### UN Women BANGLADESH WEE\CFP 2019\001

**Section 1 – CFP letter**

UN WOMEN plans to engage a Responsible Party as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 23.59 Dhaka Time on (date) 27 August 2019.

This UN Women Call for Proposals consists of 4 sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3. Instructions to proponents

CFP section 4: UN Women Terms of Reference

CFP forms to be returned (mandatory):

Annex 1- CFP template

Annex 2- Mandatory requirements/ prequalification

Annex 3 - Resume of proposed team members

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

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

Bangladesh Country Office Procurement BCO.procurement@unwomen.org

**Section 2: Proposal data sheet**

Program/Project: Promoting Gender Equality and Empowerment of Women and Girls in Clothing Industry

Program official’s name: Tapati Saha

Email: tapati.saha@unwomen.org

Issue date: 07 August 2019

Requests for clarifications due

Date: 15 August 2019 (via e-mail to: BCO.procurement@unwomen.org)

Time: 23.59 Dhaka Time

UN WOMEN clarifications to proponents due [if applicable] Date: 20 August 2019

Proposal due date:27 August 2019

Planned award date: 27 September 2019 (TBC)

Planned contract start date / delivery date (on or before): 27 September 2019 (TBC)

**Section 3: Instructions to proponents**

1. **Introduction**
	1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for Responsible Party.
	2. A description of the services required is described in CFP Section 4 -Terms of Reference.
	3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
	4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
	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.
	6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN by email at BCO.procurement@unwomen.org . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

### 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.

### Eligibility

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

### Clarification of CFP documents

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

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

Any prospective proponent can seek clarification of the CFP at the pre-bid meeting to be held **on 21st August 2019 at 3 pm at UN Women Bangladesh Country Office, House 39, Road 43, Gulshan 2, Dhaka 1212.** All proponents are requested to attend the pre-bid meeting where UN Women will share what is expected from the them. However, the discussion points will be shared by email with all proponents.

### 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.

### 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.

### Submission of proposal

* 1. There is only a single proposal that contains information about the technical approach, capacity, and budget (financial) to be submitted as one document, not separate as in the case of CFPs for large budgets. Proposals should be sent by email to the following secure email address:

BCO.procurement@unwomen.org . The email subject line and corresponding attachment should read:

CFP No. **BANGLADESH WEE\CFP 2019\001**PROPOSAL

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

* 1. 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.

* 1. 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.
	2. Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

### 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.

### Proposal currencies

All prices shall be quoted in **BDT**

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

### Mandatory/pre-qualification criteria

The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy 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.

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

### Evaluation of technical and financial proposal

* 1. PHASE I – TECHNICAL PROPOSAL (**70 points**)

11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners’ Assessment (CPA) appointed by 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)* 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)Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluationOverall governance/management structure of the proponent organization | 8 points |
|  | Financial and administrative management capacity: (See Capacity Assessment Checklist) | 7 points |
|  | TOTAL | 70 points |

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

### Preparation of proposal

* 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.
	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.
	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.
	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.
	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.
	6. Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** (**on or before 27th August**):

* 1. 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.
	2. Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Annex 1- CFP template

Annex 2- Mandatory requirements/ prequalification

Annex 3 - Resume of proposed team members

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

### Format and signing of proposal

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

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

### Award

* 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.
	2. The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
	3. The award will be for an agreement with an original term of 11 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

Section 4 – UN Women Term of Reference (**BANGLADESH WEE\CFP 2019/001)**

**Women’s Economic Empowerment**

**Theme:**

Promoting Gender Equality and Empowerment of Women and Girls in Clothing Industry

1. **Introduction**

UN Women Bangladesh has been working with government, private sector and civil society partners on the economic empowerment of women. UN Women is committed to creating improved working conditions for marginalized groups of women workers in the formal and informal sector, and home-based workers, empowering women through training, building confidence and creating an environment free from all forms of discrimination, abuse and exploitation.

Readymade garment (RMG) industry is an important driver of economic development, job creation and poverty reduction in Bangladesh. The RMG industry is the largest formal employer of women in Bangladesh where employment options for women are still very limited due to conservative social norms and practices. It employs about 4 million workers in the 4560 factories (BGMEA, 2018) and 65% of workers in the sector constitutes women, reported by an Asian Centre for Development survey in 2015. Some earlier data indicated that the figure may have been as high as 80% at one point but gender composition of workers has started to change in recent years with more men entering the sector. Study[[1]](#footnote-1) findings showed that, the main reasons for leaving RMG sector are violence/harassment (verbal, emotional, physical) at workplace, pregnancy, fear of miscarriage and work stress, high living cost against limited salaries; workplace injuries/occupational disease; work stress; consequences of workers’ unrest or movement; personal & family related problems; forced retirement/fired from the job.

In the RMG sector, still women comprise majority of the RMG workforce, but they hold only 2 to 3 percent of the supervisory positions. Women workers often experience multiple challenges which hinder their professional growth. Gender bias in work assignments, limited skills development opportunities, sexual harassment and intimidation at work, lack of an enabling policy and environment for women workers to balance work and family responsibilities are just a few of those structural barriers. As a result, a great number of women workers cannot fully reap the empowerment potential of engaging in work. Though, there is no recent gender disaggregated studies of skills and job levels in the RMG sector in Dhaka, anecdotal evidence overwhelmingly suggests that women work in lower skill, lower paying jobs and men tend to work in higher-skill, higher paying jobs and are more likely to be supervisors. Thus, even though women workers often move jobs, they often move within the same job function and do not enjoy the same promotion opportunities as men (who also tend to enter the workforce in higher-skill jobs).

As the Bangladeshi RMG sector matures and grows, it will require a successful business strategy with efficient, effective and sustainable allocation of resources to its factors of production, so a well-skilled, motivated work force is not just a moral goal, it’s a key business successful factor.

In response to these critical needs of women RMG workers, UN Women Bangladesh is implementing a pilot project on “Empowerment of Women and Girls in Clothing Industry” in order to identifying an innovative and effective approach for Empowering Women RMG workers in Bangladesh. Outputs and learnings from this pilot project will be used by UN Women and Fast Retailing to develop a multi-year programme. This project is supported by Fast Retailing (FR) Company Limited.

Through this Call for Proposal (CFP), UN Women Bangladesh aims to identify a registered non-government organization based in Bangladesh to support training and capacity building of women and men RMG workers in **2 pre-selected factories in Tangail and Chittagong**, as well as to conduct a study to identify training needs of women RMG workers and a mapping and analysis of ongoing programmatic interventions in the RMG factories aimed at improving the working conditions and skills of women workers.

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

**2.1 The expected project outputs are as follows:**

|  |
| --- |
| **Outputs** |
| **Output: 1.1** Effective approach for empowering women RMG workers assessed and identified |
| **Output:1.2** Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories   |

**2.2.: Key Intervention areas under outputs:**

**Output: 1.1** **Effective approach for empowering women RMG workers assessed and identified**

**1.1.1. Research component:**

The study will include training needs assessment of targeted women workers, mapping of existing women empowerment/ capacity development programmes and situation analysis of Women RMG workers. There are already rampant actors (capacity builders) in this field in Bangladesh.  Hence, UN Women would like to conduct an assessment to find out the effectiveness of existing initiatives supporting RMG workers and the opportunities available for the empowerment of women RMG worker.

**Output:1.2 Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories**

**1.2.1: Leadership and career advancement training component**

The training component will target women garment workers from 2 factories pre-selected with FR in order to develop and test a training curriculum that will increase management skills and upward career mobility of the women workers to become managers and supervisors in factories. A group of women RMG workers will be selected from the factories in close consultation with FR and respective factories management. The training will focus on development of self-management skills (communication skills, leadership, financial literacy, women’s security and safety and sexual harassment and abuse etc.) and people-management competencies for their professional advancement.

The male supervisors of the selected RMG factories will also be provided awareness /sensitization training on basic gender equality concepts and unconscious bias in order to create an enabling work environment for both women and men workers at factory level.

Training manuals and key takeaway materials will be developed at 3 levels: basic training for women workers, advanced training for women workers those who have leadership potentials and aspiring to become managers, and key takeaway materials on awareness building of men supervisors.

**1.2.1.1 Basic training manual:**

A basic training manual on self-management skills will be developed and tested under this project. This training manual will be developed based on the findings from the needs assessment study to be undertaken to identify capacity building needs of women workers in the 2 selected factories.

**1.2.1.2 Advanced training manual:**

Another proposed activity of the project is to develop and test an advanced training with selected women workers with leadership potential. The advanced training is aimed to develop competencies of women workers to become effective supervisors and managers in the factories. The advanced training will also include women who are already supervisors to further develop their skills.

**1.2.1.3 Key takeaway materials for sensitization of men supervisors**

User- friendly key take away materials on basic gender equality concept to develop for the sensitization of men supervisors of the selected factories. These materials will be used during the session to create awareness on gender equality and women’s empowerment issues in order to make enabling work environment for both men and women workers.

**2.3 Proposed Target group and location:**

The proposed geographical areas of the selected factories and number of women and men are mentioned in the table below. However, the number of targeted women and men workers, and factories may change during the finalization of the implementation plan based on the needs arise from respective factories and FR Japan.

|  |  |
| --- | --- |
| Location | Targeted beneficiaries |
| 2 Factories in Tangail and Chittagong | 200 women workers100 men workers |

**2.4: Expected deliverables and key activities:**

These are indicative activities, and applicants should elaborate in their proposal how they would carry out these activities.

| **Outputs** | **Deliverables**  | **Key activities** |
| --- | --- | --- |
| 1.1 Effective approach for empowering women RMG workers assessed and identified  | **-**Multi-stakeholders workshop to share and validate the findings of the study. --Final report on the study. | * Asses capacity building needs of women for building leadership skills, and for men RMG workers to develop awareness on gender responsive working environment in the selected factories.
* Map and analyze strengths and weaknesses of existing programmes and interventions with RMG workers to identify recommended intervention strategies for the empowerment of women RMG workers in Bangladesh.
* Analyze and prioritize key elements for the empowerment of women RMG workers that needs to be addressed in the programme design.
* Identify key stakeholders /actors for future partnership in the programmatic interventions.
* Identify most effective indicators to measure the impact of such training at work/home/community.
* Multi-stakeholders meeting to share findings of the result, action.
 |
| 1.2 Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories | -Two (2) Training manuals including Basic and advanced level training manuals-Key takeaway materials for awareness building -English translation of summary of two Bangla training manuals-Documentation of results of the activities are implemented.  | * A training packages including basic and advance training manuals to develop for women RMG workers for building leadership skills for upward mobility.
* key takeaway materials to develop for sensitizing men workers at the respective factories
* Provide basic training on self-management skills to women RMG workers
* Provide advance training to women workers with leadership potential to develop skills and competencies to become effective supervisors and managers.
* Sensitization on gender equality issues related to factories to men workers
 |
| * English translation of summary of the basic and advanced training manuals
 |
| * Identify mechanism to integrate these modules as part of regular capacity building process of the selected factories
 |
| * Documentation of results of the activities with recommendations for future intervention for women RMG workers
 |

**3. Timeframe and indicative sequence of the project implementation:** The project implementation is expected to start as soon as possible upon signing of the Project Cooperation Agreement (PCA) for a period of 5 months. The applicants should follow the required sequence to prepare implementation plan of the above-mentioned activities in the 5 months period. The capacity building needs assessment (under output 1.1) to be conducted quickly as one of the first activities, so that there is enough time to develop the training modules and test it within the stipulated timeline of the project. The rest of the elements of the study as mentioned above (table 2.4) could take forward simultaneously, while developing the modules for basic and advance level training. The applicants are needed to prepare the implementation plan for ensuring the results as expected from this project.

**4. Competencies:**

Technical and Functional:

- Legally registered Non-Governmental Organizations (NGOs/CSOs, INGO, Women’s Rights organization, network etc.) in Bangladesh.

**-** Proven track record at least for 10 years in implementing programmes/projects on gender equality, women’s economic empowerment at national and local level;

- Demonstrated experience in training and capacity building programmes on women’s leadership development for the RMG factory workers at least for 5 years;

- Proven strong capacity and experience in working with relevant stakeholders in the RMG sector in Bangladesh;

- Strong experience in conducting research/study on gender equality issues in general and particularly in the RMG workers

**Others:**

 - Previous collaboration with UN Women and/or other UN agencies and understanding of UN contractual systems and processes desirable;

- Strong local network with relevant stakeholders and local organizations is an asset.

ANNEX 1 - CALL FOR PROPOSALS (CFP) TEMPLATE

**Mandatory requirements/pre-qualification criteria**

Proponents are requested to complete form Annex 2 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 2. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

**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:

* The **problem statement** or challenges to be addressed given the context described in the TOR.
* The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined and will form an important part of the agreement between the proposing organization and 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: Implementation Plan /Programme Monitoring Framework** (max 1.5 pages)

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

### Implementation Plan/Programme Monitoring Framework

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Organization:** |  | **Start Date: 2019** |  |
| **Programme Title:**  |  | **End Date: 2020** |
| **Contribution to** Outputs: 1.1 Effective approach for empowering women RMG workers assessed and identified&1.2 Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories | **Output 1.1** Effective approach for empowering women RMG workers assessed and identified | **Indicators**  | **Data Source** | **Baseline** | **Final Target Planned**  |
|  |   |   |   |    |
|   |   |   |   |
|   |   |   |  |
| **Output: 1.2** Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories | **Indicators** | **Data source** | **Baseline** | **Final target planned** |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Expected result:** **Output 1.1** Effective approach for empowering women RMG workers assessed and identified | **Indicators**  | **Data Source** | **Baseline** | **Final Target Planned**  |
|  |   |   |   |  |
|   |   |   |  |
|   |   |   |  |
| **Expected result:** **Output 1.2** Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories | **Indicators**  | **Data source**  | **Baseline** | **Final Target Planned**  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Key Activities (planned for Expected result):** |  | **End Date** | **Type(s) of direct beneficiaries targeted by activity if applicable** | **# Direct beneficiaries per activity if applicable** |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |

**Monitoring and Evaluation Plan** (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

* How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
* How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
* How the participation of community members in the monitoring and evaluation processes will be achieved

**Component 5: Risks to Successful Implementation** (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

**Component 6: Results-Based Budget** (max. 1.5 pages)

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

1. 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.
2. 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.
3. The budget should include all costs associated with managing and administering the activity. **Particularly include the cost of monitoring and evaluation**.
4. **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.**
5. 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.
6. The figures contained in the Budget Sheet should agree with those on the proposal header and text.
7. Proponents will attach a budget note stating the items and cost included in each line item; specifically, in the personnel line, in addition to monthly salary, what other benefits are included like gratuity, provident fund, Festival Bonus, leave encashment etc. If these are included in the personnel budget, the respective payment policy has to be attached. **If shared Admin cost is proposed, that must be elaborated in budget note saying about sharing cost centers, base of cost share and process to be followed etc.**
8. UN Women follows cash Basis accounting policy for PCAs. The proponent has Accrual basis accounting system that has to be mentioned the budget note

|  |
| --- |
|  Output: 1.1 Effective approach for empowering women RMG workers assessed and identified Output: 1.2 Women RMG workers’ management and leadership skills and competencies enhanced for higher-level positions in factories |
| Output/Expected result per output | Activity Number | Main activities | Responsible Party | Oct-Nov- 2019 | Dec 2019-Jan- 2020 | Feb 2020 | Budget Description |  Budget amount  |
|   Expected result  |  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
| Programme Management Unit  |   |   |   | x | x | x |   |   |
| Monitoring and Evaluation  |   |   |   | x | x | x |   |   |
| Communication and Knowledge Management |   |   |   |    |   |   |   |   |
| Total output  |  -  |

**Annex 2: TO CALL FOR PROPOSALS (CFP) TEMPLATE - (For Budgets less than $250,000)**

**Mandatory requirements/pre-qualification criteria**

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

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

**Annex 3: Format of resume for proposed staff**

**Format of resume for proposed staff**

Name of Staff:

Title:

Years with Firm: Nationality:

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

### Employment Record/Experience

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

### References

Provide names and addresses for two (2) references.

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

**Governance, Management and Technical**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Legal registration | Mandatory |  |
| Rules of Governance / Statues of the organization | Mandatory |  |
| Organigram of the organization | Mandatory |  |
| List of Key management | Mandatory |  |
| CVs of Key Staff proposed for the engagement with UNWomen | 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 |  |
| Anti-Fraud Policy Framework | Mandatory |  |
| List of Banks |  |  |
| Name of External Auditors |  |  |

**Procurement**

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

**Client Relationship**

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

1. Understanding the Gender Composition and the experience of the RMG workers in Bangladesh, UN Women-ILO, 2019 (not published yet) [↑](#footnote-ref-1)