

Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-003

Section 1 – CFP letter

UNWOMEN plans to engage an (Implementing Partner/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 5:30pm **Ethiopia standard time (GMT+3) on 20 August 2019.**

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

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

CFP forms to be returned (mandatory):

- Annex B1-1 Proposal/no proposal confirmation form
- Annex B1-2 Mandatory requirements/pre-qualification criteria
- Annex B1-3 Technical proposal submission form
- Annex B1-4 Financial proposal submission form
- Annex B1-5 Format of resumes for proposed staff
- Annex B1-6 Capacity Assessment Document Checklist

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

Tsgereda.lemma@unwomen.org

Call for Proposal (CFP)

CFP No. **UNW-ECO-CFP-2019-003**

Section 2: Proposal data sheet

Program/Project: **Gender Transformative Climate Smart Agriculture and Agri–Business Program for Integrated and Inclusive Economic Empowerment of Rural Women/Female youths.**

Telephone number: +251- 115 170886/ 118-695004

Issue date: 31 July 2019

To Submit Proposals: Ethiopia.public@unwomen.org

Requests for clarifications due

Date: Seven days before the deadline for submission of proposal (20 August 2019)

E-mail to: Tsgereda.lemma@unwomen.org with subject title “**UNW-ECO-CFP-2019-003**: Request for clarification from **[your organization]**”

Time: By CoB

UNWOMEN clarifications to proponents due [if applicable]

Date: 12 August 2019

Time: By CoB

Proposal due

Date: 20 August 2019

Time: 5:30 PM (**Ethiopia standard time, GMT+3**)

Planned award date: on or before 20 September 2019

Planned contract start-date / delivery date (on or before): September 30, 2019

Call for Proposal (CFP)

From NGOs (National Civil Society Organizations)

CFP No. UNW-ECO-CFP-2019-003

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 (Implementing Partner/Responsible Party).
- 1.2. UNWOMEN is soliciting proposals from NGOs – National Civil Society Organizations
- 1.3. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. 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.
- 1.6. 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.
- 1.7. Effective with the release of this CFP, all communications must be directed only by e-mail at Ethiopia.public@unwomen.org with the above CFP number in the subject field for each of reference. 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 B. 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 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.

4. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

5. Amendments to CFP documents

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

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

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant 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. _____ – (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. _____ – (name of proponent) - FINANCIAL PROPOSAL

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

Ethiopia.public@unwomen.org

- 7.2. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

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

- 7.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

9. Proposal currencies

All prices shall be quoted in (currency) in USD

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 (70 points)

11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

	Technical description and appropriateness/adequacy of approach / 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) x 30 points = 15 points

12. Preparation of proposal

12.1. You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

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

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

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

12.5 Proposals must offer services for the total requirement, 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): **14 August 2019**

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B1-2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex B1-3 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex B1-5: Resumes of proposed team members with prescribed information

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

Pre-submission:

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

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

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

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

14 Award

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

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

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

15 Fast-track procedures during crisis situations for the selection of partners

15.1 Selection of partners during a crisis shall be governed by [INSERT CROSS REF TO POLICY] and the Call for Proposals (CfP) procedures outlined in the Annex B may not apply.

15.3 It should be noted that as per the guidance on “fast-track procedures for the selection of partners”, the engagement shall be time-bound and location-specific, and the engagement of the partners is limited to the period of the crisis or the duration of the agreement, whichever is later. Any further engagement must follow the relevant procedures in this Chapter (Annex B).

Section 4: UN Women Terms of Reference

TERMS OF REFERENCE (TOR)

for

Gender Transformative Climate Smart Agriculture and Agri-Business Program for Integrated and Inclusive Economic Empowerment of Rural Women/Female youths in Ethiopia

1. Introduction

a. Background

Agriculture sector is the backbone of the Ethiopian Economy but depending mainly on small and fragmented farm size, low level of technological upgrading and mechanization system including technologies for irrigation, with limited access to useful market and financial services to farmers. Postharvest loss caused by weak post-harvest technologies and less price at the time of harvesting is demotivating farmers to engage in meaningful farming activities in top of threatening their livelihood. In addition, Ethiopia has continued to experience the effects of climate change that affect productivity and negatively impacting economic development of the country.

While the challenges seem similar for everyone, female farmers in the rural areas and peri-urban areas are usually at a disadvantaged position due to gender issues and gender inequalities in their access to finance, market opportunities, green technologies and agricultural extension services and other skill development opportunities. These have been affecting capacities to attain sustainable livelihoods and adapt to climate change while deteriorating adaptive capacities and contribution to sustainable development among women farmers and female youths residing in rural and peri-urban areas. It is estimated that the gender gap in farm crop productivity in Ethiopia in 2015-2016 is around 9.8 percent and closing this gender gap could result in a one-off increase of US\$203.5 million in Gross Domestic Product (GDP)¹.

The development of industrial parks and urbanization may have opportunities for women and female in their access to market and better employment opportunities but there is a need to do deep analysis of gender issues as well as prospects/opportunities and challenges in the specific area where the urbanization and industry development process are taking place. Among others, the urbanisation process taking part in towns of Oromia Special Zone Surrounding Finfinnee is resulting in both prospects and challenges to the farmers and those living in peri-urban areas. As urbanisation reduces farmland size, it deteriorates the livelihood of farmers by degrading (pauperizing) their income source, urbanization results in land dispossession and this aggravates the severity of challenges on the farmers given the climate change effects that is reducing productivity of all farmers irrespective of the geographic areas. At the same time research also indicate that urbanization brought up market access and off farm job opportunities even if has also a lot of gender issues in it including gender based violence, issues of decent work, inequitable resources and unfair opportunities utilisation. The process if not addressed in gender responsive manner, creates social injustices by favouring the socio-economically privileged elites and harming socio-economically disadvantaged rural and peri-urban community. ²

These therefore, calls for appropriate gender analysis and respective actions to ensure that women and female youths in these areas are benefiting from the opportunities while reducing/addressing

¹ Assessment report of cost of Gender Gap in Agricultural Productivity, By UN Women and MOA, 2017

² Prospects and Challenges of Urbanization on the Livelihood of Farming Community Surrounding Finfinnee, American Research Journal of Humanities and Social Sciences, 2017

the challenges to ensure equitable economic growth social justices, improved livelihood and sustainable development the country is aspiring for.

To this end, achieving gender equality and women's empowerment demands transformative shifts and innovative solutions to removing structural barriers as also indicted in the UN Women 2018-2021 Strategic Plan. High quality of programmes through knowledge, innovation, results-based management and evaluation is needed. UN Women Globally has designed a Flagship Programming Initiatives for Women's Empowerment through Climate-Smart Agriculture and with the same implication, UN Women Regional Office for Eastern and Southern Africa and UN Women Ethiopia CO has also put Climate Smart Agriculture as core thematic areas for Women Economic Empowerment.

Under the Women Economic Empowerment (WEE) Program of UN Women Ethiopia Country Office, the program on climate smart agriculture namely "Gender Transformative Climate Smart Agriculture and Agri-Business (CSAAB)" aims at promoting the economic empowerment of women farmers and female youths for resilient, climate adaptive and sustainable livelihoods. Under this program on CSAAB for economic empowerment of rural women and female youths, gender transformative, integrated, inclusive, innovative and result oriented multi-sectoral program approaches will be employed to overcome the existing gender gaps in rural and peri-urban areas.

The program is aligned with (GTPII)- 2015/16-2019/20), UNDAF (2016-2020) and Sustainable Development Goals. The Program will be implemented initially in Oromia as a piloting phase and will be upscaled to Amhara, SNNPR and Tigray. During the piloting phase in Oromia (which will be running for three years), the program will be targeting a minimum of 6000 women farmers and female youths from 6000 households, reaching more 30,000 family and community members in the target kebeles/districts. The program also intends to reach 400 experts /staff from relevant government and other stakeholders (through training, exposure visits and other capacity building activities). CSAAB Program for integrated and including rural women/female youths' Economic empowerment in Oromia will be implemented in six districts (specific areas) of the Oromia region at the initial stage: **three districts in East Shoa Zone: Admai Tulu Jido Kombolcha, Bora, and Dugda and three peri-urban vicinities/rural kebeles around Galan, Laga Tafo-Laga Dadhi and Sululta towns.** This call for proposal is therefore amid at bringing on board a well experienced CSO to engage in and support for the implementation of the program in Oromia for best performance that will inform expanding of the program to other areas.

b. General Overview of services required/results

While the program aims at contributing to Women Farmers and Female Youths Economic Empowerment and improved resilience in a changing climate, the implementing partner will be responsible to deliver and achieve remarkable results under three outcomes and nine output level results indicated as follows:

Outcome 1: A gender-responsive policy, social and economic environment is in place for impartial access and control over productive resources and opportunities as well as CSA and Agri Business practices by women farmers and female youths,

Output 1. 1: Capacity of government institutions and policy makers to assess gender differentiated CSA barriers and integrate remedial interventions into budgeting, planning, programming and monitoring is enhanced,

Output 1. 2: Leadership/agency of women farmers and their organizations in influencing social practices, rights to land and financial and CSA frameworks is strengthened

Output 1.3: Evidence to influence development and effective enforcement of gender responsive frameworks on CSA for WEE is provided,

Outcome 2: Women and female youth farmers' productivity is increased in a changing climate,

Output: 2.1. Capacity and motivation among financial institutions to provide financial and non-financial services to women and female youth in CSA and agribusiness is enhanced,
 Output 2.2: Women farmers and female youths' access to gender responsive financial services, CSA information and skills is improved,
 Output 2.3. Rural women/ female youths' access to CSA technologies, inputs and practices enhanced

Outcome 3. Opportunities for women farmers and female youths to move up sustainable CSA value chains are provided

Output 3.1 Women and female youths' representation and decision making with in cooperatives and unions increased.
 Output 3.2. The capacity of women cooperatives to move from production to aggregation, processing and distribution is increased,
 Output 3.3. Women farmer/ female youth / access to local, national and regional markets is increased

2. Description of required services

The prospective implementing partners is expected to play four key roles but not limited to in line with specific results areas and outputs discussed above:

1. **Production of knowledge products, sharing and using the same as an input for further duties and responsibilities:** Gender Analysis /Baseline Survey and Feasibility Studies, identification of best practices, opportunities and gaps around policy, strategic and programmatic issues with respect to gender responsive Climate Smart Agriculture and Agribusiness Practices and benefit from economic opportunities in the target areas,
2. **Capacity building to government, private sectors and other stakeholders** and ensure coordinated business development and related services to the target women and female youths,
3. **Promote gender responsive behaviors and practices at policy, institution, HH and community level** through lobby and advocacy events, forums on WEE at regional level and contributing to the same at national level; gender sensitizations to target women and spouses and community conversations,
4. **Capacity building to target women /female youths and their organizations and ensure sustainable functioning of their organizations/institutions** : including organizing them in to cooperatives of different types beyond RUSACCOS like agro processing cooperatives, business cooperatives/association etc, conduct various soft and hard skill trainings, run functional adult literacy programs, exposure visits, provide effective financial and non-financial services(through revolving fund mechanism) ,technical support for value additions and aggregations, provision of technologies and inputs identified feasible to the target women groups/cooperatives ,strategized and sustainable market linkages activities, putting in place systems and guidelines etc,

3. **Timeframe:** Start date and end date for completion of required services/results
 Start date: Before/on September 30, 2019 and end date October 30, 2021

4. **Competencies:**

- a. Technical/functional competencies required: UN Women Ethiopia Office is looking for an experienced and committed CSO implementing partner with proved record of work and results in the specified target areas where site presence (functional sub office and/or main office with appropriate and skilled staffing) in each area is among the major criterion for selection. Organizational experience and proven track record/credibility on gender and development

specifically gender transformative programming approaches and gender responsive and inclusive climate smart agriculture (CSA) and agribusiness programs.

Experience on employing integrated multi sectoral development approaches with RBM and its application to key processes (planning, programming, monitoring, reporting and evaluation), etc are key areas of expertise relevant to the services required.

- b. Other competencies, which while not required, can be an asset for the performance of services
Gender responsive staffing /personnel, relevant experience in partnerships with UN Women and/or other UN agencies, governments, NGOs, and other development actors.

This TOR is approved by:

Signature: _____

Name and Designation: Letty Chiwara,
Representative to Ethiopia, AU and UNECA
UN Women Ethiopia

Date of Signing: 24/07/2019

Annex B1-1

Call for proposal

Description:

CFP No.:

Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

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

- ☐ The requested products are not within our range of services/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 B1-2

Call for proposal

Description of Services:

CFP No.

Mandatory requirements/pre-qualification criteria

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

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
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 ³	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

³ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

Annex B1-3

Call for proposal
Description of Services
CFP No.

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 (_____) - (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 (_____)

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

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

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

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

_____ (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.

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

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	
2	15	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	
	70	TOTAL	

Annex B1-4

Call for proposal
Description of Services
CFP No.

Financial proposal submission form

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

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No (_____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No **Error! Reference source not found.** I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

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

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

Annex B1-5

Call for proposal

Description of Services:

CFP No. _____

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

Call for proposal
Description of Services
CFP No.

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		