

**Call for Proposal (CFP)**  
**Promoting community security and prevention of GBV in public spaces in Eastern  
Ukraine**  
**CFP No. 5/2018**

**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 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](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: 31 July 2018

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

Project official's name: Tetiana Shapkovska  
Email: [tetiana.shapkovska@unwomen.org](mailto:tetiana.shapkovska@unwomen.org)  
Telephone number: +380 +380 44 253 5980  
Issue date: 31 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: 31 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: 31.07.2018

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**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 in the Terms of Reference (Section 4).
- 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 B1-2. See section "10. Mandatory requirements/pre-qualification criteria" 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 B1-2. 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. 5/2018– (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. 5/2018 - (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](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 promoting community security and prevention of GBV in public spaces 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 promote community security and prevention of GBV in public spaces in Eastern Ukraine

35 points

<p>Relevance and technical capacity:</p> <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 human rights, gender and development, Gender based violence, 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;</li> <li>relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	20 points
<p>Governance and management capacity:</p> <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>	8 points
<p>Financial and administrative management capacity: (See Capacity Assessment Checklist)</p>	7 points
<b>TOTAL</b>	<b>70 points</b>

## 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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**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 Platform for Action of the 4<sup>th</sup> World Conference for Women (1995), it ratified the main international instruments on gender equality and women's rights, including the Convention on Elimination of Discrimination against Women (CEDAW) in 1980, the UN Convention on the Rights of Persons with Disabilities (CRPD; 2006) and localized the Sustainable Development Goals (SDGs) adopted in September 2017<sup>1</sup>, signed the EU-Ukraine (Association Agreement (EUAA)<sup>2</sup> in 2014, which entails a commitment to ensure equal opportunities for women and men in employment, education, training, economy, in society and decision-making.

To further strengthen its national commitments to women's rights and gender equality, the country adopted the new National Strategy on Human Rights and the Action Plan (2016-2020)<sup>3</sup>, the State Social Programme on Equal Opportunities (2018-2022)<sup>4</sup>, Laws on Amending the Criminal Code of Ukraine and Criminal Procedure Code of Ukraine<sup>5</sup> and the Law on Preventing and Combating Domestic Violence

<sup>1</sup> National baseline report «Sustainable Development Goals: Ukraine» (2017), Ministry of Economic Development and Trade of Ukraine, available at: <http://sdg.org.ua/en/resources/275-2017-national-baseline-report-sustainable-development-goals-ukraine>

<sup>2</sup> Ukraine-EU Association Agreement, Title V, Economic and Sector Cooperation, Chapter 21, Cooperation on Employment, Social Policy and Equal Opportunities, Articles 419, 420.

<sup>3</sup> National Strategy on Human Rights, Decree of the President of Ukraine, 2015, available at: <http://zakon0.rada.gov.ua/laws/show/501/2015>

<sup>4</sup> State Social Programme on Equal Rights and Opportunities for Women and Men for 2018-2021, KMU, 2018, available at: <http://zakon2.rada.gov.ua/laws/show/273-2018-%D0%BF>

<sup>5</sup> Law "On amending the Criminal Code of Ukraine and the Criminal Procedural Code of Ukraine to implement the provisions of the Council of Europe Convention on preventing and combating violence against women and domestic violence", No. 2227-VIII, VRU, 2017, available at: <http://zakon5.rada.gov.ua/laws/show/2227-19>

(2017)<sup>6</sup>, the National Action Plan (NAP 1325) for Implementation of UN Security Council Resolution 1325 on Women, Peace and Security (WPS) for 2016-2020<sup>7</sup>, State Programme on Recovery and Peacebuilding in the Eastern Ukraine (2017-2020)<sup>8</sup>, Strategy for Integration of internally displaced persons (IDPs) until 2020<sup>9</sup> and State Strategy on Regional Development until 2020<sup>10</sup>. Respective regional development strategies are also adopted in conflict-affected Donetsk, Luhansk and Zaporizhzhia oblasts.

Despite the political commitments, structural barriers to gender equality have not been addressed and gender-based discrimination remains widespread in Ukraine. As reported by the CEDAW Committee in its Concluding Observations on the 8<sup>th</sup> 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”<sup>11</sup>.

The political destabilization and armed conflict in Ukraine, which started in 2014 and is ongoing, has created new challenges in advancing gender equality and enjoyment of women’s human rights. 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. 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.<sup>12</sup> Women and girls are disproportionately affected by the on-going conflict and the ensuing social and economic crisis. Women’s traditional gender role as caregivers is increasing the burden on women because of the growing challenges in caring for children, older and family members with disabilities. According to UNDP Survey (2017)<sup>13</sup>, the burden of taking care of the small children is 14,5% more on women IDPs than on men (27,1% men IDPs live together with their children younger than 18 years old, compared to 41,6% women). Also, women IDPs three times more frequently live in the families with many children, two times more frequently in poor families and 9% more frequently in families that are in difficult living conditions. According to the Survey, only 35,9% women IDPs are employed.

While the number of women aged 15-49 in Ukraine, who suffer from physical and sexual violence annually, is 1.1 million<sup>14</sup>, 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. Survival sex, including by minors, is being reported, further increasing risks to mental, physical and reproductive health.<sup>15</sup> The 2015 UNFPA Survey<sup>16</sup> on GBV in the Conflict Setting confirmed the increased vulnerability of women to various forms of violence during the conflict: the share of displaced women reporting at least one situation of violence outside the family was three times higher than the corresponding share of local women surviving any violence in the host communities (15.2 against 5.3 percent of respondents); 90.6% of rape survivors and 73.5% of domestic violence survivors are women.

<sup>6</sup> Law of Ukraine on Prevention and Combating Domestic Violence, No. 2229-VIII, VRU, 2017, available at: <http://zakon2.rada.gov.ua/laws/show/2229-19>

<sup>7</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 available at: <http://zakon2.rada.gov.ua/laws/show/113-2016-%D1%80#n11>.

<sup>8</sup> State Target Programme on Recovery and Peacebuilding for 2017-2020, KMU, 2017, available at: <https://www.kmu.gov.ua/ua/npas/pro-zatverdzhennya-derzhavnyi-cilov>

<sup>9</sup> Strategy for Integration of internally displaced persons (IDPs) until 2020, KMU, 2017, available at: <http://zakon5.rada.gov.ua/laws/show/909-2017-%D1%80>

<sup>10</sup> State Strategy on Regional Development until 2020, KMU, 2014, available at: <https://www.kmu.gov.ua/ua/npas/247566248>

<sup>11</sup> Committee on the Elimination of Discrimination against Women, Concluding observations on the eight periodic report of Ukraine, 9 March 2017, CEDAW/UKR/CO/8, para 26, p 8., available at: <https://digitalibrary.un.org/record/1286284>

<sup>12</sup> Ministry of Social Policy of Ukraine

<sup>13</sup> Report on Gender Analysis of the results of All-Ukrainian Survey on Rights of IDPs, UNDP, 2017, available at: [https://www.ua.undp.org/content/ukraine/uk/home/library/democratic\\_governance/undp-rights-gender-perspective.html](https://www.ua.undp.org/content/ukraine/uk/home/library/democratic_governance/undp-rights-gender-perspective.html)

<sup>14</sup> Economic costs of violence against women in Ukraine, UNFPA, 2017, available at: <http://ukraine.unfpa.org/en/publications/economic-costs-violence-against-women-ukraine-0>

<sup>15</sup> Humanitarian Needs Overview, Humanitarian Country Team, Ukraine, 2018, available at: <http://www.who.int/health-cluster/countries/ukraine/ukraine-humanitarian-needs-overview-2018.pdf>

<sup>16</sup> Gender-based violence in the conflict-affected regions of Ukraine, UNFPA (2015), available at: [https://reliefweb.int/sites/reliefweb.int/files/resources/gbv\\_study\\_2015\\_final\\_eng.pdf](https://reliefweb.int/sites/reliefweb.int/files/resources/gbv_study_2015_final_eng.pdf)

According to the UNDP's Assessment of Security and Justice in Ukraine (2017)<sup>17</sup>, which was conducted in Luhansk, Donetsk and Zhytomyr regions, a shocking one third of women do not feel safe in their own homes at night, and two thirds do not feel safe in their community at night. Women, children, older people and women and men with disabilities feel less safe especially in urban areas.

Despite some progress made by Ukraine to improve legislative and policy frameworks to prevent and respond to GBV in Ukraine, the pending ratification of the Council of Europe Convention on preventing and combating violence against women and domestic violence (the Istanbul Convention) delays creation of the necessary comprehensive policies, legal acts and programmes. Nevertheless, despite the lack of formal ratification, the country is making some progress to prepare its legal system to comply with the principles and obligations associated with the Convention. Among the recent legislative initiatives is the Law "On Preventing and Combating Domestic Violence", adopted in late 2017. The law criminalizes domestic violence, introduces an integrated approach to combat violence, and extends the range of tools to protect survivors. Another step in addressing limitations in the institutional capacity to respond to GBV is Law "On amending the Criminal Code of Ukraine and the Criminal Procedural Code of Ukraine to implement the provisions of the Council of Europe Convention on preventing and combating violence against women and domestic violence". This Law sets more dissuasive sentencing guidelines for domestic violence, introduces a series of restrictive measures to ensure adequate protection of survivors and effectively prevent the escalation of violence and introduces a series of new aggravating factors into the Criminal Code, such as offences based on sexual identity, offences committed in the presence of a minor, and against a current or former spouse. However, changes in the legal framework will not be effective without a transformation in practice and increased operational capacities<sup>18</sup>.

The Law Enforcement Reform, one of the 18 reforms implemented by the Government of Ukraine, aims to make systems more transparent and improve the protection of human rights and community security. The Ministry of Internal Affairs of Ukraine (Ministry) has been implementing initiatives with support from UN Women to improve community security and prevention of gender-based violence through close engagement with the local authorities and communities. While the law enforcement reform does not have specific provisions on gender, the MIA developed the Action Plan on the implementation of the UN SCR 1325 on Women, Peace and Security (2017-2020), it established a proper unit composed of experts whose tasks is to mainstream gender perspective in all MIA policies and strategies and it is engaging into understanding and addressing the institutional culture leading to gender based discrimination through the conducting of the Study on Masculinities in the security sector. Last but not least, the MIA adopted a comprehensive Capacity Development plan, which among the rest, includes work with women's community groups to jointly identify women's security and safety concerns, particularly among the most vulnerable groups in the conflict-affected areas, as well as strengthening of the capacities of law enforcement officials to prevent and respond to GBV. The capacity development plan in fact responds to the identified needs for building of knowledge and skills of law enforcement officials on how to prevent and respond to GBV. Based on the latest Training Needs Assessment conducted by UN Women in 2017<sup>19</sup> 60 percent of police officers from Donetsk and 84 percent from Luhansk have never completed training on GBV and sexual violence and 8% have never been trained in community policing. There is lack of integration and communication between the communities and police, especially a lack of consultation with women's groups. Survivors of violence do not always seek protection from the law enforcement authorities or turn to specialized medical and psychological assistance due to low awareness of the services availability, inaccessibility of service providers at the local level, or low credibility of specialists in these institutions, fears of possible

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<sup>17</sup> Security and Justice in Ukraine, Report on Findings. UNDP, 2017, available at: <https://www.ua.undp.org/content/dam/ukraine/docs/DG/CBA-III/Security%20and%20Justice%20FINAL-ENG.pdf>

<sup>18</sup> Assessment of the Readiness of the Ukrainian Criminal Justice System to Implement the Principles of the Istanbul Convention, DCAF and La Strada-Ukraine 2017, available at: <https://www.dcaf.ch/criminal-justice-practice-and-violence-against-women>

<sup>19</sup> The Assessment covered 43 (15 female and 28 male) district and patrol police officers, as well as crime prevention specialists from the Donetsk and Luhansk police units, UN Women 2017.

retaliation from perpetrators and anticipation of stigmatizing by the community<sup>20</sup>. The UN Women small-scale Survey on attitudes towards GBV in Donetsk and Luhansk regions (2017) revealed that 45% of respondents did not trust the police. Most participants of the focus group discussions<sup>21</sup> stressed that there were no consultations in place with local authorities and law enforcement regarding how to address the security and safety needs of vulnerable groups.

As a part of its Country Strategy, UN Women has recently launched two projects “Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women’s Empowerment in Ukraine” and “Building democratic, peaceful and gender-equal society in Ukraine”, funded by the Governments of Denmark and Norway and together with UNDP, FAO and UNFPA, UN Women will launch the joint programme on “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance”, funded by the European Union. One of the key objectives of the above listed projects is to promote gender-responsive community security in conflict affected areas in eastern Ukraine through strengthening the capacities of law enforcement officials and women’s community groups to develop and implement GBV prevention and response, as well as to mobilize women and girls, men and boys in favour of respectful relationships and gender equality and safety in public spaces. To achieve this objective UN Women will build on its previous work on improving community security by responding to an increased risk of GBV in the local communities of Eastern Ukraine within the Joint UNDP/UN Women Programme, funded by the European Union, and will expand further into piloting the Safe cities<sup>22</sup> methodology to assess the perception of safety and security of women in one of the selected cities of Donetsk or Luhansk regions.

- General Overview of services required/results

In order to mobilize women, girls, men and boys at community level in favor of respectful non-violent relationships, gender equality and safety in public spaces and to increase capacities of law enforcement authorities in the three eastern regions to integrate comprehensive GBV prevention interventions at the regional and local planning and programming, UN Women seeks a Partner Organization that will provide technical expertise and operational support in the implementation of these objectives.

It is expected that the Partner Organization works in following communities<sup>23</sup> (but not limited to only these communities) in 3 regions of Eastern Ukraine: Donetsk, Luhansk and Zaporizhzhia and achieves the following results through the implementation of the project, supported by UN Women:

- women, girls, men and boys at community level are mobilized in favor of respectful non-violent relationships;
- law enforcement authorities in three eastern regions have increased capacity to effectively engage with regional/local authorities and women’s groups to prevent and respond to cases of GBV.

In order to achieve the expected results, the Partner Organization will receive technical guidance and support

<sup>20</sup> Masculinity Today: Men’s Attitudes to Gender Stereotypes and Violence Against Women, UNFPA, Kyiv, 2018, available at: [http://ukraine.unfpa.org/sites/default/files/pub-pdf/Masculinity%20Today%20Men%27s\\_Report.pdf](http://ukraine.unfpa.org/sites/default/files/pub-pdf/Masculinity%20Today%20Men%27s_Report.pdf)

<sup>21</sup> Focus group discussions with community representatives (123 participants- 115 women and 8 men), local authorities, social and other service providers engaged in GBV and domestic violence response (43 participants- 42 women and 1 man) were organized by UN Women in Donetsk and Luhansk regions from January 18-27, 2017.

<sup>22</sup> The report on UN Women flagship programme on Safe Cities is collecting evidences and best practices on assessing and improving safety of women in public spaces. A series of stories illustrate what authorities, grass-roots women, women’s organizations and other community partners can do as part of a comprehensive, evidence-based approach to prevent and respond to sexual harassment and other forms of sexual violence against women and girls in public spaces. Many of their initiatives have successfully enhanced safety, including through a focus on the most impoverished urban areas. The report is available at <http://www.unwomen.org/en/digital-library/publications/2017/10/safe-cities-and-safe-public-spaces-global-results-report>.

<sup>23</sup> The target communities in the frame of the Project “Building democratic, peaceful and gender-equal society in Ukraine” funded by the of Government of Norway are: Bilenke, Komyshevukha, 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. The target communities in the frame of the Project “Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women’s Empowerment in Ukraine”, funded by the Government of Denmark, are: Siversk, Oleksandrivka in Donetsk region, and Svatove and Lozno-Oleksandrivka in Luhansk region.

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 implementation of the community mobilization for empowerment (CME) and c) supporting the localization and implementation of NAP on UNSCR 1325.

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. TAG will meet on quarterly basis with the aim to monitor progress in 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 beneficiaries, existing and possible risks and mitigation measures.

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

The methodology and related activities to be developed by the Partner Organization should aim at engaging the following stakeholders in target regions and communities:

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

**Duty bearers:** Ministry of Internal Affairs of Ukraine, National Police of Ukraine, Ministry of Social Policy of Ukraine, Authorities from Regional Civil-Military Administrations of Donetsk and Luhansk regions, State Regional Administration of Zaporizhzhia region, law enforcement bodies in 3 regions, representatives of the amalgamated territorial communities, and communities in the process of amalgamation, mayors of the cities, elected deputies of the city and community councils, military personnel.

**Specific expected deliverables under Result 1 - Women, girls, men and boys at community level are mobilized in favor of respectful non-violent relationships:**

1. Enhancing community security and prevention of violence against women and girls in public spaces through piloting the safe cities methodology in one of the cities in Eastern Ukraine:
  - 1.1. Develop a methodology, through inclusive and participatory approach, for assessing community safety risks for women in public spaces, based on available UN Women guidelines and documents.
  - 1.2. Conduct Scoping Study in one selected city in Eastern Ukraine, with the participation of city administration authorities, law enforcement officials, gender advocates and community members to assess the community security and perception of safety of women and girls in public spaces;
  - 1.3. Strengthening the capacities of local women’s groups on human rights and gender equality approach in assessing the safety of women and girls in public spaces, through qualitative tools, such as safety audit walks, individual interviews, focus groups discussions etc., based on UN Women methodology for Safe cities.
  - 1.4. Develop knowledge and skills of women and men in the communities to effectively articulate and advocate in favour of identified safety risks for women in public spaces through community security working groups and other local mechanisms for participation of citizens in local policy making.
  - 1.5. Advocate with regional and local authorities (regional and local administration, public transport enterprises, public enterprises managing local markets etc.) to address the issues which are in their domain of competencies and are identified through the Scoping study with the aim to increase public safety for women and girls in the Eastern Ukraine
  - 1.6. Cooperate closely with the Law enforcement officials to jointly identify and develop tools for increased prevention of GBV, based on the data and information received from the Scoping study and the safety audits;

2. Advocating for respectful and non-violence relationships between women and men, girls and boys in public and private spaces

- 2.1. Organize workshops, interactive dialogue, flash mobs, outreach activities in the communities with the aim to increase knowledge and skills of women and men, girls and boys to recognize discrimination, harassment and violence against women and girls in public and private spaces, to understand the root causes for the occurrence of violence against women (by also using the results of the baseline survey on perceptions and attitudes towards GBV in communities, to be carried out by UN Women) and to develop participatory and joint actions for increased prevention of violence;
- 2.2. To engage men and boys in the communities' advocacy/outreach campaign on promoting non-violent relationships, on discussing about the concept of masculinities and its impact in men-women relationships and on advocating for respectful relationship and gender equality.
- 2.3. Organize workshops, interactive dialogue with men and women from the communities, regional and local journalists, teachers and parents, as well as adolescent girls and boys on human rights, gender equality, respectful relationships and prevention of gender-based violence.

**Specific expected deliverables under Result 2** – Law enforcement and security authorities in three eastern oblasts have increased capacity to effectively engage with regional/local authorities and women's groups to prevent and respond to cases of GBV:

1. Conduct baseline and follow-up capacity assessments among patrol, district police and juvenile prevention officers on GBV prevention and response, based on the MIA Capacity development plan and in line with the amended legislation.
2. Qualitative assessment of community members' communication/liasing with law enforcement officials for GBV prevention/protection to inform the development of Training materials for Law enforcement officials;
3. Provide knowledge and skills in community security and prevention and response to GBV, for patrol, district and juvenile prevention officers, based on the identified training needs.
4. Provide training and technical assistance to the law enforcement units to develop the SOPs and manuals for police and local authorities on GBV for participatory identification of the security risks, with a focus on security in public spaces for women's groups.
5. Jointly identify and develop tools for increased prevention of GBV, based on the new legislation and the safety risk assessment received from the Scoping study and the safety audits in communities;
6. Support the Ministry of Internal Affairs of Ukraine to develop a comprehensive capacity development programme for law enforcement sector, including community/patrol police, on prevention and response to GBV (toolkits, SOPs, trainings, workshops,) and its piloting in the conflict affected areas in Eastern Ukraine.
7. In partnership with the Ministry of Internal Affairs of Ukraine to conduct the gender analysis and generate data on gender-responsive community security including but not limited to analysis of the policy documents and tools on community security (as a part of law enforcement reform).
8. Support the creation of community security working groups on the topic of violence to facilitate dialogue between local authorities, women's groups, social service providers and law enforcement representatives to identify the women's security and safety concerns and local women's needs for basic services (including for survivors of GBV), particularly the most vulnerable, in the conflict-affected areas, build partnership, mobilize resources and solve recurring problems.

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

2. September 2018 – September 2021

- Competencies:
  - Technical/functional competencies required;

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

- Education: Degree in Social Sciences, Gender Studies, Management, Public Administration, Law, Economics, and or related field;
- Work Experience: at least 5 years' experience of working on elimination of violence against women and gender-based violence and implementing human rights, gender equality and women's empowerment programmes/projects.
- Language Qualifications: Ukrainian. Knowledge of English.
- Experience in working with Law enforcement officials;
- Knowledge of international norms and national laws and regulations concerning Violence against women, including domestic violence
- Knowledge of the key gender equality and safety concerns of women and girls and especially of vulnerable groups of women in Ukraine
- Knowledge of the Ukrainian Government reforms process and their application in Eastern Ukraine.
- Experience in design, monitoring and evaluation of development programmes/projects and establishing partnership with international organization and national governments
- 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.).
- Other competencies:
- Experience in usage of computers and multiple office software packages (MS Word, Excel, etc.).



**Annex B1-1**

Promoting community security and prevention of GBV in public spaces in Eastern Ukraine

**CFP No. 5/2018**

**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**  
**Promoting community security and prevention of GBV in public spaces in Eastern**  
**Ukraine**  
**CFP No. 5/2018**

**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
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**

**Promoting community security and prevention of GBV in public spaces in Eastern  
Ukraine  
CFP No. 5/2018**

**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 ( \_\_\_\_\_ )

<b>Proponent's Eligibility Confirmation and Information</b>	<b>Proponent's Response</b>
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 _____

<p>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)</p>	
<p><b>Proponent's Eligibility Confirmation and Information</b></p>	<p><b>Proponent's Response</b></p>
<p>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.</p>	<p>Confirm Yes _____; No _____</p>
<p>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.</p>	<p>Confirm Yes _____; No _____</p>
<p>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.</p>	<p>Confirm Yes _____; No _____</p>
<p>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.</p>	<p>Confirm Yes _____; No _____</p>
<p>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.</p>	<p>Confirm Yes _____; No _____</p>

**Implementation Plan**

Project No:	Project Name:
Name of Proponent Organization:	
Brief description of Project	
Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result	
List the activities necessary to produce the results Indicate who is responsible for each activity.	Duration of Activity in Months (or Quarters)

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

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	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"> <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**  
**Promoting community security and prevention of GBV in public spaces in Eastern**  
**Ukraine**  
**CFP No. 5/2018**

**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: (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 **5/2018**. 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.)	_____ (Address)
_____ (Email address)	



**Annex B1-5**  
**Promoting community security and prevention of GBV in public spaces in Eastern**  
**Ukraine**  
**CFP No. 5/2018**

**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**  
**Promoting community security and prevention of GBV in public spaces in Eastern**  
**Ukraine**  
**CFP No. 5/2018**

**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		