

# Call for Proposal (CFP)

**CFP No. UNW-ECO-CFP-2019-002**

**Enhancing the capacity of professional counsellors on tailored counselling to VAWG survivors**

## **Section 1 – CFP letter**

UN WOMEN plans to engage (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 CoB (05:30 PM) on 09/08/2019.

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 B2-1 | Proposal/no proposal confirmation form            |
| Annex B2-2 | Mandatory requirements/pre-qualification criteria |
| Annex B2-3 | Template for proposal submission                  |
| Annex B2-4 | Format of resume for proposed staff               |
| Annex B2-5 | Capacity Assessment Document Checklist            |

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

[Tsgereda.lemma@umwomen.org](mailto:Tsgereda.lemma@umwomen.org)

## Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-002

### Section 2: Proposal data sheet

Program/Project: **Enhancing the capacity of professional counsellors on tailored counselling to VAWG survivors**

Telephone number: +251 115170818/ +251118695004

Issue date: 31 July 2019

To submit proposals: [Ethiopia.public@unwomen.org](mailto:Ethiopia.public@unwomen.org)

### Requests for clarifications due

Date: five days before deadline (01/2019) (*via e-mail*)

[Tsgereda.lemma@unwomen.org](mailto:Tsgereda.lemma@unwomen.org) with subject title "UNW-ECO-CFP-2019-002: Request for clarification from [your organization]"

Time: CoB

### UNWOMEN clarifications to proponents due

Date: four days before deadline (05/08/2019)

Time: By CoB

### Proposal due

Date: 09/08/2019

Time: By CoB

Planned award date: 16 August 2019

Planned contract start date: Immediately after the award

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

**CFP No. UNW-ECO-CFP-2019-002**

### **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))
- 1.2 A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6 Effective with the release of this CFP, all communications must be directed only to UNWOMEN Info Ethiopia, by email at [Tsgereda.lemma@unwomen.org](mailto:Tsgereda.lemma@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 B2-2. See paragraph 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 B2-2. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is

received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

4.1. 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 section 2. 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.

4.2. 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**

5.1. 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.

5.2. 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**

6.1 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.

6.2 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) in 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:  
[Ethiopia.public@unwomen.org](mailto: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.

7.3 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.

7.4 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.

**7.5 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

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

- i. 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	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;</li> <li>organizational experience and proven track record/credibility on gender and development, Ending Violence Against Women and Girls, 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)	8 points

	<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>	
	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
	<b>TOTAL</b>	70 points

**b. PHASE II - FINANCIAL PROPOSAL (30 points)**

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 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 B2-2</b> hereto)
Part of proposal	<b>Template for proposal submission (Annex B2-3)</b>
Part of proposal	<b>Resumes of proposed team members with prescribed information (Annex B2-4)</b>
Part of proposal	<b>Capacity Assessment Document Checklist (Annex B2-5)</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 B2-1</b> hereto)
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### 13 Format and signing of proposal

13.1 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.

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

## Section 4: UN Women Terms of Reference

### TERMS OF REFERENCE (TOR)

#### General Information

Service/work description: **Provide standardized training and develop working manual on counselling to VAWG survivors**

Project Title: **Enhancing the capacity of professional counsellors on tailored counselling to VAWG survivors**

Duration 1 year

Expected start date Immediately after signing of the contract

#### I. BACKGROUND / PROJECT DESCRIPTION

Violence against Women and Girls (VAWG) is one of the most systematic, widespread human rights violations faced globally. About 1 in 3 women worldwide have experienced either physical and/or sexual intimate partner violence or non-partner sexual violence in their lifetime.<sup>1</sup> It occurs on a systematic basis and it may occur against any woman or girl, regardless of her country of origin, age, or socio-economic status. Women and girls face physical, emotional and sexual abuses that undermine their health and ability to earn livelihoods; disrupt their social systems and relationships; and particularly for girls, robs them of their childhood and education.

In Ethiopia, VAWG continues to be a major challenge and a threat to women's empowerment. According to EDHS 2016, at least one out of every three women in Ethiopia has been beaten, coerced into sex, or otherwise abused in her lifetime, by an intimate partner. The impact of violence ranges from immediate to long-term physical, sexual and mental health consequences for women and girls, including death. It negatively affects women's well-being and prevents women from fully participating in society including overall lost educational, employment, social, or participatory opportunities. Furthermore, there are insufficient rehabilitation service centers available in the country to provide effective and multi-sectoral services of high quality to women and girls survivors of violence in accordance with international human rights standards.

UN Women Ethiopia conducted a national assessment on the Availability, Accessibility, Quality and Demand of Rehabilitative and Reintegration Services to Women and Girls Survivors of Violence in Ethiopia in 2016. The report revealed that there are a few shelters providing rehabilitation and reintegration services for survivors of violence in the different regions. The study also identified the high unmet demand of the services due to the prevalent incidents of violence and capacity gaps in some shelters in providing standard services including gaps in access to tailored and regular training for personnel working in some of the shelters. The study further identified few one-stop centers and special investigation units providing coordinated and rapid services to women and girls. Some of these special investigation units are comprised of

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<sup>1</sup> WHO global statistics, 2013

investigation police officers, a prosecutor and social worker that provided psycho-social counseling.

Pertaining counseling services, it is provided to survivors in the different service providing sectors but usually through young psychology graduates who never took a specific training on counseling VAWG survivors. This poses serious risks including re-traumatization or secondary victimization of the survivor and burnout or secondary traumatization of the counsellors themselves. According to the national assessment<sup>2</sup>, a limited number of the shelters provide art therapies, drawing, drama, music and handicrafts activities for survivors as a way of teaching self-expression and trauma healing. Many of the shelters provide individual counseling sessions as well as group counseling including peer counseling in therapeutic healing whenever relevant. These counseling services were rated as highly valuable services by the survivors in those shelters.

On the other hand, the challenges in respect to staff burn-out resulted from dealing with women's traumatic experience was also one finding of the study. As a recommendation, the study highlighted the importance of using specific methods by trained professional counsellors or therapists to provide planned and tailored counseling and therapy. One of the lessons learned from UN Women's end evaluation of the three years program on EVAWG (2018) was to provide technical support to ensure counselling practice is based on a set of agreed principles and standards, so that counsellors are equipped with the necessary techniques for working with survivors, and that professional supervision is in place to monitor counsellors' self-care and professional competence, as well as to ensure ethical and safe practice.

UN Women Ethiopia as part of its EVAWG programme 2019 work plan intends to implement an intervention on 'Enhancing the capacity of professional counsellors on tailored counselling to VAWG survivors'. For this, UN Women Ethiopia is seeking to partner with a qualified civil society organization with extensive experience and proved capacity in providing tailored and standardized trainings and developing operational working manual on counseling for VAWG survivors. This initiative will be implemented in line with the global essential services package specifically module 4 Essential Social Services.

## **II. OBJECTIVE AND SCOPE OF THE WORK**

The overall objective of this initiative is to enhance the quality of counseling services provided at the women's shelters, one stop centers, and special investigation units to survivors of violence against women and girls based on the overarching principle of 'Do no Harm'.

In specific terms, the initiative aims to:

- Equip counsellors in the different service providing sectors with necessary techniques for working with survivors of VAWG

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<sup>2</sup> National Assessment on the Availability, Accessibility, Quality and Demand of Rehabilitative and Reintegration Services to Women and Girls Survivors of Violence in Ethiopia, 2016, UN Women

- Ensure counselling services help women and girls to achieve immediate safety, make sense of their experience, reaffirm their rights and alleviate feelings of guilt and shame
- Develop standardize training manual on counseling for VAWG survivors
- Create a pool of local professional trainers on tailored counseling for VAWG survivors
- Increase understanding of counsellors on the various techniques of counseling for GBV survivors
- Create a professional support group among counselors who are assigned in the different service providing centers

### III. EXPECTED OUTPUTS AND DELIVERABLES

The initiative is expected to deliver the following:

- A standardized training manual
- Conduct a Training of Trainers for selected counsellors from once stop centers, shelters, special investigation unites and women and children affairs offices
- A standardized counselling working manual for counsellors working with VAWG survivors in both long and short versions
- Pre-training capacity assessment report
- Monitoring and evaluation reports

### IV. QUALIFICATIONS OF THE RESPONSIBLE PARTY

- Legally constituted organization with a valid registration in Ethiopia.
- Experience on providing standardized trainings on counselling for GBV survivors
- A strong expertise in the area of service required
- Previous working experience with United Nations is desirable
- Must be able to deliver the service in both English and Amharic languages.

### V. INSTITUTIONAL ARRANGMENT

The selected organization(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A thorough selection process will take place to identify the potential partner/s. The selection process will be based on proven capacity to deliver the proposed services by the selected organization/s. The organization's capacity will be assessed by representatives from UN Women.

This TOR is approved by:

Signature: \_\_\_\_\_

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

Date of Signing: \_\_\_\_\_

## Annex B2-1

### 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:

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Subject 

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YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for

Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services
- ☐ We are unable to submit a competitive proposal for the requested services at the moment
- ☐ We cannot meet the requested terms of reference
- ☐ Your CFP is too complicated
- ☐ Insufficient time is allowed to prepare a proposal
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ Other (please provide reasons) 

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- ☐ 

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- ☐ 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. 

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 , phone/email 

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 , who will be able to assist.

## Annex B2-2

### 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.

<b>a. Mandatory requirements/pre-qualification criteria</b>	<b>b. Proponent's response</b>
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 B2-3

### Call for proposal

#### Description of Services:

CFP No.

### Template for proposal submission

#### **Mandatory requirements/pre-qualification criteria**

Proponents are requested to complete form Annex B2-1 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:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. 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.

<b>Component 3: Description of the Technical Approach and Activities</b> (max 2.5 pages)
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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

<b>Component 4: Implementation Plan</b> (max 1.5 pages)
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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.

<b>Result 1 (e.g. Output)</b> 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	N/A			
3. Training / Seminars / Travel Workshops				
4. Contracts	N/A			
5. Other costs <sup>3</sup>	N/A			
6. Incidentals	N/A			
7. Other support requested	N/A			
8. Contingency (max. 5%)				
<b>Total Cost for Result 1</b>				

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<sup>3</sup> "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

## **Annex B2-4**

### **Call for proposal**

#### **Description of Services:**

**CFP No.**

### **Format of resume for proposed staff**

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

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

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

### **Employment Record/Experience**

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

### **References**

Provide names and addresses for two (2) references.

## Annex B2-5

### 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		