



Call for Proposal (CFP) No. CxB-2019-02

Section 1 – CFP letter

UNWOMEN plans to engage a Responsible Party as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than (time) 23.59 pm. on (date) 5 June 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 1 Proposal/no proposal confirmation form
- Annex 2 Mandatory requirements/pre-qualification criteria
- Annex 3 Technical proposal submission form
- Annex 4 Financial proposal submission form
- Annex 5 Resumes of proposed team members
- Annex 6 Capacity Assessment Checklist

Reference Document:

- Annex 7 UN Women Standard Guideline for Multi-Purpose Women's Center (MPWC)

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

BCO.procurement@unwomen.org



Section 2: Proposal data sheet

Program/Project: Promoting women and girls' empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps

Program official's name: Flora Macula

Email: flora.macula@unwomen.org

Telephone number: +880 1 711 408222

Issue date: 22 May 2019

Requests for clarifications due 26 May 2019 (*via e-mail*)

Time: 23.59 PM.

UNWOMEN clarifications to proponents due [if applicable]

Date: 26 May 2019

Time: at 3.30 pm. UN Women Cox's Bazar in Prebid meeting. Meeting discussion points will be shared with all proponents.

Proposal due

Date: 5 June 2019

Time: 23.59 pm.

Planned award date: 30 June 2019

Planned contract start date / delivery date (on or before): 1 July 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 UNWOMEN requirement for (Responsible Party).
- 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 UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN by email at BCO.procurement@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex. 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. 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.

Any prospective proponent can seek clarification of the CFP at the pre-bid meeting to be held on 26 May 2019 at 3.30 pm at UN Women, Cox's Bazar Sub-Office- Hotel Probal, Cox's Bazar, Bangladesh. All proponents are requested to attend the pre-bid meeting where UN Women will share what is expected from the them. However the discussion points will be shared by email with all proponents.

5. Amendments to CFP documents

At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.

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

7. Submission of proposal

7.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.



- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. CxB-2019_02– (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. CxB-2019_02– (name of proponent) - FINANCIAL PROPOSAL All proposals

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

Proposals should be sent by email to the following secure email address:
BCO.procurement@unwomen.org

The other document required for the proposal like policy, manual etc shall be submitted preferably as email attachment. If not possible then send in sealed envelope to: Hotel Probal, Cox's Bazar, Bangladesh on or before 5 June 2019

- 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 (currency) BDT

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

11.1.PHASE I – TECHNICAL PROPOSAL (70points)

- 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 UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.



Technical description and appropriateness/adequacy of approach / service	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 $(\$10.00/\$20.00) \times 30$ points = 15 points.

12. Preparation of proposal

12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor"



refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/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):

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 2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex 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 4 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex 5: Resumes of proposed team members with prescribed information

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 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 6 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.



CFP-CxB -2019 -02

Call Opens: 22 May 2019

Deadline for Online Submissions: 5 June 2019

Section 4: UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

Since August 25, 2017, an estimated 725,000 refugees have fled violence and human rights abuses in Myanmar, seeking shelter in Bangladesh's Cox's Bazar District. The rapid influx of refugees into districts which already face significant levels of poverty and environmental fragility has put immense strain on infrastructure, the local economy, and contributed to a rise in tensions in the region. Approximately 56% of those that have fled are women and girls.

The rapid influx of refugees into districts which already face significant levels of poverty and environmental fragility has put immense strain on infrastructure, the local economy, and contributed to a rise in tensions in the region. Many Bangladeshi host communities remain nearly as poor and open to exploitation as the refugees themselves. The scale and visibility of the international response (though still insufficient) has led to widespread perceptions of unfair or preferential treatment for Rohingya refugees. The prospect of inter-communal or extremist violence, whether between Rohingya and host communities, or along the complex religious and ethnic lines which further divide both groups, could have catastrophic implications, including for women and children caught in the middle.

UN Women in Bangladesh is supporting the Government of Bangladesh with the Rohingya humanitarian crisis response. UN Women has developed a humanitarian response programme in partnership with the Ministry of Women and Children Affairs to meet the specific needs of the most vulnerable and marginalized Rohingya Refugee Women and Girls and the women and girls in the host communities affected by the refugee influx in Cox's Bazar. The objective of the programme is to ensure protection, as well as equitable and safe access of the most vulnerable and marginalized Rohingya women to humanitarian assistance and information, while assisting them to live with dignity. UN Women also co-chairs the Gender in Humanitarian Action Working Group (GiHA) for the Rohingya Refugee Response with UNHCR to promote gender-responsive humanitarian action across humanitarian agencies in Cox's Bazar and hosts the GenCap Advisor for the Inter-Sector Coordination Group.

a. General Overview of services required/results

The Joint Response Plan 2019 states that the "lack of income-generating opportunities and transferable skills development has catalyzed the exploitation of adolescent girls and women in the form of forced marriage, survival sex, trafficking for commercial sexual exploitation, drug smuggling and forced labour." Human trafficking for sex work and labour is reported to be on the increase. Young women and girls are especially vulnerable in highly volatile refugee condition and so require especial attention and measures to protect their safety and security and facilitate flourishing of their potentials.

In line with the Joint Response Plan, the goal of UN Women's crisis response in Cox's Bazar is to ensure that women and girls, affected by crisis, lead, participate in and benefit from relief and response efforts; and the



proposed programme is aligned with UN Women Country Strategic Note 2017-2020 Outcome 4.4: More women play a greater role and are better served by humanitarian response and recovery efforts.

Contributing to the “Joint Response Plan (JRP) for the Rohingya Humanitarian Crisis” which strongly acknowledges the needs for protection of women and girls and draws attention to their vulnerabilities, including barriers in accessing overstretched social services, and numerous risks to their safety and well-being and the finding of the Canadian Special Envoy’s fact-finding report on the Rohingya crisis in which call to action in support of Rohingya rights and dignity and identifies a critical need to support at-risk Bangladeshi citizens, to prevent a deterioration in local goodwill that could make a delicate and challenging situation even more dire.

UN Women thus looking for responsible party to contribute to enhancing protection and resilience of Rohingya women and adolescent girls in the refugee camps to promote women and girls’ empowerment and support and build the capacity of Rohingya women manage Multi-Purpose Women’s Center allowing for skills and capacity of Rohingya women in providing life-saving gender needs and services to Rohingya women and adolescent girls.

Responsible party are expected to develop and implement initiatives that deliver the following results.

Outcome 1: Protection of Rohingya women and adolescent girls in 2 camps are enhanced

Outcome 2: Economic resilience of Rohingya refugee in 2 camps women and adolescent girls are improved

2. Description of required services/ results

The project objectives will be met through the achievement of the following outcomes and outputs.

Outcome 1: Protection of Rohingya women and adolescent girls in 2 camps are enhanced

Output 1.1: Rohingya refugee women & girls in 2 camps have access to life saving information, services, and empowerment activities

Activity	Scope	Target date
1.1.1 Manage and run UN Women Multi-Purpose Women’s Center	2 Multi-Purpose Women’s Center in Camp 3 and 5	July 2019 – December 2021
1.1.2 Provide life-saving gender needs sessions	Information about nutrition, health, and sanitation trafficking, child marriage, sexual and reproductive health information, domestic violence and other forms of violence against women, including sexual exploitation and abuse and ways to protect themselves from these risks are provided to refugee women and adolescent girls in 2 camps	July 2019 – December 2021

Activity	Scope	Target date
1.1.3 Provide first aid psycho-social counseling and referral to GBV services	Provide information sessions and awareness raising on GBV and how to seek basic psycho-social consultations, and referral to GBV centers when GBV case is identified in camp 3 and 5.	July 2019 – December 2021
1.2.1 Build capacity of Rohingya women to manage Multi-Purpose Women's Center and deliver gender sensitive services	Engage and build capacity of Rohingya women and adolescent girls broadly around community engagement, leadership skills and technical skills to deliver life-saving information, operations of Multi-Purpose Women's Center and GBV referral services.	July 2019 – December 2021

Output 1.2: Access of refugee women and adolescent girls to market and skills market to participate trade-based activities are improved

Activity	Scope	Target date
1.2.1 Manage and run the market	Running and managing 1 Market in Camp 5	October 2019 – December 2021
1.2.2 Identify and develop trainings targeting plan Rohingya women and adolescent girls to participate and manage the market	Identify trainings needs for Rohingya women and adolescent girls to design the training modules on financial and numeric literacy and household budgeting etc. to help the Rohingya to be more reliable and predictable trading partners as well as market maintenance in consultation and for approval by UN Women	November 2019 – December 2020
1.2.3 Deliver trade-related trainings	Deliver trade-based and market maintenance trainings according to the approved training plan	November 2019 – December 2020

Outcome 2: Economic resilience of Rohingya refugee women and adolescent girls are improved

Output 2.1 Transferrable and applicable livelihood skills development trainings are identified and delivered to Rohingya women and adolescent girls

Activity	Scope and indicators	Target date
2.1.1 Develop transferable skills development trainings plan	Identify transferable livelihood development skills plan that applicable primarily within the	July 2019 – December 2020

Activity	Scope and indicators	Target date
targeting Rohingya women and adolescent girls	camps and explore expanded training options when new opportunities arise. All activities to be implemented in the camps will proceed with the support of local authorities, in close coordination with UN humanitarian agencies (the training provided may include production of reusable sanitary napkins to be distributed in the camp, sewing and handcraft makings, fabric printing, electronic repair skill, solar panel repairing and other skills to produce products and provide services that are in demand in the camps)	
2.1.2 Identify criteria for selection of trainees and monitoring mechanism to track progress of the trained participants	Develop two training plans identifying criteria and rollout plans for trainee's selection (for Rohingya refugees in 2 camps) the plan must include monitoring mechanism to track progress of the trained participants	August 2019 – December 2021
2.1.3 Provide livelihood skills training to women and adolescent girls in 2 camps	Deliver livelihood skill trainings according to the approved training plan	August 2019 – December 2021

Output 2.2 Livelihood grant and material are provided to the trained Rohingya women and adolescent girls

Activity	Scope and indicators	Target date
2.2.1 Identify criteria and monitoring mechanism for livelihood grant and distribution of materials for Rohingya women and adolescent girls	Desk review and consultation with other humanitarian actors providing grants/materials for livelihood development to inform the development of criteria for selection for camp 3 and 5	July – October 2019
2.2.2 Distribute livelihood grant and materials	Provide grants, materials to the trained women and adolescent girls for income-generation activities in camp 3 and 5	November 2019 – December 2020
2.2.3 Distribute micro-finance support for Rohingya traders	Micro-finance support for Rohingya traders in the camp 5 to start or expand their businesses, would be based on value chain assessments that	November 2019 – December 2020

Activity	Scope and indicators	Target date
	could deliberately link Rohingya businesses to host community suppliers, building interconnectivity and trust through trade	
2.2.4 Report results of the grant and materials provided to the trained women and adolescent girls	Monitor, collect and report data of recipients according to the approved monitoring plan	January 2020 – December 2021

3. Timeframe: The project will commence upon signing the contract and expected to be accomplished by December 2021. Submit proposal for the period 01 July 2019 to 31 December 2021.

4. Competencies:

- a. Technical/functional competencies required;
 - i. Demonstration of a strong background on women empowerment and response in camps and host communities
 - ii. Organization having grassroots presence specifically in Cox's Bazar with experience providing livelihood trainings for Rohingya women and girls
 - iii. Organization having proven credibility on gender equality in Bangladesh
 - iv. Proven ability to implement humanitarian response context
 - v. Good track record with UN agencies.

- b. Other competencies, which while not required, can be an asset for the performance of services
 - i. Qualified human resources to deliver programme results
 - ii. Strong monitoring and evaluation capacity
 - iii. Have accountable financial, procurement and HR management



Annex 1- Proposal/no proposal confirmation form

Call for Proposals: Responsible Party to implement “Promoting women and girls’ empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps ” Project

CFP no: CxB-2019_02

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/supply
- 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 2- Mandatory requirements/pre-qualification criteria

Call for Proposals: Responsible Party to implement “Promoting women and girls’ empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps ” Project

CFP No: CxB-2019_02

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 3- Technical proposal submission form

Call for Proposals: Responsible Party to implement “Promoting women and girls’ empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps ” Project

CFP No: CxB-2019_02

Technical proposal submission form

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

The 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 CxB-2019- 02- (Name of Proponent) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal No CxB-2019- 02

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 _____



Proponent's Eligibility Confirmation and Information	Proponent's Response
<p>5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - 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)</p>	



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.

(Seal)

(Signature)

(Printed Name and Title)

(Date)



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

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



Technical proposal submission form

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

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

Section	Points	Criteria
1	40	Technical description and appropriateness/adequacy of approach / service
2	15	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • proposed staffing (number and expertise) for the services to be delivered; • organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the proponent organization
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)
		Provide a minimum of two relevant references of similar successful Project
TOTAL	70	



The development of the Technical Proposal must be guided by the evaluation criteria presented above and provided example below.

Section 1: Technical description and appropriateness/adequacy of approach / service (40 points)

Section 1.1. Capacity to implement activities to achieve planned results (*max 1,000 words*) - 10 Points

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:

- Demonstration of a strong background on women empowerment and response in camps and host communities
- Organization having grassroots presence specifically in Cox's Bazar with experience providing livelihood trainings for Rohingya women and girls
- Organization having proven credibility on gender equality in Bangladesh
- Proven ability to implement humanitarian response context
- Good track record with UN agencies.

Section 1.2 Description of the technical approach and activities: (*max 1500 words*) – 10 Points

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will be done to produce the expected results in terms of activities.

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 Section 1.3

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.

Section 1.3: Implementation and Monitoring and Evaluation Plan – 20 Points

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) and propose specific and measurable indicators which will form the basis for monitoring and evaluation.



Implementation Plan/Programme Monitoring Framework

Contribution to Output 1	Organization:		Start Date: July 2019		
	Programme Title:		End Date: Dec 2021		
	Output 1:	Indicators	Data Source	Baseline	Final Target Planned
	XXXXXXXXXXXXXX				
	expected result 1.1	Indicators	Data Source	Baseline	Final Target Planned
	XXXXXXXXXXXXXXXXXXXXXXXXXX				
		Key Activities (planned for Expected result 1.1):	Start Date	End Date	Type(s) of direct beneficiaries targeted by 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 beneficiarees 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 beneficiarees 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

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

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									
Output/Expected result per output	Activity Number	Main activities	Responsible Party	MM/YY	MM/YY	MM/YY	MM/YY	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								
				x	x	x	x		
Programme Management Unit				x	x	x	x		
Monitoring, Evaluation, and Audit									
Communication and Knowledge Management				x	x	x	x		
Administrative cost	-								



Annex 4: Financial proposal submission form

Call for Proposals: Responsible Party to implement “Promoting women and girls’ empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps ” Project

CFP No: CxB-2019_02

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

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 CxB-2019-02

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 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 reporting.
- 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 figures contained in the Budget Sheet should agree with those on the proposal header and text.

A sample of budget sheet

Outputs			
* Please Repeat this table for each Output			
Expenditure Category	Total, [BDT]	US\$	% Total
1. Personnel			
2. Materials			
3. operational costs including travel			
4. Other costs ¹			
Total Cost			



¹ 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.

Note: Proponents will attach a budget note stating the items and cost included in each line item. In particular in the personnel line in addition to monthly salary what other benefits are included like gratuity, provident fund, Festival Bonus, leave encashment etc. If these are included in the personnel budget, the respective payment policy has to be attached.

I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package. In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

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



Annex 5: Resumes of proposed team members with prescribed information

Call for Proposals: Responsible Party to implement “Promoting women and girls’ empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps ” Project

CFP No: CxB-2019_02

Format of resume for proposed staff

Name of Staff: _____

Title: _____

YearswithFirm: _____ 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 6: Capacity Assessment Document Checklist For Potential Responsible Parties

Call for Proposals: Responsible Party to implement “Promoting women and girls’ empowerment through enhancing protection and economic resilience and access to market of Rohingya women and adolescent girls in 2 camps ” Project

CFP No: CxB-2019_02

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	
CVsofKeyStaffproposedfortheengagementwithUN 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	



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



Annex 7: Reference Document

UN Women Standard Guidance for Multi-Purpose Women's Centers Cox's Bazar, Bangladesh

1. What is a UN Women supported Multi- Purpose Women's Centres (MPWC):

A multi-purpose women's center (MPWC) is a place where women and girls can go to at any time to feel safer and empowered and have access to information, education, skills training, recreational activities, support and services. These spaces support women and girls to recover from violence, trauma and stress, form networks and access support, safety and opportunities. It is a space where women and girls feel comfortable and enjoy the rights of freedom to express themselves without the fear of judgment or harm. These are often integrated spaces offering a range of services including resources, information, social networks, child care, wash facilities, livelihoods skill training, leadership training, to essential and discrete clinical care and sexual reproductive health services. MPWCs are safe spaces for women and girls in the community, culturally-appropriate and tailored to the context. MPWCs can be used for various activities such as: GBV case management, individual or group counseling, psychosocial support, safety planning and risk reduction, skills-building, NFI distribution, recreational activities. Information on critical issues can be shared in these spaces such as where/how to access humanitarian services and information on services, relief, women's leadership and empowerment, sexual and reproductive health, legal rights, childcare, and GBV prevention and response. MPWCs are safe spaces that promote women's protection and empowerment and help mitigate risk of GBV. Why do women and girls need special support in emergencies? Evidence suggests that the establishment of women- and/or girl-only spaces helps to reduce risks and prevent further harm during acute emergency responses. These spaces provide women and girls with a safe entry point for life-saving services and a place to access information. Safe gathering points also offer them an opportunity to engage with each other, build important connections, solidarity and support with other women and girls, exchange information, and rebuild community networks and support. Safe spaces can be a key way of building women and girls' social assets.

The key objectives of a MPWCs are to provide a place where women and girls can:

- Socialize and re-build their social networks in different environment;
- Receive social support;
- Acquire context-specific relevant skills (income generation, life skills, leadership skills);
- Referral services to access safe and non-stigmatizing multi-sectorial GBV response services (psychosocial, legal, medical);
- Receive information on issues related to women's rights, health, and services provided by various government and non-government sector;
- Develop linkages with other services providers for assistance.
- Promote menstrual hygiene management

In addition, the activities of the MPWCs may also integrate additional key elements including:

- Women's leadership and participation in community groups, systems and decision making bodies in the local and district level.
- Implementation of disaster risk reduction and preparedness measures at community level.
- Women's economic empowerment and livelihoods enhancement.
- Capacity development on early warning systems and other preparedness measures.
- Community reconciliation and social cohesion efforts.



- Awareness raising sessions on nutrition, GBV, menstrual hygiene, human rights etc

2. What are the guiding principles of a MPWC

The MPWCs must;

- Promote the leadership, participation and empowerment of women and girls.
- Engage women and girls in all aspects and activities of the center including construction, design, planning and overall management. Engage with and consult women and girls at each stage of the program. Ensure the MPWC and its activities are women-led and girl-led
- Be Safe and accessible for all women and girls. Take initiative to engage women in the overall running of the centre activities and explore options of gradually handing over the centre to Rohingya women to run the centre themselves in the long-term.
- Be inclusive by consulting and serving all women and girls in a given community, especially the most marginalised and neglected.
- Coordinate multi-sectorial support services and referral mechanisms including under the GBV Sub-Sector. Coordinate with the GBV Sub Sector and GBV response agencies (i.e.: health); know the referral system and ensure you update the referral pathway regularly based on actual availability of services
- Provide needs-based support adjusted according to needs assessments and community feedback within the scope of MPWC.
- Ensure adequate outreach and orientation to communities to encourage women and girls to participate in centre activities and seek support from the centre if needed.
- Establish safe and accessible community feedback mechanisms on the MPWC management and its activities, as well as any other overall concerns, complaints and feedback including on sexual exploitation and abuse, and make sure women and girls are aware of these.
- Ensure safe and ethical data collection and management
- Ask women and girls what they want to call their MPWC. Women and girls should be involved in the naming process. Do not call MPWC a 'GBV centre' or anything that suggests anyone going there has experienced GBV – that would make it unsafe for both survivors and staff. Offering a variety of services that are not related to GBV allows survivors to access services more safely and discreetly.
- If your organization operates centers for women and girls where GBV survivors can receive services, it is important to keep the centre a women only space. This to protect the psychological and physical safety of all the women and girls who come to the centre.
- Ensure gender-responsive women-only WASH facilities (latrines, showers, clothes wash and drying area, drying place for reusable menstrual hygiene items, etc)
- Ensure to hire ALL female staff to operate the MPWC and ensure all staff and volunteers and trained on and adhere to GBV guiding principles, code of conduct, women/survivor-centered support including by technically supervising and supporting staff in their roles
- Ensure your MPWC is known to, accessible for and tailored to the needs of ALL women and girls and that you are reaching the most isolated, marginalized women and girls, including those with disabilities, adolescent girls, older women, transwomen (hijras), pregnant and lactating women

Things not to do in MPWC;

- DON'T Locate the MPWC in an area occupied by military or in close proximity to religious buildings or other areas where men largely frequent
- DON'T ever hire male staff for the women and girl only space
- DON'T ever allow men in the MPWC – this rule may be breached in exceptional circumstances where a senior male official (UN, Government, Donor) is visiting the camp for a special monitoring purpose



or advocacy related purpose, but this is only allowed if it is fully agreed to based on seeking consent from the women in the centre

- DON'T Use "GBV"/"SGBV" or use any other sensitive title in the name and sign post for your MPWC – this exposes women and girls to stigma and jeopardizes their safety and security
- DON'T assume you know about the needs and priorities of women and girls in the community you are working without consulting with them – only they know this
- DON'T Allow men to loiter or gather right outside the MPWC – this will jeopardize the safety and accessibility of the MPWC for women and girls – seek appropriate assistance if you need it to send them on their way
- DON'T Treat women as beneficiaries but rather as active agents and leaders of the centre and its activities

3. Set-up of MPWC

See ANNEX 3. Of [Guidance for Women Safe Spaces in Cox's Bazar](#) for sample models and floor plans.

Minimum facilities:

- Private space for counselling
- Health clinic room
- Childcare room
- Livelihoods skills training room (with relevant equipment and tools)
- WASH area with showers, toilets and drying area
- Learning/education space
- Adolescent girls only space
- Open assembly space

For more detailed considerations and guidance on MPWC construction, location, layout and identification, see ANNEX 2 of [Guidance for Women Safe Spaces in Cox's Bazar](#).

General guidelines:

- Consult with women and girls in the target area about where they would like their space – hold a focus group discussions (FGD) with groups of women and groups of girls to find out from them which is their preferred area, or what type of area would they feel safest in to access and participate
- Don't place the safe space facility near or next to spaces where men congregate (phone charging stations; information points; mosques or other religious buildings; military points; cafes; distribution sites; gas stations or vehicle repairs; etc.)
- Locate the MPWC near a water point so easy access to water source for the MPWC (limiting the time and distance staff and volunteers have to travel to re-stock)
- Locate your near accessible latrines for women (this could also be an advocacy point with WASH if there are none or they are not functioning)
- Conduct a rapid service mapping to understand what services are in the area > Locate your MPWC near a functioning primary health care facility - try to place your MPWC (less than 1km) away from there in case of referrals for health services.
- As part of the service mapping and essential service audits, visit the nearest health care facility and find out what services they provide (clinical management of rape, SRH services; child and maternal care, etc.) and if they have female staff present; plus opening and working hours
- Locate your MPWC near good access roads, with clear paths leading to and from the MPWC. Always ensure there is good lighting leading to the site (if no lighting exists – this is strong advocacy point to camp/site management and other relevant sectors) > However, try not to put it actually on a main road or a central path/thoroughfare as there will likely be a lot of people and/or vehicle traffic and

movement which would disrupt the ambiance, security and integrity of it being a safe and confidential space for women and girls, with men frequenting back and forth. If you have already located your MPWC on a main road or path, ensure that the public cannot look into the MPWC through open windows, low walls, or wide doors. Ensure the front is concealed and private – consider putting up high walls and a privacy screen on the other side of the entrance so people can see into the space.

- Don't put your MPWC in a really remote area or space surrounded by bush/jungle where there are no other services or community – this will force women and girls, and the SSWG staff, to travel through potentially dangerous spaces to access the MPWC (other hazards might also include snake bites if the pathways are uncleared)
- Don't include the MPWC within a public building or structure (i.e. a primary health care facility) – as men will also be accessing those wider services, and thus be around the MPWC, this would undermine the integrity of the space being safe, confidential, comfortable and accessible for women and girls; women and girls attending and accessing services will be seen by the community potentially leaving them open to stigmatization and potential perpetrator retaliation
- Consider the disaster and weather change resistance of the structure of the MPWC including by consulting with relevant cyclone, monsoon and winter preparedness actors.

4. Staffing of MPWC

See ANNEX 4. Of [Guidance for Women Safe Spaces in Cox's Bazar](#) for sample job descriptions for MPWCs.

Minimum staffing requirements for MPWCs:

- Senior Response Officer/Centre Manager
- Livelihoods/Skills Development Coordinator and Supervisor
- Paramedic
- PSS Counsellor
- GBV Response officer/Case Worker
- Adolescent Girls Officer
- Community Outreach Workers
- Child caretaker

Capacity Building/Training/On-going learning:

- Check in with MPWC staff on what types of half day capacity building they need/want to improve their skillset and assist them in enhancing the MPWC.
- Discuss with staff on a monthly basis on what specialized services they may need training in order to improve service provision in the MPWC.
- Ensure that all staff receiving regular, weekly, on-the-job mentoring and on-going practical learning opportunities provided by technical specialists.

5. Activities

Key things to consider:

- Have you created a weekly schedule of activities?
- Is the schedule of activities on the wall and accessible/readable for women and girls accessing the MPWC?
- Have you asked women and girls if the MPWC sessions and activities should be held in the morning or afternoon?



- What days are best for the MPWC to be open?
- Have you considered who will clean the safe space (it will need to be a female to maintain the integrity of the MPWC)?
- Have you received feedback from women and girls on activities? How should the activities adapt based on feedback?
- Have you ordered the supplies needed for the MPWC? What is the schedule for ordering supplies?

Minimum activity requirements:

- Individual and group counselling
- Livelihoods skills training (tailoring, mobile repair, production of key items, etc)
- Regular learning/education/information/orientation session on life skills, literacy/numeracy skills, financial management, entrepreneurship, leadership skills, sexual and reproductive health, gender equality and women's rights, etc

6. Other

For more overall guidance, tools and resources please see [Guidance for Women Safe Spaces in Cox's Bazar](#)