

Call for Proposal (CFP)

CFP No. 001 - 2019

Section 1 – CFP letter

UN Women Afghanistan Country Office (ACO) plans to engage Responsible Party, i.e. national Non-Governmental Organization, Civil Society Organization and companies (further referred as an Organization/Company), as defined in accordance with these documents. UN Women now invites sealed proposals from qualified Organizations/Companies for providing the requirements as defined in the UN Women Terms of Reference. Proposals must be received by UN Women at the address specified not later than 4:00 Pm Afghanistan time on 24th January 2019.

This UN Women Call for Proposals consists of four sections and a series of annexes that will be completed by the Organization/Company and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to the Organization/Company
- CFP section 4: UN Women Terms of Reference

CFP forms to be returned (mandatory):

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



Call for Proposal (CFP)

CFP No. 001 - 2019

Section 2: Proposal data sheet

Program/Project: Organization of the NAP 1325 Workshops for the Young people in Kandahar, Jalalabad, and Gardez provinces

Issue date: 10th January, 2019

Requests for clarifications due:

Date: 20th January 2019 (via e-mail)

Time: 4: 00 Pm Afghanistan time

UN Women's contact person for clarifications:

Program official's name: Manav Sachdeva

Email: manav.sachdeva@unwomen.org

UN Women clarifications to applying organizations/companies' due:

Date: January 22nd, 2018

Time: 12:00 Pm Afghanistan time

Submission of Proposals due:

Date: 24th January 2019

Time: 4:00 Pm Afghanistan time

Interested organizations should submit their proposals to the following this email address:
procurement.af@unwomen.org

Planned award date: 5st February, 2019

Planned contract start date: 10th February 2019

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Section 3: Instructions to the Organization/Company:

1. Introduction

- 1.1. UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party (i.e. national Non-Governmental Organization, Civil Society (CSOs), Companies).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UN Women may, at its discretion, cancel the services in part or in whole.
- 1.4. Organization/company may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the organization/company's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. The applying should address all their questions to the assigned UN Women contact person within the defined timeframe, as indicated in the Section 2: *Proposal Data Sheet*. The Organizations/companies MUST NOT communicate with any other personnel of UN Women 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 Organization/Company, 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

The Organization/Company must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-1. See section 10 below for further explanation. The Organization/Company will receive a pass/fail rating on this section. To be considered, Organization/Company must meet all the mandatory criteria described in Annex B2.1. UN Women reserves the right to verify any information contained in Organization/Company 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 organization/company requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Organization/Company, modify the CFP documents by amendment. All prospective Organizations/Companies 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 organization/company reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.

6. Language of proposal

The proposal prepared by the Organization/Company and all correspondence and documents relating to the proposal exchanged between the Organization/Company and UN Women, shall be written in English. Supporting documents and printed literature furnished by the Organization/Company 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 Organization/Company .

7. Submission of proposal

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

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

7.1. Proposals should be received by the date, time and means of submission stipulated in this CFP. Organization/Company are responsible for ensuring that UN Women receives their

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

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

- 7.3 The “Organization/Company’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the Organization/Company who is duly authorized to execute contracts and bind the Organization/Company. Signature on the certificate represents that the Organization/Company has read this CFP, understands it and agrees to be bound by its terms and conditions. The Organization/Company’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 UN Women 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, UN Women may, at its discretion, ask the Organization/Company for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UN Women will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN Women Policy and Procedures.

9. Proposal currencies

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

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

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

10. Mandatory/pre-qualification criteria

- 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those Organization/Company with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women

requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in Organization/Company'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 The Organization/Company will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, the Organization/Company 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 Organization/Company meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

	Technical description and appropriateness/adequacy of approach	40 points
	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> proposed staffing (number and expertise) for the services to be delivered; organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation Overall governance/management structure of the Organization/Company's 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 Organization/Company with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the Organizations/Companies' prices to that of the lowest evaluated cost.

Formula for computing points:

Points = (A/B) Financial Points

Example: Organization A's price is the lowest at \$10.00. Organization or Company **A** receives 30 points. Organization or Company **B**'s price is \$20.00. Organization or Company **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 Organization/Company's own risk and may result in rejection of Organization/Company's proposal.
- 12.2 Organization/Company's proposal must be organized to follow the format of this CFP. Each Organization/Company must respond to every stated request or requirement and indicate that the Organization/Company understands and confirms acceptance of UN Women stated requirements. The Organization/Company 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 Organization/Company's proposal will be deemed as accepted by the Organization/Company's. The terms "organization" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the Organization/Company is presented with a requirement or asked to use a specific approach, the Organization/Company 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 Organization/Company wishes to propose alternatives or equivalents, the Organization/Company must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 The Organization/Company's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, the Organization/Company shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. the

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

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

Pre-submission:

the Organization/Company 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 Organization/Company or a person or persons duly authorized to bind the Organization/Company 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 Organization/Company in which case such corrections shall be initialled by the person or persons signing the proposal.

14 Award

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

14.2 The selected organization 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 One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women .

Annex B2

Call for proposal (Template for Proposal Submission)

Description: Organization of the NAP 1325 Workshops for Young people in Kandahar, Jalalabad and Gardez provinces

CFP No. 001 – 2019

Mandatory requirements/pre-qualification criteria

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

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

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

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

Component 2: Expected Results and Indicators (max 1.5 pages)

This section should articulate the organization's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

7. The **problem statement** or challenges to be addressed given the context described in the TOR
8. The specific **results** expected (e.g., outputs) through engagement of the organization. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UN Women.

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

Project No:		Project Name:											
		Name of Organization or Company:											
		Brief description of Project											
						Project Start and End Dates:							
		Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result											
List the activities necessary to produce the results Indicate who is responsible for each activity						Duration of Activity in Months (or Quarters)							
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity) and may be the security. Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

Component 6: Results-Based Budget (max. 1.5 pages)

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

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

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

1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
Total Cost for Result 1				

Section 4: UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

UN Women Afghanistan is supporting national counterparts, including the Ministry of Foreign Affairs (MoFA), Ministry of Women Affairs (MoWA), Ministry of Rural Rehabilitation and Development (MRRD), Parliamentary bodies, and civil society organizations among other entities, in implementing the National Action Plan for the Women of Afghanistan (NAPWA), the Afghanistan National Peace and Development Framework (ANPDF) Women Economic Empowerment National Priority Programme (WEE-NPP) and other related national policies and plans.

UN Women, Women Peace and Security (WPS) Unit aims to work with national stakeholders to create an enabling environment for the implementation of women, peace and security commitments in Afghanistan. Under this programme, UN Women will support strengthen capacity of the both government and civil society stakeholders for implementation, monitoring and reporting of Afghanistan's National Action Plan on Women, Peace, and Security (NAP 1325). For this purpose, UN Women in partnership with the Ministry of Foreign Affairs and Afghan Women's Network (AWN) will facilitate consultations across Afghanistan to inform the local stakeholders about the localization of the NAP 1325. The consultations will provide platforms for exchanging views and consolidating ideas on how to engage women and young people in building peace and identifying priorities for implementation at the local level. It is envisaged that the consultations will inform the development of localization guidelines and budgets for implementation.

A series of the NAP 1325 consultations have been successfully organized in Herat, Bamyan, Balkh, Badakhshan, and Panjshir provinces of Afghanistan. The localization process in the above-mentioned regions demonstrated a high interest among the young people and potential for engaging in the peace processes and their willingness to contribute to the peaceful and inclusive societies. In order to engage more young people and as well as to make the WPS events more innovative and tailored to needs and aspiration of the young people, the UN Women ACO plans to partner with the Organization/Company with similar experience to organize the WPC consultations among the young people in Kandahar, Gardez, and Jalalabad provinces in the first and second quarters of 2019.

• Description of required services/results

Under the overall guidance and direct supervision of the UN Women ACO Adviser on WPS/NAP 1325, the Responsible Party will work towards the following objectives for the localization workshops in the above-mentioned three provinces of Afghanistan:

- Increase understanding young people, especially young leaders and activists of Afghanistan's NAP 1325 and its relevance at the provincial level.
- Agree on a set of priorities for implementation of the NAP 1325 at the provincial/ local level.
- Raise understanding of young people, especially young leaders and activists on WPS and their role in promotion and implementation of NAP 1325 at local level.

Activities:

Under the direct supervision of the UN Women ACO Adviser on WPS/NAP 1325, the organization/company will help to facilitate, coordinate and provide any assistance to the workshop for the Young People, especially young leaders and activists in Kandahar, Jalalabad, and Gardez provinces.

Expected Deliverables:

Deliverable	Provisional Timeframe
NAP 1325 Materials and presentations for raising awareness of the Young People, especially young leaders and activists on WPS and Afghanistan's NAP 1325 prepared	Ten Working Days within this time period: 10 February – June 30th, 2019
Report on conducted One-day Young People Workshop on WPS and Afghanistan's NAP 1325 in Kandahar Region; An awareness-raising session on WPS and Young people during the two-day NAP 1325 Localization workshop facilitated.	Seven Days within this time period: 25 February – June 30th, 2019
Report on conducted One-day Young People Workshop on WPS and Afghanistan's NAP 1325 in Nangarhar Region; report on facilitated an awareness-raising session on WPS and Young people during the two-day NAP 1325 Localization workshop.	Seven Days within this time period: 13 th March – June 30th, 2019
Report on conducted One-day Young People Workshop on WPS and Afghanistan's NAP 1325 in Gardez Region; report on facilitated an awareness-raising session on WPS and Young people during the two-day NAP 1325 Localization workshop.	Six Days within this time period: 24 th March – June 30th, 2019
A detailed report (including all workshop notes, materials, PPPs, photos, success stories, quotes, other materials) from all 3 events are prepared and submitted for approval of UN Women	Ten Working Days within this time period: 10 June 30th, 2019– July 30th, 2019

Organizational Setting

The Organization will work under the overall guidance and supervision of UN Women ACO WPS Adviser on WPS/NAP 1325.

Duration of the Work:

It is expected that the organization shall begin work by 10th February with work being completed before or on 30th July 2019, in conformity with the indicative timeframe described under "Deliverables and Timeframe" section. A total number of working days would be 40 working days within the period stated. However, the above-mentioned timeframe is tentative.

Location of work:

The organization/company will not be located in the UN Women Office for the implementation of the assignment.

Inputs from UN Women:

UN Women will provide the organization/company with the UN Women Afghanistan concept of the NAP 1325 workshops and will assist and join in the workshops conducted in Kandahar, Jalalabad, and Gardez.

Travel and other logistic arrangements

Transportation for visits and meetings will not be provided and shall be organized and covered by the company/ organization. The Company/ organization will also be responsible for all administrative issues associated with undertaking this assignment. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between UN Women management and the Contractor, prior to travel and will be reimbursed. The costs of the administrative and travel of the company must be included in the budget and bid process.

Performance evaluation

Contractor's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements

Payment will be disbursed in installments upon submission and approval of each of the deliverables, certified by the UN Women ACO Adviser on WPS/NAP 1325, indicating that the services have been satisfactorily performed.

REQUIREMENTS to ORGANIZATIONS/COMPANIES:

1. Officially registered legal entity as per Islamic Republic of Afghanistan regulations;
2. At least 3 years of previous experience in working with youth;
3. Personnel Qualifications:
Team Leader shall hold a University degree in social sciences or other field relevant to this assignment and at least 2 years of experience presenting to young people and doing training;
Team members shall hold a degree in social science and a minimum of 2 years of experience;
4. Previous experience in working in collaboration with UN is an advantage;
5. Adherence to UN/UN Women general terms and conditions of payment and work.

Competencies:

- b. Technical/functional competencies required;

1. The reputation of Organization and Staff:

- Documented successful track record (for newly formed organizations, the personnel to be assigned to the UN Women project should have a proven track record of at least 3 years in the subject field);
- A proven commitment to results (able to provide records of successful projects);
- Proven credibility in the country or location, especially credibility in terms of working towards youth empowerment, gender equality and women's rights and empowerment.

2. General Organizational Capability:

- The strength of project management on conducting successful advocacy, awareness raising events and other activities;
- Track record of working at the community level, including with the young people and handling similar activities;
- Record and evidence of an organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and anti-harassment policy;
- A track record of delivering quality and timely project results.

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

- Evidence that the organization can conduct quality advocacy, awareness and networking activities and implementing programmes for and with the young people, previous experience and expertise of successfully managing projects of same nature.

4. Accountability and Financial Control:

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

5. Grassroots presence/Outreach:

Evidence of the organization having a grassroots presence and or affiliation with other similar strong qualified organizations in the country.

Annex B1-1

Call for proposal

Description: Organization of the NAP 1325 Workshops in Kandahar, Jalalabad, and Gardez
CFP No. 001 - 2019

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: UN Women

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 UN Women has questions to the organization concerning this NO PROPOSAL, UN Women should contact Mr./Ms. _____, phone/email _____, who will be able to

Annex B2-1

Call for proposal

Description of Services: Organization of the NAP 1325 Workshops for the Young people in Kandahar, Jalalabad, and Gardez
CFP No. 001 - 2019

Mandatory requirements/pre-qualification criteria

The Organizations/Companies are requested to complete this form and return it as part of their submission. The Organization/Company will receive a pass/fail rating on this section. To be considered, the Organization/Company 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 an organization's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

a. Mandatory requirements/pre-qualification criteria	b. Organization/Company
1.1. Confirm that the services being requested are part of the key services that the organization 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 Organization/Company.	Reference #1: Reference #2:
1.2. Confirm the Organization/Company is duly registered or has a legal basis/mandate as an organization	Yes/No
1.3. Confirm the Organization/Company as an organization has been in operation for at least three (3) years	Yes/No
1.4. Confirm the Organization/Company has a permanent office or representative within the location area.	Yes/No
1.5. The Organization/Company 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 organization 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 Organization/Company 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 the Organization/Company not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No
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Annex B1-5

Call for proposal

Description of Services: Organization of the NAP 1325 Workshops for the Young people in Kandahar, Jalalabad, and Gardez

CFP No. 001 - 2019

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with organization/company _____ 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, the title of the position held and location of employment. For an experience in the last five years, detail the type of activities performed, degree of responsibilities, the location of assignments and any other information or professional experience considered pertinent for this assignment.

References

Provide names and addresses for two (2) references.

Annex B1-6

Call for proposal

Description of Services: Organization of the NAP 1325 Workshops for the Young people in Kandahar, Jalalabad, and Gardez provinces

CFP No. 001- 2019

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		