

Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-004

Community Dialogue on Gender Equality and Women's Participation in Leadership and Decision Making

Section 1 – CFP letter

UN WOMEN plans to engage a Implementing Partner 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 CoB (05:30 PM) on **1 October 2019**

This UN WOMEN 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: UN WOMEN Terms of Reference

CFP forms to be returned (mandatory):

- | | |
|---------|---|
| Annex 1 | Proposal/no proposal confirmation form |
| Annex 2 | Mandatory requirements/pre-qualification criteria |
| Annex 3 | Template for proposal submission |
| Annex 4 | Format of resume for proposed staff |
| Annex 5 | 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-2019-004

Section 2: Proposal data sheet

Program/Project: Community Dialogue on Gender Equality and Women's Participation in Leadership and Decision Making

Telephone number: +251 115170889/ +251118695004

Issue date: 17 September 2019

To Submit Proposal: Ethiopia.public@unwomen.org

Requests for clarifications due

Date: Six days before deadline (24 September 2019) (*via e-mail*)

Tsgereda.lemma@unwomen.org with subject title "UNW-ECO-CFP-2019-004: Request for clarification from [your organization]"

Time: By CoB

UN WOMEN clarifications to proponents due

Date: four days before deadline (26 September 2019)

Time: By CoB

Proposal due

Date: 1 October 2019

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

Planned award date: on or before 30 October 2019

Planned contract start date: Immediately after the award

Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-004

Section 3: Instructions to proponents

1. Introduction

- 1.1 UN WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Implementing Partner (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
- 1.2 A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3 UN WOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN WOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6 Effective with the release of this CFP, all communications must be directed only to UN WOMEN Info Ethiopia, by email at tsgereda.lemma@unwomen.org Proponents must not communicate with any other personnel of UN WOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 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 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 UN WOMEN in writing at UN WOMEN email address indicated in the CFP by the specified date and time. UN WOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UN WOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

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

6. Language of proposal

6.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN WOMEN, 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 3) 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, UN WOMEN 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

7.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN WOMEN receives their proposal by the due date and time. Proposals received by UN WOMEN 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. UN WOMEN 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 UN WOMEN 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 UN WOMEN 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, UN WOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UN WOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN WOMEN Policy and Procedures.

9. Proposal currencies

All prices shall be quoted in (currency) USD.

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

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

10. Mandatory/pre-qualification criteria

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN WOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

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

11. Evaluation of technical and financial proposal

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

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 UN WOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN WOMEN established requirements. Acceptance of such changes is at the sole discretion of UN WOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date): 24 September 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 2 hereto)
Part of proposal	Template for proposal submission (Annex 3)

Part of proposal	Resumes of proposed team members with prescribed information (Annex 4)
Part of proposal	Capacity Assessment Document Checklist (Annex 5)

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

Pre-submission:

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

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

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. UN WOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN WOMEN will promptly notify the unsuccessful proponents.

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

14.3 The award will be for an agreement with an original term of One year 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 Terms of Reference

TERMS OF REFERENCE (TOR)

for

The recruitment of the services of a CSO to undertake Community Dialogue on Gender Equality and Women's Participation in Leadership and Decision Making

General Information

Project Title:	Community Dialogue on Gender Equality and Women's Participation in Leadership and Decision Making
Duty station:	Amhara Regional State
Duration	1 year (October 2019-August 2020)
Expect start date	Immediately after signing of the contract

I. Background

As the United Nations Entity for Gender Equality and the Empowerment of Women, UN Women's vision is of a world in which women and men have equal opportunities and capacities, where women are empowered and where principles of gender equality are firmly embedded in all efforts to advance development, peace and security. Globally, UN Women works to make the vision of the Sustainable Development Goals (SDG's) a reality for women and girls and stands behind women's equal participation in all aspects of life, focusing on five priority areas: women lead, participate in and benefit equally from governance systems; women have income security, decent work and economic autonomy; all women and girls live a life free from all forms of violence and ensure that women and girls contribute to and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and humanitarian action.

UN Women Ethiopia launched its first comprehensive program on Women in Leadership and Political Participation in 2017. The program aims to contribute to the overall goal of increasing the participation and representation of women in leadership in Ethiopia, focusing particularly on the legislative and executive branch of the government. In line with this and with the aim of increasing the participation and representation of women in leadership and decision-making positions, UN Women has partnered with Amhara Bureau of Women Children and Youth (BoWCYA) on a project called "Enhancing Women's Leadership and Empowerment in Amhara Regional state". As part of its partnership with Amhara BoWCY, UN Women supported the undertaking of a baseline perception survey to gather information and data on the perception of the community towards women's role in leadership and politics. The study was conducted in ten woredas identified by the Bureau as project target area. These Woredas were identified from the 10 Zones found in the region namely Bati, Hulet Eju Enesie, Woreilu, Kuarit, Chilga, Menz Mama, Guangua, Gubalafto, Fogera; and Sahala where target awareness raising and communication for change initiatives are planned to be implemented.

The finding of the baseline survey had mixed results where a majority of respondents supported female leadership while at the same time preferring male leaders than female leaders. Some respondents reported women do not make strong leaders and attributed their lack of leadership skills to limited leadership representation due to “illiteracy and lack of necessary skills and knowledge”. Some male leaders even attributed the inability of institutions/agencies to meet their goals as due to women’s involvement in leadership in those institutions/agencies. Many male leaders held the view that women are less likely than men to have leadership characteristics and they perceived women as ineffective leaders who are unable to cope with the challenges of leadership, such as a heavy workload and supervision of employees, which are mandatory in leadership positions. Some female respondents maintained male leaders’ perceptions of women in leadership is negative because they see gender equality as a threat to male dominance in leadership positions. Similarly, there is a mixed sentiment within the community towards women’s leadership capacity. There is a sporadic believe that women have a strong desire to control men, other women and that they are not comfortable to work with other women. This sentiment and stereotype is an impediment for women to come to leadership positions and when they do it creates bottleneck for their advancement both in their carrier and personal life. Therefore, transforming this mindset towards women’s role and ability to hold leadership positions is paramount to ensure their equal representation and effective participation decision making positions.

The perception survey recommended the development and implementation of awareness-raising and communication for change initiative that aim to change negative perception of women as leaders at both institutional and societal levels. An important activity that can be undertaken to change public perception is community dialogue. Community Dialogue is a platform to challenge and change social norms from within a community. These conversations allow communities to discuss issues within their community and find solutions from within themselves. The community centered conversations can be used to reflect on the challenges of women, gendered roles and stereotypes within a given community to allow members of that community to explore and design contextualized solutions. Community dialogues can also be important in learning from within and shaping perceptions towards women.

II. Description of Required Services

The organization is expected to deliver a comprehensive, targeted community dialogue program that can effectively create dialogue and challenge the negative perception of communities towards women’s role in leadership and decision making. This includes the design of the community dialogue program, the training of community facilitators and guiding the conducting of the dialogue in the targeted wordas.

The organisation is therefore required to conduct the following tasks:

- Develop a comprehensive community dialogue program and design a strategy to facilitate recurring and critical reflections and dialogue aiming at changing the negative perception of communities towards women’s role in leadership and decision making at all levels.

- Implement all necessary components of the program including delivery of training for successful facilitation, capacity building for relevant staff of key stakeholders, generate knowledge necessary to document the journey and share experience.
- Conduct an evaluation of the intervention and come up with recommendations for Amhara BoWCY and UN Women to improve future interventions.

III. Project Target

The project particularly focuses on Amhara Regional State in the 10 targeted woredas i.e. Bati, Hulet Eju Enesie, Woreilu, Kuarit, Chilga, Menz Mama, Guangua, Gubalafto, Fogera; and Sahala.

IV. Nature of services

UN Women welcomes proposals from CSOs that has extensive experience in the required service. The selected organization will be expected to consult with UN Women to ensure that human rights, gender equality and women empowerment are properly integrated into activities.

Outcome 1.2.	Women are perceived as equally legitimate and effective political leaders as men
EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES
<p>Output 1.1. Increased community and civic understanding of gender equality and women’s right to political participation</p> <p>Indicator 1.2.1A: Percentage increase in the understanding of target community/CBO members towards gender equality and women’s right to political participation</p> <p>Target Year: 2019 Value Year: Value: TBD Note: To be defined after implementation of related activity</p> <p>Baseline Year: 2018</p>	<p>1.2.1.1 Train facilitators of Community Conversation/Dialogue on the role of women as leaders and decision makers</p> <p>1.2.1.2 Support the undertaking of Community Dialogue on women’s representation and participation in leadership and decision-making among women development groups and community members in targeted regions</p>

<p>Value: Baseline perception survey carried out in 2018 by Gondor University (value will be TBD)</p> <p>Source: Reports from IPs</p>	
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V. Monitoring, Reporting and Evaluation

The Responsible Party will be guided by UN Women’s Women in Leadership and Governance Program Results Framework and expected to contribute to measuring, analysis and reporting on the above stated indicators.

VI. Communication and Reporting Obligations

The selected organization(s) is expected to ensure that reporting, analysis and recommendations are evidence-based, engage and support women of all ages and walks of life to participate in providing input. The selected organization(s) will work closely with UN women personnel during project implementation and provide mid-term and final narrative and financial reports in line with Project and UN women guidelines and requirements.

VII. Support to Implementing Partner

To achieve expected results, the Partner Organization(s) will receive a comprehensive induction on UN Women’s project on ‘Increased *participation and representation of women in leadership in Ethiopia: The road to equitable development*’ and ongoing guidance and support from UN Women personnel.

VIII. Qualifications of the Implementing Partner

- Legally constituted organization with a valid registration in Ethiopia.
- Extensive experience in managing community dialogue interventions related to gender equality, gender roles, stereotypes, women’s leadership and decision making.
- Experience working at local level particularly in Amhara Region is important.

IX. Institutional Arrangement

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 outputs/activities by the selected organization/s. The organization's capacity will be assessed by representatives from UN Women.

X. Budget Request

The proposed intervention size and budget request must fall between a minimum indicative amount of USD 60,000 and a maximum amount of USD 65,000. Budget proposals should be submitted in USD. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the deadline of submission.

XI. Time frame

The project will commence upon signature of partnership agreement with the selected organization and will end after one year unless it is agreed otherwise.

This TOR is approved by:

Signature: _____



Name and Designation: ⁱⁿ Letty Chiwara,

Representative to Ethiopia, AU and UNECA
UN Women Ethiopia

Date of Signing: _____

9/09/2019

Annex 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
- 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 UN WOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

Annex 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 two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

Annex 3

Call for proposal

Description of Services:

CFP No.

A. Template for proposal submission

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete form Annex 1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 2. 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.

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 UN WOMEN.

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 (max 1.5 pages)

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

Implementation Plan

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

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

the economics of the activity). Describe how such risks are to be mitigated.

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

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

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

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				

3. Training / Seminars / Travel Workshops				
4. Contracts		--		
5. Other costs ¹				
6. Incidentals				
7. Other support requested		--		
8. Contingency (max. 5%)				
Total Cost for Result 1				

B. Proponent's Eligibility Confirmation and Information

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)	

¹ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

<p>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.</p>	<p>Confirm Yes ; No</p>
<p>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.</p>	<p>Confirm Yes ; No</p>
<p>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.</p>	<p>Confirm Yes ; No</p>
<p>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.</p>	<p>Confirm Yes ; No</p>
<p>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.</p>	<p>Confirm Yes ; No</p>

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:	

Annex 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 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 / Statues 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		