

Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-005

Enhancing Psychosocial Support and Economic Empowerment of Women and Girl Survivors of Violence in Harar Region

Section 1 – CFP letter

UN WOMEN plans to engage (Implementing Partner/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 CoB (05:30 PM) on 22 November 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

Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-005

Section 2: Proposal data sheet

Program/Project: **Enhancing Psychosocial Support and Economic Empowerment of Women and Girl Survivors of Violence in Harar Region**

Telephone number: +251 115170893/ +251118695004

Issue date: 31 October 2019

Requests for clarifications due

Date: five days before deadline (22 November 2019) (*via e-mail*)

Tsgereda.lemma@unwomen.org with subject title "**UNW-ECO-CFP-2019-005**: Request for clarification from [your organization]"

Time: 15 November 2019 before CoB

UNWOMEN clarifications to proponents due

Date: four days before deadline

Time: 18 November 2019 CoB

Proposal due

Date: 22 November 2019

Time: By CoB

Planned award date: on or before 15 December 2019

Planned contract start date: Immediately after the award

Call for Proposal (CFP)

CFP No. UNW-ECO-CFP-2019-001

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 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. 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

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"> proposed staffing (number and expertise) for the services to be delivered; 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 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)	8 points

	<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 	
	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 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 (Annex B2-2 hereto)
Part of proposal	Template for proposal submission (Annex B2-3)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B2-4)
Part of proposal	Capacity Assessment Document Checklist (Annex B2-5)

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 B2-1 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. 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.

TERMS OF REFERENCE (TOR)

Work description	Provide comprehensive services to women and girls survivors of violence for their full rehabilitation and reintegration into the society through provision of services to address their physical, emotional and social needs, including overall healing and empowerment.
Unit name	EVAWG team- UN Women Ethiopia Country office
Post title	Selecting Implementing Partner (IP)
Duration	One Year
Location	Harari regional state
Expected Start Date	Immediately after signing of the contract

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Entity for Gender Equality and Women's Empowerment (UN Women) Ethiopia Country office (ECO) is implementing its country programme supporting the development objectives of the second Ethiopian Growth and Transformation Plan (GTP 2010/11-2014/15 E.C) focusing on Gender Equality and Empowerment and aligned to United Nations Development Assistance Framework (UNDAF 2016-2020), in particular outcomes 12 and 13. One of UN Women ECO result areas is that "Women and girls live a life free from violence" and the outcome area being women and girls who experience violence can use available, accessible and quality essential services so the impact of violence is addressed, and perpetrators are held accountable.

Violence Against Women and Girls (VAWG) is one of the most systematic, widespread human rights violations faced globally. It occurs on a systematic basis and may occur against any woman or girl, regardless of her country of origin, age or socio-economic status. In Ethiopia, VAWG continues to be a major challenge and a threat to women's empowerment. 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.

According to the 2016 Ethiopian Demographic and Health Survey (EDHS), nearly one quarter (23 per cent) of women have ever experienced physical violence while one in ten women (10 per cent) have ever experienced sexual violence. More than one third (34 per cent) of ever-married women have experienced spousal violence, whether physical, sexual or emotional where the most common form of spousal violence is emotional violence. While 23 per cent of ever-married women who experienced spousal, physical and/or sexual violence reported injuries, including 19 per cent reported cuts, bruises, or aches and 10 per cent who reported deep wounds and the other 7 percent serious injuries. Only one in five of these women have sought help. The most common sources of help for these women are their neighbors (34 per cent) or own family (31 per cent). The survey also identified that experience of spousal violence decreases with increasing educational level of the women and household wealth. This shows that violence against women in Ethiopia is a direct consequence of unequal power relations and perpetuates women and girls' poverty and exclusion which limits their capacity to participate actively in decision making and development

processes at all levels.¹

In order to fight violence against women in Ethiopia, the government has put in place appropriate and effective legal and policy provisions to promote the rights of women and girls; and these are enshrined in the Constitution of the Federal Democratic Republic of Ethiopia as well as in the many international and continental human rights instruments that the country ratified.

Despite the good statutory provisions and initiatives, there are insufficient rehabilitation service centers available to provide effective and multi-sectoral services of high quality to women and girls who are survivors of violence in accordance with international human rights standards. With the aim of engaging in an informed advocacy and promotion in this regard, UN Women ECO undertook 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 2016². The report revealed that there are an estimated 12 shelters providing rehabilitation and reintegration services for survivors of violence in the different regions. Currently, the number of shelters has grown to 16 out of which, UN Women ECO supported the establishment and running of two shelters in Oromia and Amhara regional states which are led by Association of Women Sanctuary and Development (AWSAD) and AGAR Ethiopia respectively. In addition, the establishment of new safe house in Hawassa city is underway. The national assessment also identified that the services being provided by the shelters throughout the country had made a significant impact in transforming the lives of thousands of survivors of violence, by ensuring their successful rehabilitation and reintegration into the society. On the other hand, given the prevalence of various forms of violence against women and girls in the country and the value survivors attribute to shelters for their safety and healing, there is high unmet need for comprehensive services, especially shelters in the country.

Thus, to address this high unmet demand as well as realizing the targets set in the GTP 2 and the Ministry of Women, Children and Youth Affairs (MOWCYA's) sectoral plan³, UN Women ECO intends to scale up and open one additional safe house in Harari regional state. The specific region was selected, for this intervention, based on the high prevalence of domestic violence in the region as indicated in the key indicator report of 2016 EDHS and the high demand for shelters as identified by the national assessment on women's shelters. Establishment of the shelter will also respond to the recommendations set in the 2017 report of the UN Special Rapporteur on violence against women, its causes and consequences, for member states to establish shelters and provision measures for women and girls who are survivors of violence.

To this effect, UN Women ECO is seeking to initiate partnership with a national NGO that has extensive experience and proven capacity in running safe houses for women and girls' survivors of violence in Ethiopia.

¹ Ethiopian Demographic and Health Survey, Central Statistical Agency, 2016

² <https://www.unwomen.org/en/digital-library/publications/2016/10/shelters-for-women-and-girls-who-are-survivors-of-violence-in-ethiopia>

³ Growth and Transformation Sectoral Plan, Women, Children and Youth Affairs, 2008-2012 EC

II. OBJECTIVE AND SCOPE OF THE WORK

The objective of the project is to create access to holistic rehabilitation and reintegration of services for women and girls' survivors of violence and promote a violence free environment for women and girls by working closely with community based and government institutions.

In specific terms, the project aims to:

- Provide quality and coordinated service delivery such as food, shelter, psychosocial counselling, health care and legal follow up for women and girls' survivors of violence who reside at the safe house
- Conduct regular consultative meetings with stakeholders such as respective Women, Children and Youth affairs bureau, police stations, schools, community and religious leaders and students on creating safe environment for women; reporting VAWG incidents to police and referring survivors to service providers such as the safe house for comprehensive services
- Provide quality and coordinated service delivery guided by the essential services package and national set standards such as Standard Operating Procedures (SOPs)
- Providing need-based capacity building trainings for stakeholders in the community on preventing VAWG, protecting women and girls from violence and responding to their needs,
- Provide market-oriented economic empowerment trainings for survivors of violence that enables them to earn income and thereby support themselves and their family
- Exploring possibilities of working with private sectors on skill training for survivors, job opportunities and creating market chain for their products, and
- Follow up on successful reintegration of survivors into the society when they leave the safe house after being provided with comprehensive services.

III. EXPECTED OUTPUTS AND DELIVERABLES

The project is expected to deliver the following outcome and outputs:

Output 1. Increased number of survivors will be psychologically and physically rehabilitated from the consequences of violence

Output 2. Increased number of women and girls' economic independence and successful reintegration into the society

Output 3. Strengthened multi-sectoral prevention and response mechanism on VAW and increased access to justice by survivors of violence

Deliverables

During the project period, the following are expected deliverables from the selected implementing partner:

- Work Plan, including expected results and indicators
- Feasibility study report with best practices
- Case studies/best practices
- Quarterly and semiannual and Annual narrative and financial reports

- Final narrative and Financial report

IV. CONTENTS OF PROPOSAL

Qualified and eligible organizations should submit technical proposals no longer than 12 pages and include the following:

- 1) Executive summary
 - 2) Organizational background/relevant staff expertise, contact person,
 - 3) Situation analysis
 - 4) Justification of the project, targets (direct and indirect) including the women and children, key strategies
 - 5) Results to be achieved
 - 6) Indicative activities and work plan with budget
 - 7) Networking and coordination
 - 8) Monitoring and evaluation (M&E) plan
 - 9) Implementation and management arrangements
- Annex 1: Results framework
Annex 2: Previous related work

V. FUNDING AVAILABLE

Funding of around USD170,000.00 is available for individual project for the implementation period (depending on fund availability for 2021). The funding cannot be used as a contribution to a larger project.

VI. FUNDING TRANSFER SCHEDULE

Funding transfers to the selected organization will be in Ethiopian Birr based on the effective UN exchange rate and will be made only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The selected organization shall receive funding transfers as per the following payment schedule:

Installment of Payment/ Period	Documents to be delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Signed agreement; request for 25% transfer (this will include the set-up costs)	Deputy Representative to UN Women Ethiopia	25%
2 nd Installment	Approved first quarter financial and narrative report; request for 25% transfer	"	25%
3 rd Installment	Approved second quarter financial and narrative report; request for 25% transfer	"	25%

Installment of Payment/ Period	Documents to be delivered	Approval should be obtained	Percentage of Payment
4 th Installment	Approved third quarter financial and narrative report; request for 25% transfer	"	25%

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The selected organization will enter into a signed agreement with UN Women ECO that will specify the roles and responsibilities of each partner. The agreement will also detail activities to be completed, funding to be allocated and the implementation timeframe.

The selected organization will work under the overall guidance of the UN Women Deputy Representative and in close collaboration with the EVAWG Program team throughout the project period. Deliverables will ultimately be approved by the Deputy Representative.

The selected organization will be expected to submit quarterly as well as a final annual/end-term financial and narrative report.

The selected organization is expected to work in open communication and collaboration with the different key stakeholders.

VIII. DURATION OF THE WORK


- One year with possibility of extension

IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The selected organization nor UN Women shall, during project implementation or after project termination, disclose any proprietary or confidential information related to the project without prior written consent. Any publications/printed materials resulting from the project should bear the logo of the implementing organization and UN Women. UN Women should also receive soft copies of all publications/printed materials. UN Women reserves the right to use and distribute these materials post project termination.

This TOR is approved by:

Signature:



Name and Designation: Anna Parini, Deputy Representative to UN Women Ethiopia

Date of Signing:

20/10/18.

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:

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 UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms.

 , phone/email

 , who will be able to assist.

Annex B2-2

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 B2-3

Call for proposal

Description of Services:

CFP No.

Template for proposal submission

Mandatory requirements/pre-qualification criteria
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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.

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

⁴ "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		