

Call for Proposal (CFP)
For Offers with value exceeding 250,000 per Objective

CFP No. LEB-001-2019

Section 1 – CFP letter

UNWOMEN plans to engage Responsible Party (Non-Governmental Organization, Community Based Organizations(CBOs) and Academic Organizations) 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 4:00 Pm Beirut time on 15 February 2019

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

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

CFP forms to be returned (mandatory):

Annex B1-1	Proposal/no proposal confirmation form
Annex 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:

roas.bids@unwomen.org

Call for Proposal (CFP)

CFP No. LEB-001-2019

Section 2: Proposal data sheet

UN Women Programs:

- a) Enhancing Socio- Economic Empowerment and Protection of Women and Girls in Lebanon**
- b) Women, Peace and Security**

Program official's name: UN Women Lebanon

Email: roas.procurement@unwomen.org

Telephone number: +961 81312387

Issue date: 27 January 2019

Requests for clarifications due

Date: 30 January 2019

(via roas.procurement@unwomen.org)

Time: 15:00 COB

UNWOMEN clarifications to proponents due

Date: 2 February 2019

Time: 16:00 COB

Proposal due

Date: 15 February 2019

Time: 16:00 COB Lebanon Time

Planned award date: 10 March 2019

Planned contract start date: 15 March 2019

Call for Proposal (CFP)

CFP No. LEB-001-2019

Section 3: Instructions to proponents

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6 Effective with the release of this CFP, all communications must be directed only to UNWOMEN by email at roas.bids@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 should offer the services separately against each Objective of the two main Objectives.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-1. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2.1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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 pages 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.

- 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.

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows: CFP No. _____ – (name of proponent) – (Objective # xx) FINANCIAL PROPOSAL

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

roas.bids@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 the currency of United States (US Dollar).

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

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

10. Mandatory/pre-qualification criteria

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

Note: Submissions for each objective will be evaluated separately according to the below:

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

11.2.PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the 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) x 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 and/or offering only part of the services.

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	Capacity Assessment Checklist (Annex B1-6)

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

Pre-submission:

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

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

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

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

14. Award

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

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

14.3 The award will be for an agreement with an original term of 18 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Section 4: UN Women Terms of Reference

1. Introduction

Background/Context for required services/result

UN Women started its socio-economic programme in Lebanon since early 2014 with overall long-term objective of contributing to transforming gender relations aiming to address the economic, livelihoods and protection needs of vulnerable women and girls, as well as, economically empower those women with skills and competencies that can be invested for generating income while giving voice to marginalised women. Protection of women and girls against all forms of violence is one of the key components of the programme.

Overall, the programme had several projects which has common interlinked components: Economic Empowerment, and Prevention and Protection of Women against Gender Based Violence. These components were targeted through several outcomes and outputs that lead to resilient communities where women are protected and economically empowered. To ensure sustainability, UN Women built strategic partnerships with Governmental institutions in Lebanon, highlighted by the partnership with the Ministry of Social Affairs (MoSA), Office of the Minister of State for Women's Affairs (OMOSWA) and National Commission for Lebanese Women (NCW). The partnership with MOSA enabled UN Women to use the Social Development Centres (SDCs) to be used as safe spaces which provide multi-services to women and girls covering different regions in Lebanon. Furthermore, UN Women in Lebanon is supporting the National Commission of Lebanese Women within a UN joint initiative, to develop the first national action plan for the implementation of UNSCR1325 related to Women, Peace and Security. In this respect, UN Women will be carrying out some activities related to mediation and enhancing access to justice for vulnerable women.

Description of required services/results

Under the direct supervision of the Economic Empowerment/Resilience Team, the responsible party will work towards the following objective:

The main objective of the Programme is to provide capacity building and skills development programmes, as well as, facilitate access to income generation opportunities to women and girls within host communities while increasing GBV awareness, prevention and protection of women and girls and enhancing their skills in mediation and social reconciliation. The programme will leverage on its partnership with the private sector to enhance its role in promoting gender equality principles within private sector enterprises and promote women's economic participation. The Programme has 2 main Objectives and several components/sub-components as per the following:

Objective One: Women Economic Empowerment

Component 1 (Sub-components 1.1, 1.2, 1.3)

Component II

Component III

Objective two: Enhancing Protection of Women and Girls and Promoting Safe Space in partnership with private sector

Component I

Component II

Important Notifications:

A) Interested NGOs should apply for only one objective of the CFP based on their respective specialisation.

- B) Since the estimated value of each Objective exceeds USD 250,000 Interested NGOs are requested to provide separate technical and financial offers*
- C) It should be noted that the evaluation of each objective will be conducted separately by specialized committee. Therefore, each objective should be accurately costed to enable fair comparison at technical and financial evaluation.*

Programme Composition

Objective I - Economic Empowerment of Women and Girls

Respective Activities:

Component I – Skills Development Programme for Women and Girls:

Women's economic participation is enhanced through acquiring new technical and managerial skills (non-traditional vocational training) aligned with market needs.

- 1- Assess the needs of the local business sector in the target area to identify private sector partners and agree on their needs to inform the training programme and facilitate job placement program
- 2- Provide non-traditional vocational, management and skills development programs to women aligned to the private sector needs and local business opportunities¹
- 3- Provide facilities to enable women and girls to participate in the training sessions, such as child care, transportation, etc.
- 4- Support the establishment of small production units within women led-enterprises to help them expand their business and also open job opportunities for women.

In this context, the responsible partner is responsible to ensure that the training materials are appropriate for the non-literate or semi-literate women, this will require to conduct beneficiaries' rapid needs assessment to align the training materials according to their needs. In addition to the technical skills, the topics to be covered are likely to include:

Component 1.1: Non-traditional Vocational Training:

Provide quality vocational skills that can meet the modern/ trendy markets' needs in various hand-crafts while introducing new designs and branding while linking the women beneficiaries with e-procurement platform to enable them to post their products.

- 1- Identify women with handcrafts skills and competencies from different part of Lebanon to build on, in enhancing their products
- 2- Provide advanced training sessions to women and link them with designers who can help them develop products with new designs and colors that match external markets; and help them develop a production line with their identity
- 3- Help women beneficiaries to sell their products through exhibitions and/or E-Marketing platforms

Component 1.2: Food processing and support to cooperatives:

Provide high quality training on food processing including organic products, herbs (including medical herbs) within high standards of hygiene, in addition to catering and "mouneh" products for whole sale marketing.

- 1- Assess the needs of the local business sector in the target area to identify private sector partners and agree on their needs to inform the training programme and facilitate job placement program
- 2- Provide skills development programs to women in food processing and catering aligned to the private sector needs and local business opportunities
- 3- Provide facilities to enable women and girls to participate in the training sessions, such as transportation allowance etc.
- 4- Support women to sell their products through marketing techniques, exhibitions, open markets etc.

¹ UN Women introduced training programmes related to cell phone maintenance, event management, food processing and catering, photography, flowers arrangements, chocolates decorations and re-cycling of clothes (which helped a lot the Syrian refugees)

Component 1.3: Management and leadership skills:

- 1- Business development and ideas generation
- 2- Market research for competitive raw materials prices
- 3- Cost-efficiency and effectiveness, pricing
- 4- Basic Accounts/book-keeping
- 5- Customer care and business values/ethics
- 6- Value chain and market linkages
- 7- Marketing for products, goods and services
- 8- Basic life skills such as employability skills (including power relations, gender, relationship)
- 9- Essential skills for the business enterprise
- 10- IT skills including advocacy using social media techniques

Component II – Income Generation Initiatives for Women and Girls

Women's access to income generating activities enhanced in partnership with the private sector through Placement Programmes, Start-up businesses, Production Units within private sector.

- 1- arrange for job placement programme, in partnership with the private sector, for the program graduates (2 months paid by the programme)
- 2- Establish women small production units outside or within private sector as outsourced entities to enhance women's linkages with the market and ensure sustainable jobs.
- 3- Introduce innovative mechanisms to link the women beneficiaries after completing their training in food processing, hygiene and catering with the respective food processing enterprises.
- 4- Provide skilled graduates with business start-up packages to encourage entrepreneurship of women beneficiaries
- 5- Introduce innovative approaches for linking women with markets through E-Platforms, exhibitions etc.

Component III – Enhance the Role of Private Sector in support to Gender Equality and Women's Empowerment

- 6- Conduct survey to assess the info gap within private sector on issues related to gender equality and women's economic participation
- 7- Raise the awareness of the private sector on the human rights of women in equal opportunities and a safe working environment free of any discrimination and violence.
- 8- Promote private sector's commitment to support Women Empowerment through joining various initiatives including Women Economic Principles
- 9- Build partnership within business/private sector entities to enhance their support to women's economic empowerment programmes as part of CSR
- 10- Support the role of Women's Associations at local community level to enable them play instrumental role in addressing women's empowerment and protection.

Objective II - Enhancing Protection of Women and Girls and Promoting Safe Space in partnership with private sector

Women's and girl's awareness on their human rights raised and their protection enhanced through training and public awareness

Respective Activities:**Component I:**

- 1- Provide GBV awareness and psycho-social support/referral services to women beneficiaries in need of such services
- 2- Conduct awareness sessions with private sector enterprises to enhance protection of women in work space.

- 3- Conduct open day events at municipality levels targeting community members, families, community leaders and local authorities to raise awareness on key issues related to GBV, gender equality, human rights etc.
- 4- Conduct specialized training to youth and women -led CBOs on issues related to GBV, human trafficking, GBV stigmatization. In addition to training sessions for women beneficiaries to enhance their knowledge regarding their rights, equal opportunities, sexual harassment, equal pay and protection.

Component II:

- 5- Conduct training related to *first aid* and *self-defence* for young women to enhance women's self-confidence and protection against all forms of violence, including sexual harassment.
- 6- Conduct training on mediation, social reconciliation at local level for women and girls

Please review the detailed description of activities in the attached Annex I

Target Indicators

Description of Indicators	Expected Target
Technical Training Programme	
Total Vocational Training in non-traditional professions	1000 women /girls
Food processing – Catering	700 women/ girls
IT/Management /Leadership	400 women/girls
Income generation /Economic activities	
Placement programme (2 months paid)	550 women/girls
In-kind grants for start-up business + coaching	160 women
Private Sector Programme Role in Women's Empowerment	
- Arrange Round table discussions with private sector on gender equality and Women empowerment	2 Round Table discussions
Conduct survey to assess gender gap at private sector enterprises.	1 survey covering a sample of 15 -20 companies.
Raise awareness of private sector on women's rights in equal opportunities and protection	3 orientation sessions
Launch the "Women Empowerment Principles" initiative	Support the commitment of private sector towards women's human rights (at least 15 company join the initiative)
Protection/ GBV awareness	
Provide GBV training and awareness	1000 women/girls
Self-protection – First Aid	350 women/girls
GBV open days at community level	4 events
Psycho-social support & referral services	200 women/girl
Mediation training	75 women

Indicative indicators to be tracked:

Objective I:

% change in skills/knowledge (related to training)

% of beneficiaries engaged in employment opportunities at the end of the project cycle

of women-led micro businesses established and/or supported

% change in awareness and commitment of private sector on gender equality and women empower
% increase in income for projects' beneficiaries
% of beneficiaries who perceive positive/negative change within household/community decision making patterns
% of beneficiaries who perceive improvement in social interaction at the community level

Objective II

% change awareness regarding issues of GBV
% change in attitudes on GBV (positive and negative)
% satisfaction levels with PSS activities

The proponent is required to consider the following programme principles into consideration when developing their proposals and actual project implementation plan:

- 7- **Prioritize Respect**, Safety and Confidentiality for all beneficiaries.
- 8- **Do no harm** - All activities are carefully designed and will be implemented to pose no threat to respective local communalities, including but not limited to other women and children.
- 9- **Beneficiaries' rights for selecting the respective training, job opportunities:** The proponents will follow a non-prescriptive approach in all programme interventions and will respect women's choices and decisions, providing as much information to them as possible to better inform decisions and request consent for actions taken on their behalf.
- 10- **Improving coordination.** The proponents should ensure coordination with similar initiatives of other programmes, agencies, and institutions for effective action. The programme will assume a coordinating function and act as a source of knowledge for other organizations.
- 11- **Building partnerships.** The proponents will try to avoid duplication of existing projects, and should partner with the private sector, other donor-funded initiatives and government projects, and the burgeoning financial sector, wherever possible.
- 12- **Simple design.** The proponents will set up minimal structures in target sites and gradually scale-up as lessons learned to be incorporated in the project reports; and will leverage opportunities for identifying and disseminating emerging successful prevention, response and economic empowerment models for women within target areas.
- 13- **Draw from and contribute to the evidence.** The proponents will deliver new evidence on the risk factors for VAW, GBV and integrate stronger evaluation and monitoring practices to ensure evaluability.
- 14- **Integration.** Working with a wide range of stakeholders' the proponents will aim to improve linkages between women economic activities and markets.
- 15- **Leave no one behind.** The proponents should be committed to adopt a community-based approach to ensure addressing the needs of all vulnerable needs of women and girls within target communities with special focus on female-headed households and women/girls with disabilities.

The proponent as an implementing partner (IP)/Responsible Party (RP) will be responsible to achieve the activities related to the above-mentioned Objectives/ components in accordance with their offer. Therefore, it is expected that the RP will be contributing to the achievement of the programme measurable results and changes by the end of the planned intervention.

2. Timeframe:

Start date and end date for completion of required services/results

The total duration of the Contract is 12 months from the date of contract with expectation for extension. The project will be implemented in five regions including Tripoli, Akkar, Beirut, Mount Lebanon, Bekaa and Saida.

3. Competencies:

Technical/functional competencies required;

1. Reputation of Organization and Staff:

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

2. **General Organizational Capability:**

- Strength of project management on conducting successful and standard trainings on women economic empowerment and establishing linkages with markets;
- Track record of working at community and preferably with survivors of VAW and handling livelihood works of survivors of VAW/G;
- Record and evidence of organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and sexual harassment policy;
- A track record of delivering quality and timely project results.

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

- Evidence that the organization can conduct quality trainings, handholding and other needed support to the clients of the project or 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 grassroots presence and or affiliation with other similar strong qualified organizations in the country.

Annex B1-1

Call for proposal: Enhancing Socio- Economic Empowerment and Protection of Women and Girls in Lebanon / Women, peace and Security

Description: (name of the outcome or output applied for)

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: 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

Call for proposal

Description of Services: Enhancing Socio- Economic Empowerment and Protection of Women and Girls in Lebanon/ Women, Peace and Security

CFP No. 001 - 2019

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or 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

Call for proposal Description of Services CFP No.

- **Technical proposal submission form**

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

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

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

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

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

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

I, (Name) _____ certify that I am (Position) _____ of (Name of Organization) _____; that by signing this Proposal for and on behalf of (Name of Organization) _____, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package.

(Signature) (Seal)

(Printed Name and Title)

(Date)

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

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

- **Technical proposal submission form**

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

Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

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

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	

2	15	<p>Relevance and technical capacity: (See Capacity Assessment Checklist)</p> <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 <p>(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</p>	
3	8	<p>Governance and management capacity: (See Capacity Assessment Checklist)</p> <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the proponent organization 	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

Annex B1-4

Call for proposal Description of Services CFP No.

- **Financial proposal submission form**

- This Financial Proposal Submission Form must be completed in its entirety.
- 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 **Error! Reference source not found.** I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

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

_____ (Signature)	_____ (Name)	_____
_____ (Name of proponent)		_____
_____ (Date)	_____ (Address)	_____
_____ (Telephone No.)		_____
_____ (Email address)		_____

Annex B1-5

Call for proposal

Description of Services: Enhancing Socio- Economic Empowerment and Protection of Women and Girls in Lebanon /Women Peace and security

CFP No. 001 - 2019

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

Education/Qualifications: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained.

Employment Record/Experience

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.

References

Provide names and addresses for two (2) references.

Annex B1-6

Call for proposal

Description of Services: Enhancing Socio- Economic Empowerment and Protection of Women and Girls in Lebanon/ Women, Peace & security

CFP No. LEB-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 / Statutes of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

Administration and Finance

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

Procurement

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

Client Relationship

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

