

CFP No. UN WOMEN BANGLADESH CFP 2019/GRG/1

Section 1 – CFP letter

UN WOMEN plans to engage a Responsible Party as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents 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 23.59 Dhaka Time on 31 March 2019.

This UN WOMEN Call for Proposals consists of 4 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:	UN WOMEN Terms of Reference

CFP forms to be returned (mandatory):

Annex 1- CFP template

Annex 2- Mandatory requirements/ prequalification

Annex 3 - Resume of proposed team members

Annex 4 - Capacity Assessment Document Checklist for Potential Implementing Partners/Responsible Parties

Interested proponents may obtain further information by contacting this email address:

BCO.procurement@unwomen.org

Section 2: Proposal data sheet

Program/Project: Civil Society engagement in Beijing+25 review.

Program official's name: Md. Shohel Rana

Email: shohel.rana@unwomen.org

Issue date: 17 March 2019

Requests for clarifications due

Date: 21 March (via e-mail)

Time: 23.59 Dhaka Time

UN Women clarifications to proponents due [if applicable] Date: 25 March

Proposal due by: 31 March 2019

Planned award date: 07 April 2019

Planned contract start date / delivery date (on or before): 15 April 2019

Section 3: Instructions to proponents

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.
- 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. 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 No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.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, UN WOMEN 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 BCO.procurement@unwomen.org . **Proponents 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 proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 2. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex 2. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify 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 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, UN WOMEN 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 UN WOMEN, shall be written in English.

Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

- There is only a single proposal that contains information about the technical approach, capacity, and budget (financial) to be submitted as one document, not separate as in the case of CFPs for large budgets. Proposals should be sent by email to the following secure email address: BCO.procurement@unwomen.org . The email subject line and corresponding attachment should read:

CFP No. _____ – (name of proponent) - PROPOSAL

Proponent may send number of mails in case high volume documents. Size of single mail will not exceed 10mb. They may choose sending the docs by courier in sealed Envelope to: **Procurement Section, UN Women. House 39, Road 43, Gulshan-2, Dhaka 1212**

- 7.1. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents 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 proponents to ensure that their proposal is received by UN WOMEN in the dedicated inbox on or before the prescribed CFP deadline.

- 7.2. 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.
- 7.3. 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 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. 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) **BDT**.

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 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

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 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 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.

10.1 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

11. Evaluation of technical and financial proposal

11.1. PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which 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 / service	30 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
Network/coalition management capacity with proven experience on mobilization work in the past.	10 points
Governance and management capacity: (See Capacity Assessment Checklist) 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: $\text{Points} = (A/B)$

Financial Points

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

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

12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2. Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN WOMEN 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 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/goods may be rejected unless permitted otherwise in the CFP document.
- 12.6. Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

- 12.7. 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.
- 12.8. Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Annex 1- CFP template

Annex 2- Mandatory requirements/ prequalification

Annex 3 - Resume of proposed team members

Annex 4 - Capacity Assessment Document Checklist for Potential Implementing Partners/Responsible Parties

12 Format and signing of proposal

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

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

13 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN WOMEN 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 UN WOMEN 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 9.5 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.

Section 4 – UN WOMEN Term of Reference



UN WOMEN BANGLADESH CFP 2019/GRB/1

Gender Responsive Governance

Theme: Civil Society engagement in Beijing+25 review

Bangladesh

Call Opens: 17 March 2019

Deadline for Online Submissions: 31 March 2019

I. Introduction

a. Background/Context for required services/results

UN WOMEN, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, the UN WOMEN leads and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

On the occasion of the 25th anniversary of the Beijing Declaration and Platform for Action, all States are called upon to undertake comprehensive national level reviews of the progress made and challenges encountered in the implementation of the Beijing Declaration and Platform for Action. The national review will involve all stakeholders, including Head of State/Governance, Civil Society Organizations, the Private Sector, the entities of the United Nations system and regional and international organizations, academia, the media and other relevant stakeholders.

The Comprehensive national level reviews will assess progress made in implementation of Beijing declaration and identify challenges faced, the review process should take stock of achievements, identify gaps and setbacks, and outline strategies for addressing those gaps and challenges. This would create opportunities for renewed commitment and clear sets of priority actions, with timelines, actors and resources for their implementation. In addition, the reviews should align and build synergies with work on the 2030 Agenda for Sustainable Development and galvanize its gender-responsive implementation. In Bangladesh, the issues identified in the national review will be used as inputs for revision of the National Action Plan for Women's Development Policy and inputs for the 8th Five-year plan of the Government.

The comprehensive national-level reviews should ensure that all stakeholders, particularly the Civil Society Organizations participate in the process and contribute to accelerated implementation of existing commitments to gender equality and the empowerment of women and girls. It is UN Women's mandate to create civil society spaces and women's human rights defenders' involvement to such national review process.

b. General overview of services required/results

Based on the above context, the UN Women is disseminating a Call for Proposals to identify potential women-led Civil Society Networks/Coalitions/Platforms interested in undertaking the following.

- **Facilitation** of a citizen’s review on the progress and challenges in the implementation of Beijing Platform for Action in Bangladesh in last 25 years
- **Ensure** that marginalized groups of women have their own space in the review process to “leave no one behind”
- **Consolidation of recommendations** to the government on priority actions to accelerate implementation of Beijing Platform for Action
- **Sensitization and awareness raising** of the public on BPFA commitments of the government and action required

II. Description of required services/results

Output: Women’s and civil society organizations including those representing minority groups are engaged in the national review process for Beijing Declaration and Platform for Action and the revision of the National Action Plan for Women Development Policy

Activity: 1.1: Organize dialogues and awareness raising events in 7 divisional cities and in 3 poverty prone districts (in addition to 7 divisional cities) to capture women’s views and recommendations on BPFA implementation.

Activity 1.2: Support minority groups of women (e.g. disabled women, women from sexual minorities, Dalit women, etc.) organize consultations and mobilization events.

Activity 1.3: Organize a national culmination dialogue with the government, policy makers and media on citizen’s recommendations to expedite BPFA implementation in 4th quarter of 2019.

Activity 1.4: Produce advocacy and communication materials and disseminate the perspectives of diverse groups of women on BPFA implementation through social media and other creative means.

Important note: Please elaborate on how you would carry out each of these activities in your proposal.

UN Women will separately be supporting young women’s mentoring and mobilization for the Beijing Platform for Action implementation review process. The organization that is selected through the current Call for Proposal will be required to involve the young women that UN Women is supporting in the regional and national consultations.

PLEASE EXPLAIN IN YOUR PROPOSAL TO WHAT EXTEND YOU WILL CONTRIBUTE TO THE ACHIEVEMENT OF THE FOLLOWING INDICATORS

Indicators	Baseline	Target (by December 2019)
Number of participants (disaggregated by sex, disability status, ethnicity, age) in 7 divisional and 3 poverty prone districts and 1 national level consultations who engage in discussions to share their concerns and recommendations on implementation of BPFA	• 0	- 1280 women (80%) - 320 men (20%)
Percentage of minority group representatives engaged in the consultations.	• 0	- 40% (of total participants)

Advocacy and communication material on priority issues and recommendations produced as a result of countrywide consultations with citizens and disseminated through multiple medium to inform the national review process for BPfA+25	• No	At least 3 different mediums
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III. Competencies

a. Technical/functional competencies required

- Proven experience in mobilization and coordination of a diverse group of women's organizations for policy advocacy on gender equality and women's empowerment related issues.
- Demonstrated experiences in communication campaigns using a variety of medium
- Strong organizational track record in programme management, results-based monitoring and donor reporting.
- Proven organizational experiences in building Strategic Partnerships with the civil society organizations around the country.
- Demonstrated experience working with diverse groups of women and young women that are economically, politically, socially, culturally, or otherwise excluded, marginalized, and/or disempowered.

b. Other competencies, which while not required, can be an asset for the performance of services

- Tested approach on Rights-based approaches to advance women's economic and political empowerment and ensuring the voices and needs of women as rights-holders.

IV. **Timeframe:** Starting from 15 April 2019 to 31 December 2019

V. **Eligibility:** UN Women welcomes joint applications from a consortium or a network of organizations. Single organization applications are discouraged. There should be one legally registered organization that leads the application and management of the project for contractual purposes, but the proposal should clearly explain how the consortium/network will jointly implement the proposed activities.

ANNEX 1 - CALL FOR PROPOSALS (CFP) TEMPLATE

Mandatory requirements/pre-qualification criteria

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

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 lead organization and consortium/network 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 and consortium/network – 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 and consortium/network
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization/consortium/network deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational and consortium/network 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 proponent'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:

- The **problem statement** or challenges to be addressed given the context described in the TOR.
- The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets. 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), 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 /Programme Monitoring Framework (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/Programme Monitoring Framework

<input type="checkbox"/>	Organization:		Start Date: 15 April 2019				
	Programme Title:		End Date: 31 December 2019				
Contribution to Output 1	Output 1:	Indicators	Data Source	Baseline	Final Target Planned		
	expected result 1.1	Indicators	Data Source	Baseline	Final Target Planned		
	Key Activities (planned for Expected result 1.1):			Start Date	End Date	Type(s) of direct beneficiaries targeted by activity if applicable	# Direct beneficiaries per activity if applicable
	expected result 1.2	Indicators	Data Source	Baseline	Final Target Planned		

Key Activities (planned for Expected result 1.2):		Start Date	End Date	Type(s) of direct beneficiaries targeted by activity if applicable	# Direct beneficiaries per activity if applicable
expected result 1.3	Indicators	Data Source	Baseline	Final Target Planned	
Key Activities (planned for Expected result 1.3):		Start Date	End Date	Type(s) of direct beneficiaries targeted by activity if applicable	# Direct beneficiaries per activity if applicable
expected result 1.4	Indicators	Data Source	Baseline	Final Target Planned	

	Key Activities (planned for Expected result 1.4):	Start Date	End Date	Type(s) of direct beneficiaries targeted by activity if applicable	# Direct beneficiaries per activity if applicable

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). 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.

Output 1 Women's and civil society organizations including those representing minority groups are engaged in the national review process for Beijing Declaration and Platform for Action and the revision of the National Action Plan for Women Development Policy.									
Output/Expected result per output	Activity Number	Main activities	Responsible Party	March 2019	April 2019	May 2019	June 2019	Budget Description	Budget amount
Expected result 1.1	1.1.1.								
	1.1.2.								
	1.1.3.								
Expected result 1.2	1.2.1								
	1.2.2								
	1.2.3								
Expected Result 1.3	1.3.1.								
	1.3.2								
Expected Result 1.4	1.4.1								
	1.4.2								
Programme Management Unit				x	x	x	x		
Monitoring, Evaluation, and Audit				x	x	x	x		

Communication and Knowledge Management									
Administrative cost				x	x	x	x		
Total output 1									-

Annex 2: 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.

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

Annex 3: Format of resume for proposed staff

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with Firm: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

**Annex 4: 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	
CVsdfKey Staff proposed for the engagement with UN Women	Mandatory	

Administration and Finance

Document	Mandatory /Optional	Yes / No
AdministrativeandFinancialRulesoftheorganization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
Anti-Fraud Policy Framework	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		