

Call for Proposals (CfP)
for NGOs, Academic Institutions and Registered Community Based
Organisations to Support UN Women on Engaging and Elevating
Women’s Voices for Peace
(For budget of \$100,000 and under)

CFP No: AFG-WPS-CFP-002-2020

Section 1 – CFP letter

UN Women plans to engage Responsible Parties (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations) as defined in accordance with these documents, to find innovative ways to engage and elevate women’s voices for peace.

Proposals must be received by UN Women Afghanistan at the email address specified below, citing **“Engaging & Elevating Women’s Voices for Peace”** as the subject line, not later than **12pm on the 26th April 2020.**

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

These sections are as follows:

- 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 B1-1 Proposal/No Proposal Confirmation Form
- Annex B2-1 Mandatory Requirements/Pre-qualification Criteria
- Annex B2 Template for Proposal Submission
- Annex B1-5 CV/Resumes of the Proposed Team Members
- Annex B1-6 Capacity Assessment Checklist

Call for Proposal (CfP)

CFP No. AFG-WPS-CFP-002-2020

Section 2: Proposal Data Sheet

Program/Project: Engaging and Elevating Women's Voices for Peace

Proposal Due

Date: 26th April 2020

Time: 12:00 pm (Kabul time)

Planned Award Date: 15th May 2020

Planned contract start date / delivery date (on or before): 15th May 2020 – 15th May 2021

Call for Proposal (CfP)

CfP No. AFG-WPS-CFP-002-2020

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;
- 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. Parties may withdraw their proposal after submission, provided that UN Women Afghanistan, receives a written notice of withdrawal prior to the deadline prescribed for submission of proposals.
- 1.5. 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.
- 1.6. 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.
- 1.7. Effective with the release of this CfP, all communications must be directed only to UN Women, by email at wps_procurement.af@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 B2-1. See point 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 B2.1. 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, 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 amendments will be posted the same sources as this original Cfp.

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 the Proposal

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. 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 the 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, 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: procurement.af@unwomen.com.
- 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.

When receiving proposals by email, as is required for this 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.

7.3. 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 UN Women after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of the 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) Afghani.

UN Women 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 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 The Technical and Financial Proposal

11.1. Phase I – Technical Proposal (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible **70 points** may be attained. 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**.

| | | |
|--|--|------------------|
| | <p>Technical description and appropriateness/adequacy of approach</p> <ul style="list-style-type: none"> • Proven track record of expertise in women, peace and security, including translating qualitative information on women’s peacebuilding priorities into strategic advocacy. • Experience of working in Afghanistan. | 40 points |
| | <p>Relevance and technical capacity: (See Capacity Assessment Checklist)</p> <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, 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 |
| | <p>Governance and management capacity: (See Capacity Assessment Checklist)</p> <ul style="list-style-type: none"> • Composition of the team proposed to provide, and the work tasks (including supervisory). Curriculum vitae of the proposed team that will be involved either full or part time; • Profile on gender equality • 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 |
| | <p>Financial and administrative management capacity: (See Capacity Assessment Checklist)</p> | 7 points |
| | TOTAL | 70 points |

11.2. 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. The 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 they understand and confirms their acceptance of UN Women's stated requirements. The proponent should identify any substantive assumption made in preparing their 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's 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):

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 documents listed below as part of the proposal may result in proposal rejection.

| | |
|------------------|---|
| Part of Proposal | Mandatory Requirements/Pre-qualification Criteria (Annex B2.1 hereto) |
| Part of Proposal | Template for Proposal Submission (Annex B2) |

| | |
|------------------|--|
| Part of Proposal | Resumes of proposed team members with prescribed information (Annex B1-5) |
| Part of Proposal | Capacity Assessment Checklist (Annex B1-6) |

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 B1-1** hereto)

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 initialed 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

Annex B2

Call for Proposal (Template for Proposal Submission)

Description: Support UN Women on Engaging and Elevating Women's Voices for Peace

Mandatory requirements/pre-qualification criteria

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-1. Proponents will receive a pass/fail rating on this section. 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:

7. The **problem statement** or challenges to be addressed given the context described in the ToR.
8. 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.

9. A narrative theory of change should also be included to demonstrate the logical linkages between the different results levels.

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 | | | | |
| 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 | | | | |

Section 4: UN Women Terms of Reference

TERMS OF REFERENCE (TOR)

UN Women Afghanistan Country Office

INTRODUCTION

UN Women is 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, human rights, humanitarian action and peace and security.

UN Women is mandated by the UN Security Council to lead on UN system-wide coordination on women, peace and security¹, and to this end UN Women has been working with governments, UN partners and civil society throughout the region to support women's participation and influence at all levels of decision-making to prevent and resolve conflicts and to build peace, including through:

- Implementing the women's peace and security agenda;
- Expanding women's voice, leadership and participation;
- Enhancing governance and national planning to improve accountability for gender equality commitments and priorities; and
- Strengthening and implementing the global and normative policy framework for gender equality and the empowerment of women.

This call seeks to fund interventions that enhance women's engagement in peacebuilding and conflict resolution in Afghanistan.

BACKGROUND/PROBLEM ANALYSIS

It is vital that women - their voices and priorities - are central to driving peace forward in Afghanistan. Afghan women have made significant equality gains over the last 18 years. To ensure these gains in women's human rights are promoted and protected, further dedicated efforts are required. Empowering young women from across Afghanistan is one of the ways in which a significant portion of Afghan women's contribution to peace and security agenda will be ensured.

This call seeks proposals that can support increasing the diversity of women's voices represented and increase the levels of engagement of women in defining peacebuilding and peacemaking priorities in national peace and security process through an innovative approach. The successful implementing partner will have a deep understanding of the barriers women face in engaging in peace and security processes, including national political dialogues and peace processes, including through public and digital forums and have the technical, financial and conceptual background to effectively implement the project.

¹ UN, Security Council resolution 2442, S/RES/2242 (13 October 2015), available from http://www.securitycouncilreport.org/atf/cf/%7B65BFCF9B-6D27-4E9C-8CD3-CF6E4FF96FF9%7D/s_res_2242.pdf, OP 4, 'further encourages closer working relationships within the United Nations among those responsible for implementing the women, peace and security agenda, including UN-Women, taking into account their role on women, peace and security coordination and accountability'.

PURPOSE

UN Women is seeking proposals from potential implementing partners to pair qualitative, in-person and existing approaches to engaging women and their perspectives on peace and security issues with a technology solution alongside a selected tech company. The implementing partner will have interest in expanding their long-term approach to women, peace and security to integrate technology sustainably. This is both an opportunity for organizational development and the implementation of activities aimed at engaging and raising women's voices for peace in the immediate. The implementing partner will create a plan for surveying and engaging women in conversations around peace, a platform/website/brand for this engagement, and an approach to the creation of knowledge products and policy analysis that can feed into any political processes. The implementing partner will be paired with the services of a technology service provider to expand the capacities and reach of the implementing partners work, by pairing the qualitative intervention with a technological approach. In addition, the implementing partner will benefit from increased capacity to sustainably continue using technology to innovate.

Deliverables

1. A comprehensive work plan for the development of a systematized, innovative and sustainable approach to increasing engagement and diversity of engagement of women in discussions (including national) on peace and security, including for advocacy for national peace processes and an outline of how and what technologies could support the deepening of engagement.
2. A mechanism to engage local experts on technology and women's access to inform the work and the outcomes of the project.
3. Plan and delivery of a programme to engage women at the local level through the tool (further developed through the services of a selected company), platform or method on their perspectives on national peace and security processes.
4. Analysis, assessment, and consolidation of the information gathered and production of policy briefs or other documents to inform the advancement of peace in Afghanistan or directly feed into political processes.
5. Use and integrate the results of the consultations into the overall platform and tool and engage these results in policy dialogues on peace and security issues, including a national peace process.
6. Monitor and evaluate the functionality of the tool, platform or methodology for activation in additional areas. Create communications tools/ products that inform partners about the work; and
7. Build linkages between the project and relevant local, national, regional and international actors.
8. Provide ongoing management of the tool, platform, and project with the selected technology partner.

TIMEFRAME: Proposals should be 12 months in duration

COMPETENCIES

UN Women Afghanistan is looking to partner with a national registered non-governmental organization to carry out the activities listed in this CfP. The partners NGO must have the following technical and functional competencies.

1. Reputation of Organization and Staff:

- Documented successful track record;
- A proven commitment to results (able to provide records of successful projects);
- Proven credibility in the region, especially credibility in terms of working towards gender equality, women's rights, women, peace and security and on development of written policy analysis.

2. General Organizational Capability:

- Strength of project management on creating or managing knowledge networks, convening a wide range of stakeholders, and generating policy advice.
- Track record of working with governments, civil society, UN, and other major multilateral or bilateral actors.
- Record and evidence of organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and sexual harassment policy.
- A track record of delivering quality and timely project results.

3. Organizational expertise in the area of specified programme:

- Evidence that the organization has previous experience and expertise of successfully managing projects related to policy development and advancement, specifically on peace and security issues.

4. Accountability and Financial Control:

- A functioning internal control framework and process to deliver quality and timely project results.

Annex B1-1

Call for Proposal

Description: Support UN Women on Engaging and Elevating Women’s Voices for Peace

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.

To: UN Women Date:
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, UN Women should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

Annex B2-1

Call for Proposal

Description: Support UN Women on Engaging and Elevating Women’s Voices for Peace

CfP No. AFG-WPS-CFP-002-2020

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 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 to ascertain they are/were engaged in 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 Yes/No
relevant sanctions list including as a minimum the Consolidated
United Nations Security Council Sanctions
List(s)

Annex B1-5

Call for Proposal

Description: Support UN Women on Engaging and Elevating Women's Voices for Peace
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 B1-6

Call for Proposal (Template for Proposal Submission)

Description: Support UN Women on Engaging and Elevating Women’s Voices for Peace

CFP No. AFG-WPS-CFP-002-2020

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 | | |

