

Call for Proposals (CFP)

Implementation of outreach and empowerment initiatives for increased participation of women in local decision-making processes

CFP No. 2020/01

Section 1 – CFP letter

UNWOMEN plans to engage civil society organizations (CSOs), CSO networks, professional organizations or think tanks as Responsible Parties, as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at procurement.mk@unwomen.org not later than 17:00 hrs (CET) on 03 March 2020.

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	Technical proposal submission form
Annex B2-4	Resumes of proposed team members
Annex B2-5	Capacity Assessment Document Checklist

Interested proponents may obtain further information by contacting this email address: procurement.mk@unwomen.org

Call for Proposal (CFP)

Implementation of outreach and empowerment initiatives for increased participation of women in local decision-making processes

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Section 2: Proposal data sheet

Program/Project: **Implementation of outreach strategies and empowerment initiatives for increased participation of women in local decision-making processes**, under the project: "Promoting Gender Responsive Policies and Budgets: Towards Transparent, Inclusive and Accountable Governance in Republic of North of Macedonia"

Program official's name: Ivona Paunovich Bishevac

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Telephone number: + 389 2 3109 307

Issue date: 22 January 2020

Requests for clarifications due

Date: 11 February 2020 (via e-mail) procurement.mk@unwomen.org

Time: 17:00 hrs (CET)

UNWOMEN clarifications to proponents due [if applicable]

Date: 17 February 2020

Time: 17:00 hrs (CET)

Proposal due

Date: 03 March 2020

Time: 17:00 hrs (CET)

Planned award date: 23 March 2020 (tentatively)

Planned contract start date / delivery date (on or before): 30 March 2020 (tentatively)

Call for Proposal (CFP)
**Implementation of outreach and empowerment initiatives for increased
participation of women in local decision-making processes**

CFP No. 2020/01

Section 3: Instructions to proponents

1. Introduction

- 1.1. UNWOMEN invites civil society organizations (CSOs), CSO networks, professional organizations or think tanks, that are legally registered in North Macedonia and have specialized knowledge, expertise and track record of working on gender equality and women economic empowerment, to submit Project Proposal and Result Based Budget to provide services associated with the UN WOMEN requirement for Responsible Party.
- 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 office in North Macedonia at procurement.mk@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 B2-2. 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 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

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

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

5. Amendments to CFP documents

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

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

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

- 7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one e-mail with the CFP reference and 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 and the description of the proposal.

- The proposal should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as proposal - the email subject line and corresponding attachment should read:

CFP No. 2020/001 (name of proponent) - PROPOSAL

All proposals should be sent by email to the following secure email address: procurement.mk@unwomen.org

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

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

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

8. Clarification of proposals

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

9. Proposal currencies

All prices shall be quoted in the local currency (MKD).

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

Only proponents meeting the mandatory criteria will advance to the technical and financial evaluation in which maximum possible 100 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by UN Women Programme Office in North Macedonia will carry out the technical and financial evaluation applying the evaluation criteria and point ratings as listed below.

<u>Relevance and technical capacity (See Annex B2-5 Capacity Assessment Document Checklist):</u> <ul style="list-style-type: none">• Quality of the context analysis and problem identification;	25 points
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<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 women’s human rights, women’s empowerment in decision-making, work with women with focus on the most excluded, Results Based Management 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 	
<u>Implementation strategies:</u> <ul style="list-style-type: none"> Pertinence of the proposed activities against expected results as specified in Terms of Reference Description of the methodology how civil society organizations can play important role in empowering women to take part in planning and decision-making; Proposed strategy on increasing the role and agency of women in decision-making processes at local level; Proposed partnerships to successfully implement the project and their roles, including information on how your organization will work with other partners (including formal/informal networks and grassroots organizations) to implement activities 	30 points
<u>Sustainability:</u> <ul style="list-style-type: none"> Application of participatory approaches to bring together various partners; Adequate risk analysis and proposed mitigation measures; 	10 points
Innovative Approaches	5 points
Budget proposal	30 points
TOTAL	100 points

Minimum score to be eligible is 70 points.

Only proponents passing the minimum score will be contacted to proceed with shortlisting and a capacity assessment review. During the capacity assessment review, the proponent will be requested to submit documents demonstrating the organization’s technical capacity, governance and management structure, financial and administrative management.

12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.
- 12.2. Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of

UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

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

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

12.5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.

12.6. Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date): 03 March 2020

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	Proposal/no proposal confirmation form, indicating the specific LOT (Annex B2-1 hereto)
Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B2-2 hereto)
Part of proposal	Technical proposal submission form (Annex B2-3 hereto)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B2-4 hereto)
Part of proposal	Capacity Assessment Document Checklist (Annex B2-5)

13. Format and signing of proposal

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

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

14. Award

14.1. Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. 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 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 up to 24 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 Terms of Reference

Call for proposal Implementation of outreach and empowerment initiatives for increased participation of women in local decision-making processes

CFP No. 2020/01

I. Introduction

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women and the achievement of equality between women and men as partners and beneficiaries of development. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in supporting national priorities and efforts, building effective partnerships with civil society and other relevant actors.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

In the Republic of North Macedonia, UN Women is implementing the Project "Promoting Gender Responsive Policies and Budgets: Towards Transparent, Inclusive and Accountable Governance in Republic of North of Macedonia", which represents continuation of the multi-year regional and country-based gender responsive budgeting interventions in Southeast Europe. Its overall goal is to improve women's lives and support the inclusion of the most vulnerable groups through integration of gender perspective at all stages of national and local level policy-making and budgeting processes.

The project aims to contribute to the following two outcomes:

1. The Government's public finance management and the strategic planning processes are improved to respond to the different needs of women and men as a result of effective application of gender responsive budgeting.
2. Civil society organizations, women, including the most vulnerable, actively participate in planning and decision-making mechanisms, and their priorities are fully reflected in public policies and budgets.

Republic of North Macedonia has made significant efforts to advance gender equality through the creation of an enabling legislative framework, adoption of policies and establishment of institutional mechanisms at central and local level. As signatory of CEDAW and as an EU accession country, Republic of North Macedonia has committed to achieving de jure and de facto gender equality and ensuring full development and advancement of women. Although significant efforts have been made to advance the gender equality agenda, gender inequalities in the country remain pronounced in all spheres of socio-economic and political life and systemic efforts for advancing gender equality are needed, in line with the EU acquis and the 2030 Agenda for Sustainable Development. One of the areas for substantive engagement towards gender equality is through gender sensitive policies, increased financial allocations and budget transparency. Mainstreaming gender and application of gender responsive budgeting implies recognising that women and men have different needs and play different roles and assessing how policies can be devised to address the gender specific needs and priorities of their citizens.

At local level UN Women is working closely with Local Self-Government Units, CSOs, specialized research organizations or think-tanks and association of local authorities, for extending technical and expert support to advance initiatives for gender mainstreaming in local governance and local service delivery. These key stakeholders are playing a lead role in the process of engendering local participatory processes and implementation of gender responsive local policies and measures.

To date, UN Women has supported several gender analyses of local policies and budgets and provided technical and expert support to 21 LSGUs¹ and CSOs in devising programmes and measures that would be gender responsive and evidence based. In addition, extensive support has been provided to strengthen CSOs' capacities to oversee policies and budgets with gender lens and to advocate for increased financing for gender equality through development of gender budget watchdog reports. Recognizing the important role of CSOs as intermediaries between citizens and (local) governments that can actively facilitate the inclusion of citizens and particularly women in policy making processes, outreaching strategies for CSOs have been developed to support their efforts for empowering women to participate in local planning and decision-making processes.

As a direct follow-up to the development of outreach strategies for improved women's participation at local level, UN Women intends to support local CSOs to carry out empowerment actions aimed at mobilizing women to take active part in the local community activities, to articulate their needs and priorities in consultations and planning of municipal policies and budgets, through the existing mechanisms for participatory processes.

II. Objective of UN Women's support and expected results

UN Women is inviting civil society organizations (CSOs), CSO networks, professional organizations or think tanks that are legally registered in North Macedonia and have specialized knowledge, expertise and track record of working on gender equality, empowerment of women and participatory processes, to submit project proposals that will contribute to the achievement of the objectives of the project "Promoting Gender Responsive Policies and Budgets: Towards Transparent, Inclusive and Accountable Governance in Republic of North Macedonia" and specifically the Outcome **2.2. Civil society organizations, women, including the most vulnerable, actively participate in planning and decision-making mechanisms, and benefit from public policies and budgets.**

More specifically, organizations are expected to submit proposals with clear and specific statement of what the proposal will accomplish, description of approach and methodology and other details as per requirements stated in Annex B2-3 to this Call for Proposals (Template).

The proposals are expected to reach-out, empower and influence lives of socially excluded groups of women, through grassroots and civil initiatives organized on a regular basis in the municipalities, supporting them in formulating demands and influencing the program and budget decisions to meet their needs and interests.

The proposals should focus on the following:

- a) Strengthening the capacities of local grassroots/women CSOs to implement outreaching strategies for promotion of inclusive participation of women, including the most vulnerable in local policy and decision-making processes
- b) Improve local CSOs' knowledge and understanding of gender mainstreaming in local policy making and budgeting processes and their importance for improving the quality of life of women and men;
- c) Provide sub-granting to local CSOs to carry out outreach and awareness raising activities to increase women's knowledge and understanding of budgeting processes and encourage their meaningful participation in local decision-making processes;
- d) Propose concrete actions to encourage women from the communities to proactively demand accountability from the local authorities (these could include local campaigns, petitions and drafting of proposals, thematic round tables, and propose other innovative approaches and ideas to drive change in behaviour and attitudes towards women participation in public life);
- e) Involve local gender advocates, women grassroots organizations and women leaders in the outreach activities;
- f) Facilitate the cooperation between municipalities and women to ensure their needs and priorities are taken into consideration;
- g) Monitor gender responsiveness of local programs and concrete allocations for addressing needs and concerns raised by women;
- h) Identify examples of good practices on women's and men's participation at local level and document success stories.

¹ City of Skopje, Aerodrom, Centar, Kisela Voda, Gjorche Petrov, Gazi Baba, Veles, Kumanovo, Kriva Palanka, Tetovo, Gostivar, Mavrovo & Rostushe, Bogovoinje, Ohrid, Bitola, Novaci, Shtip, Sveti Nikole, Kochani, Strumica and Bogdanci

The proposed interventions should ensure a full geographical reach (all 4 administrative regions under the respective LOT with special focus on the 21² LSGUs that collaborate with UN Women).

The proposed projects should take into consideration involvement of CSOs working at local level as partners in planning and implementation of the activities. Please note that consortia of CSOs are strongly encouraged to apply.

It is expected that the Responsible Party will produce, inter alia:

- Detailed work plan with specified activities and timelines;
- Materials for knowledge and capacity strengthening of CSOs at local level, on budget literacy, gender responsive budgeting and implementation of outreaching strategies for promotion of inclusive participation of women in local policy and decision-making processes;
- Plan for monitoring specific measures and policies introduced by the target LSGUs that respond directly to the interests and needs of women involved in the participatory processes in English;
- Multi-media and other communication products developed for the grassroots activities and local level outreaching initiatives;
- Compilation of best practices and lessons learned from the implementation of the outreach and empowerment initiative for increased participation of women in local decision-making processes;
- Identification and recording of human-interest stories during the implementation of activities;
- Quarterly progress reports and final Report to UN Women, with overview on activities undertaken, results, challenges and recommendations for UN Women in English (in the templates provided by UN Women).

III. Geographic Areas of Implementation

LOT 1, covering the following planning regions: Skopje region, Northeastern region, Eastern region, Southeastern region

LOT 2, covering the following planning regions: Polog region, Southwestern region, Pelagonia region, Vardar region

Note: Applicants/proponents should submit project proposals for one of the above LOTS, clearly indicating the specific LOT in the application.

IV. Duration of project

Expected duration of the project is **March 2020 – February 2022 (tentative)**

V. Budget Request

The proposed intervention size and budget request will have to fall between a minimum indicative amount of USD 100.000 and a maximum amount of USD 110.000. The budget should be developed in the local currency. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal, available at: <https://treasury.un.org/operationalrates/OperationalRates.php>.

The proposal cannot exceed the maximum amount set for this call, USD 110.000.

VI. Competencies

Proponent must demonstrate experience in implementing programmes on gender equality and empowerment of women through an organizational resume of past implementing experience of related projects and areas of expertise.

Technical/functional competencies required:

² The 21 LSGUs are: City of Skopje, Aerodrom, Centar, Kisela Voda, Gjorche Petrov, Gazi Baba, Veles, Kumanovo, Kriva Palanka, Tetovo, Gostivar, Mavrovo & Rostushe, Bogovoinje, Ohrid, Bitola, Novaci, Shtip, Sveti Nikole, Kochani, Strumica and Bogdanci.

Requirements of Project Manager/Team Leader

- Education: Degree in Management, Public Administration, Law, Economics, Gender Studies and Social Sciences or related field;
- Work Experience: At least 3 years' experience of implementing human rights, gender equality and women's empowerment programmes/projects;
- Language Qualifications: English and Macedonian;
- Experience in design, monitoring and evaluation of development programmes/projects and establishing partnership with international organization and governments;
- Other competencies, which while not required, can be an asset for the performance of services, such as: Previous experience working with the UN agencies, UN Women and international organizations.

Requirements of Finance Officer

- Education: Degree in Business Administration, Commerce, Human Resources, Finance, and any other related field;
- Work Experience: At least 3 years' experience in finance management, reporting and accounting;
- Experience in usage of office software packages (MS Word, Excel, etc.).

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Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

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

- The requested products are not within our range of services/supply
- We are unable to submit a competitive proposal for the requested services at the moment
- We cannot meet the requested terms of reference
- Your CFP is too complicated
- Insufficient time is allowed to prepare a proposal
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- Other (please provide reasons) _____
- _____
- We would like to receive future CFPs for this type of services
- We don't want to receive CFPs for this type of services

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

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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 organisation. 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 organisation	Yes/No
1.3. Confirm proponent as an organisation 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

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Template for proposal submission

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 (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.

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]	Year 2, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs					
6. Incidentals					
7. Other support requested					
8. Contingency (max. 5%)					
Total Cost for Result 1					

Annex B2-4

**Call for proposal
Implementation of outreach and empowerment initiatives for increased
participation of women in local decision-making processes**

CFP No. 2020/01

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with the Association: _____ 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
Implementation of outreach and empowerment initiatives for increased
participation of women in local decision-making processes**

CFP No. 2020/01

**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 organisation	Mandatory	
Organigram of the organisation	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 organisation	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	Mandatory	
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		