



**Spotlight  
Initiative**  
To eliminate violence  
against women and girls



## **Call for Proposal (CFP)**

**CFP No : EU/UN Spotlight Initiative 001-2019**

### **Section 1 – CFP letter**

UN WOMEN plans to engage Responsible Party (Implementing Partners/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 UNWOMEN Terms of Reference. Proposals must be received by UN WOMEN at the address specified not later than 5:00 PM Liberian time on **July 19, 2019**.

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

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

### **CFP forms to be returned (mandatory):**

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

Interested proponents may obtain further information by contacting this email address:  
[procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@unwomen.org)

## **Call for Proposal (CFP)**

**CFP No. EU/UN Spotlight Initiative 001-2019**

### **Section 2: Proposal data sheet**

Program/Project: The Spotlight Initiative (SI) Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of sexual and gender-based violence (SGBV), harmful practices (HPs) and obstacles to access to sexual and reproductive health rights.

EU/UN Spotlight Initiative, The Government of Liberia/United Nations Joint Programming Initiative to Prevent and Respond to Sexual and Gender Based Violence and Harmful Traditional Practices (HTP) in Liberia.

Program Official's name: EU/UN Spotlight Initiative

Email: [procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@unwomen.org)

Issue date: July 9, 2019

#### Requests for clarifications due

Date: July 12, 2019

(via e-mail)

Time: 5:00 PM Monrovia time

#### UN WOMEN's clarifications to proponents due

Date: July 16, 2019

Time: 5:00 PM Monrovia time

#### Proposal due

Date: July 19, 2019

Time: 5:00 PM

Planned award date: July 24, 2019

Planned contract start date: August 6, 2019

## **Call for Proposal (CFP)**

**CFP No. EU/UN Spotlight Initiative 001 - 2019**

### **Section 3: Instructions to proponents**

#### **1. Introduction**

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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 UNWOMEN Procurement Liberia, by email at [procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@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 B2-1. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2.1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **4. Clarification of CFP documents**

A prospective proponent requiring any clarification of the CFP documents may notify 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 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 as part of the template for proposal submission (Annex B2) one email. With the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

**All proposals should be sent by email to the following secure email address:** [procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@unwomen.org) 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 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 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, will 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 United States Dollars only.

UNWOMEN 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**

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 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.

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

## 11. Evaluation of technical and financial proposal

### 11.1.PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1.Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by 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 49 points.

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

### 11.2.PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

Formula for computing points:  
Points =  $(A/B)$  Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B's price is \$20.00. Proponent B receives  $(\$10.00/\$20.00) \times 30$  points = 15 points

## 12. Preparation of proposal

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

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of 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 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 ( <b>Annex B2-1</b> hereto)
Part of proposal	Technical proposal submission ( <b>Annex B2</b> )
Part of proposal	Resumes of proposed team members with prescribed information ( <b>Annex B1-5</b> )
Part of proposal	Capacity Assessment Checklist ( <b>Annex B1-6</b> )

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 ( <b>Annex B1-1</b> hereto)
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### **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.

### **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 Six Months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

## **Annex B2 (Template for Proposal Submission)**

**Description: Strengthen Women Rights Institution and CSO to have a better understanding to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR  
EU/UN Spotlight Initiative 001-2019**

### **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. 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 organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – 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
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

This section should articulate the 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:

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

## 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: Implémentation Plan (max 1.5 pages)

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

## Implementation Plan

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

## 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.

**Result 1 (e.g. Output)** Repeat this table for each result.

<b>Expenditure Category</b>	<b>Year 1, [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
<b>Total Cost for Result 1</b>				

## Section 4: UN Women Terms of Reference

### 1. Introduction

#### a. Background/Context for required services/results

The Spotlight Initiative (SI) Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of sexual and gender-based violence (SGBV), harmful practices (HPs) and obstacles to access sexual and reproductive health rights (SRHRs). It provides a unique opportunity to demonstrate that a significant, concerted and comprehensive investment in gender equality can make a transformative difference in the lives of women and girls, as well as contribute to the achievement of all the Sustainable Development Goals (SDGs). It will focus on consolidating gains by developing a more effective prevention and response mechanism to violence against women and girls and the promotion of SRHRs, through innovative approaches that strengthen an enabling legal and policy framework, effective and coordinated institutions, community mobilization and empowerment, increased and equitable access to holistic and integrated care services, access to and use of quality statistical data and strengthened and dynamic women's rights organizations.

Civil Society Organizations (CSOs) and Women's Rights Institutions outreach and input in the budget process help to improve efficiency and accountability. CSOs and Women's Rights Institutions can help the Government to articulate the interests of certain sectors of society into relevant policy, including in the budget. They can also act as a pool of expertise on which the Government can draw on, as they can, for instance, provide an independent source of useful information and analyses that can inform the budget planning and implementation processes. CSOs and Women's Rights Institutions often help in monitoring government performance, and tracking public expenditure and reporting thereon, following up on audit findings, as well as exposing corruption and misconduct in government. For CSOs to play this key role efficiently in Liberia, their capacity needs to be strengthened to have a better understanding of the National Budget and to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR.

There is a gap between gender responsive policy and the ways in which government funds are mobilized and spent. The gap between a gender policy, budget allotment and execution discourage the participation of women and their engagement in consultations while formulating new policies, legislation and in the allocation and expenditure of resources. Consequently, the gender-specific needs of women and girls are overlooked in the planning and budget making processes. Civil society organizations (CSOs) and Women's Rights Institutions play an important role in public budgeting. They can help improve budget policies by providing information on public needs and priorities through their connections with citizens, communities, and sectors. CSOs and women's rights institutions can also play an important role in holding the executive accountable for how it uses public resources. When CSOs and Women's Rights Institutions lack access to budget information or opportunities to engage in budget processes, it opens the door for the executive to choose unpopular or inappropriate programs, waste money, and allow or engage in corruption.

Therefore, the opportunity for civil society participation allows for quality outcomes and better

government performance in budget matters.

UN Women therefore seeks intervention that will strengthen Women's Rights Institution and CSOs to have a better understanding to advocate for Gender Responsive Policies, Planning, Budgeting, Implementation and Monitoring to address gender imbalance in allocation and expenditure of public resources and thereby contribute to achieving gender equality including ending violence against women and girls, SGBV/HPs and promote Women and Girls' SRHRs.

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

Under the overall guidance of the UN Women Deputy Country Representative and direct supervision from UN Women Gender Responsive Budgeting Programme Specialist, the Implementing Partner/Responsible Party (IP/RP) will work towards the following objective, to:

- a) Strengthen Women's Rights Institutions and CSO to have a better understanding of the National Budget and to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR

### **Activity target group**

The selected IP/RP will work with the following target groups;

- CSOs including women's rights institutions that are interested and committed to dedicate time for gender budget watchdog reporting in pilot ministries<sup>1</sup> in the Republic of Liberia;
- Research and academic institutions;
- Parliamentary Committees on gender, budget and health;
- Legislative Budget Office (LBO); and
- Women Legislative Caucus

The selected IP/RP is required to consider the following programme principles when developing their proposals and implementation plan:

**Prioritization:** The Partner will prioritize respect, safety and confidentiality for all affected and survivors.

**Do no harm:** All activities are carefully designed and will be implemented to pose no threat to women and their children, including but not limited to survivors.

**Clients' right for choice is at the center of all interventions:** The partner will follow a

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<sup>1</sup> Ministry of Gender Children & Social Protection, Ministry of Finance and Development Planning and Ministry of Justice



non-prescriptive approach in all programme interventions and will respect women's choices and decisions, providing as much information to them as possible to better inform their decisions and request consent for actions taken on their behalf. **improving coordination:** The partner aims to facilitate coordination with similar initiatives of other budget transparency and accountability programmes, agencies, and institutions into an effective action. The selected IP/RP will assume a coordinating function and act as a source of knowledge for other organizations.

**Building partnerships:** The partner will try to not duplicate existing projects, but will partner with the private sector, other donor-funded initiatives and government projects, and the burgeoning financial sector, wherever possible.

**Simple design:** The partner will set up minimal structures or networks in a few suitable locations during the project.

**Sharing best practices:** The partner will leverage opportunities for identifying and disseminating emerging successful prevention, response and economic empowerment models for women and girls in Liberia. **Draw from and contribute to the evidence:** The partner will deliver new evidence on the risk factors for Violence Against Women, Sexual and Reproductive Health and HIV/AIDS, Gender Responsive Budgeting and integrate stronger evaluation and monitoring practices to ensure evaluability.

**Integration:** Working with a wide range of stakeholders' the partner will aim to improve linkages between existing prevention and response structures.

### Key Deliverables

Key deliverables shall include but are not limited to the following;

- a) Work plan developed within five working days after beginning the assignment;
- b) International consultant hired to provide training in GRB;
- c) Gender budget watched dog report developed for pilot ministries<sup>2</sup>;
- d) Training manual in GRB developed for 40 CSOs and Women rights institutions;
- e) Three-days training organized and conducted in GRB for 40 CSOs and Women's rights institutions; and
- f) Final report submitted containing results, challenges, knowledge, skills, recommendations and action plan to advocate for gender responsive budget. (Annexes, participants list, training report and pictures)

In addition, the IP/RP will submit monthly results and evidence-based progress narrative report and end of project financial report with an overview of activities, results, challenges and recommendations for future actions.

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<sup>2</sup> Ministry of Finance and Development Planning, Ministry of Justice, and Ministry of Gender Children and Social Protection

<b>3. Timeframe: Start date and end date for completion of required services/results</b>	
Deliverable	Expected Date
Work plan developed within five working days after beginning the assignment;	9 August
International consultant hired to provide training in GRB;	16 August
Assessment report on the selection of CSOs and Women's Rights Institutions that are interested and committed in developing a gender budget watch dog report;	23 August
Gender budget watched dog report developed for pilot ministries <sup>3</sup> ;	30 August
Training manual in GRB developed for 40 CSOs and Women rights institutions;	13 September
Three-days training organized and conducted in GRB for 40 CSOs and Women's rights institutions; and	20 September
Final report submitted containing results, challenges, knowledge, skills, recommendations and action plan to advocate for gender responsive budget. (Annexes, participants list, training report and pictures)	11 October
<p><b>Project location</b>  Monrovia, Pilot Ministries – Finance and Development Planning, Justice, and Gender Children and Social Protection</p> <p><b>Time Frame</b>  2 Months beginning from August 6, 2019 – October 18, 2019</p> <p><b>Reporting:</b> Progress/Status Report on a monthly basis  Final Report at the end of the project period</p>	
<p>4. Competencies:</p> <p><b>Technical/functional competencies required;</b></p> <p>1. <b>Reputation of Organization and Staff:</b></p> <ul style="list-style-type: none"> <li>Documented successful track record (for newly formed organizations, the personnel to be assigned to the UN Women project should have a proven track record of 5 years in the subject field);</li> </ul>	

<sup>3</sup> Ministry of Finance and Development Planning, Ministry of Justice, and Ministry of Gender Children and Social Protection

- A proven commitment to results (able to provide records of successful projects);
  - Proven credibility in the country or region or in the original country of location, especially credibility in terms of working towards gender responsive planning and budgeting, gender equality, women's rights and economic empowerment.
2. **General Organizational Capability:**
- Strength of project management on conducting successful and standard trainings to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR;
  - Track record in advocating for gender equality and strategy to address VAWG, SGBV/HP and promote Women and Girls' SRHR
  - Track record of working in transparency and accountability;
  - Record and evidence of organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and sexual harassment policy;
  - A track record of delivering quality and timely project results.
3. **Organizational expertise in the area of specified programme:**
- Evidence that the organization can conduct quality trainings on GRB and, handholding and other needed support to the clients of the project or previous experience and expertise of successfully managing projects of same nature.
4. **Accountability and Financial Control:**
- A functioning internal control framework and process to deliver quality and timely project results.

## Annex B1-1

### Call for proposal

**Description:** Strengthen Women Rights Institution and CSO to have a better understanding to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR

**CFP No. EU/UN Spotlight Initiative 001-2019**

### Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject \_\_\_\_\_

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

Ug

- ☐ 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 B2-1

### Call for proposal

**Description of Services:** Strengthen Women Rights Institution and CSO to have a better understanding to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR

CFP No. **EU/UN Spotlight Initiative 001-2019**

### 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. 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.

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	Yes/No

Nations Security Council Sanctions List(s)	
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## Annex B1-5

**Description of Services:** Strengthen Women Rights Institution and CSO to have a better understanding to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR  
**CFP No. EU/UN Spotlight Initiative 001-2019**

### Format of resume for proposed staff

Name of Staff: \_\_\_\_\_

Title: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

### Employment Record/Experience

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

### References

Provide names and addresses for two (2) references.

## Annex B1-6

Description of Services: Strengthen Women Rights Institution and CSO to have a better understanding to advocate for Gender Responsive Planning, Budgeting and Monitoring to address VAWG, SGBV/HP and promote Women and Girls' SRHR

CFP No. **EU/UN Spotlight Initiative 001-2019**

### Capacity Assessment Document Checklist For Potential Implementing Partners/Responsible Parties

#### Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statutes of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

#### Administration and Finance

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

#### Procurement

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

#### Client Relationship

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