-type: none"> 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, women's empowerment and women, peace and security 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 <ul style="list-style-type: none"> Other competencies, which while not required, can be an asset for the performance of 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 <p>Requirements of Finance Officer:</p> <ul style="list-style-type: none"> 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 Women, Peace and Security Agenda through localization and
implementation of NAP on UNSCR 1325 in Eastern Ukraine**

CFP No. 4/2018

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 Women, Peace and Security Agenda through localization and
implementation of NAP on UNSCR 1325 in Eastern Ukraine**

CFP No. 4/2018

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.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	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

<p>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)</p>	<p>Yes/No</p>
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Annex B1-3

Advancing Women, Peace and Security Agenda through localization and implementation of NAP on UNSCR 1325 in Eastern Ukraine

CFP No. 4/2018

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 Technical Proposal should be structured as follows: 1) Context/Problem Analysis; 2) Project Description; 3) Project Detailed Activities and Implementation Strategies; 4) Partnerships; 5) Technical Expertise of the Applicant Organization.

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) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list 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)	
Proponent's Eligibility Confirmation and Information	Proponent's Response
6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	Confirm Yes ____; No ____
7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm Yes ____; No ____
8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.	Confirm Yes ____; No ____
9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm Yes ____; No ____
10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm Yes ____; No ____

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		Duration of Activity in Months (or Quarters)	

activity.													
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

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.

(Signature) (Seal)

(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	35	Technical description and appropriateness/adequacy of approach / service	
2	20	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 	
3	8	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 	
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 Women, Peace and Security Agenda through localization and
implementation of NAP on UNSCR 1325 in Eastern Ukraine**

CFP No. 4/2018

Financial proposal submission form

Result 1 (e.g. Output) Repeat this table for each result.					
Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Year 3, [local currency]	Total, [local currency]	% Total
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					
Total Cost for Result 1					

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (currency)

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

CFP No () – (Name of proponent) - Financial proposal

c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No **4/2018**. 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 Women, Peace and Security Agenda through localization and
implementation of NAP on UNSCR 1325 in Eastern Ukraine**

CFP No. 4/2018

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 Women, Peace and Security Agenda through localization and
implementation of NAP on UNSCR 1325 in Eastern Ukraine**

CFP No. 4/2018

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 / Statues of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	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		

