

Annex A

Call for Proposal (CFP) for Implementing Partners (For Civil Society Organizations- CSOs)

Section 1

CFP No. UNW-AP-PHL-CFP-2021-002

a. CFP letter for Implementing Partners

UNWOMEN plans to engage an **Non-Government Organization or Academic Institution** 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 11:59 PM on 14 January 2022.

The budget range for this proposal should be 120,000 USD to 145,000 USD.

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> a. CFP letter for Implementing Partners b. Proposal data sheet for Implementing Partners c. UN Women Terms of Reference <p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex A-2 Technical proposal submission form</p> <p>Annex A-3 Financial proposal submission form</p> <p>Annex A-4 Format of resume for proposed staff</p> <p>Annex A-5 Capacity Assessment minimum Documents</p>	<p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex A-2 Technical proposal submission form</p> <p>Annex A-3 Financial proposal submission form</p> <p>Annex A-4 Format of resume for proposed staff</p> <p>Annex A-5 Capacity Assessment minimum Documents</p>

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

b. Proposal data sheet for Implementing Partners

Program/Project:

Preventing Violent Extremism and Countering Online Hate-Speech through Women's Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)

Program official's name: NERY N. RONATAY

Email: nery.ronatay@unwomen.org

Telephone number: +639369934389

Issue date: 28 December 2021

Requests for clarifications due:

Date:	Time:
07 January 2022	11:59

(via e-mail)

UNWOMEN clarifications to proponents due: [if applicable]

Date: 10 January 2022	Time: 11:59
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Proposal due:

Date: 14 January 2022	Time: 11:59 PM (Manila Time)
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Planned award date:

17 February 2022

Planned contract start-date / delivery date (on or before):

17 February 2022

c. UN Women Terms of Reference

1. Background and Rationale

UN Women has actively contributed to the efforts for prevention of violent extremism (PVE) as part of the Women, Peace, and Security (WPS) approach to conflict prevention to address emerging security threats such as radicalization and extremism in the region and promoting gender-responsive approach to PVE. This calls for intersectional and relational gendered analysis in order to build holistic, inclusive and sustainable PVE policies, laws, and programmes, which is particularly relevant to countries affected by conflicts and rising radicalization and extremism. In the Asia-Pacific region, UN Women Philippines has been at the forefront of this work since 2017. It actively support the work in response to the demands of governments and national stakeholders to tackle the increased threats of violent extremism.

Research supported by UN Women found a strong link between misogyny and support for violent extremism.¹ In the Philippines, the recruitment strategies of young people by extremist groups in The Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) reportedly employ images and ideations of rigid gender stereotypes and hyper-masculine appeals. Unpacking the gendered nature of violent extremism is vital if we are to address its roots, hence, investing in women's and youth's participation and leadership in preventing hate-speech and violent extremism is critical, on both off- and online platforms, ensuring that there is no backslide on peace gains in the BARMM transition. Supporting women and young people's capacity to put in place early warning systems that take into account the gendered dynamics of extremist group's actions and movements at the ground will be essential to the protection and safety of their communities.

While policies and programmes on preventing and countering violent extremism (PCVE) do not consistently show awareness of the gender dimension of violent extremism, the Philippine National Action Plan on Preventing and Countering Violent Extremism (NAP-PCVE) prescribes the engagement of women to tackle violent extremism. Considering that the NAP-PCVE has not yet been made public despite its formal adaptation in 2019, efforts must be aimed at further disseminating and raising awareness about the Plan while highlighting methods and opportunities in using the Plan as a leverage in pushing for safe, socially cohesive and gender equal societies both on- and offline. Further efforts will also have to be aimed at streamlining the operationalisation of the NAP-PCVE with the National Action Plan on Women, Peace and Security (NAP-WPS) 2017-2022 and the BARMM Regional Action Plan on Women Peace and Security (RAP-WPS) 2020-2022, as the linkages between these policies need to be strengthened further.

Nevertheless, localisation of NAP-PCVE in the BARMM is challenging. The language of PCVE is contentious in the region, given the historical and arbitrary targeting of Moro communities in the fight against violent extremism in the country. Moreover, the implementation of the controversial Anti-Terrorism Law of 2020 faced a backlash among the BARMM leaders, fearing the instrumentalization of the law will lead indiscriminately targeting of Moro people. Given the tactical overlap between anti-terrorism and violent extremism policies, the localization of PCVE in BARMM has become exponentially more delicate. In the light of the complexity and political sensitivity of the issues, UN Women attempts to align the efforts of the Bangsamoro government linking NAP-PCVE with the *Bangsamoro Community Resilience Framework*, which views extremism not solely from military and tactical perspective but through the resistance and strength of conflict-affected communities.

Since its outbreak in 2020, the COVID-19 crisis has exacerbated the challenges of violent extremism in the BARMM. UN Women Philippines has observed that fragile communities rely on social media for information and strategies to influence public opinion and online behaviour became even more important during the pandemic. In the BARMM, the pathways of spreading online hate speeches and COVID-19 misinformation and disinformation have some similar patterns to undermine solidarity and trust within and between communities. The COVID-related digital misinformation and disinformation has led to a very low vaccination rate. Most importantly, it deters necessary efforts and collaboration to effectively tackle the spread of the virus and prevent violent extremism. Consequently, the combination of fear, misinformation and disinformation, and hate may trigger social unrest and inter-group violence, possibly enhancing the conditions conducive to conflict and extremism.

Given these policy challenges and the pandemic, a more systematic efforts are required to support counternarrative and engage women and youth in the online space for PCVE in the BARMM. UN Women in the Philippines aims to a build more sustainable and systematic structure to set up women-led early warning systems, promote a gender-sensitive digital literacy agenda and further advocate with the government as one of the key priorities for NAP P/CVE strategies in the Philippines through the implementation of the project supported by the Government of Norway, "Preventing Violent Extremism (PVE) and Countering Online Hate-Speech through Women's Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)" from February 2022 to September 2022. This programme is designed to support women, youth, and gender equality advocates to prevent violent extremism and hate-speech in the Philippines, with a focus in BARMM to ensure that women are empowered to promote peace, security and resilience in their communities, both online and offline.

¹Melissa Johnston and Jacqui True, *Misogyny & Violent Extremism: Implications for Preventing Violent Extremism*, UN Women and Monash University, 2019 available at <https://asiapacific.unwomen.org/en/digital-library/publications/2019/10/misogyny-violent-extremism>

2. Objectives and Expected Results

In this connection, UN Women is seeking to engage the Responsible Party (RP) aims to support the implementation of the project, “Preventing Violent Extremism (PVE) and Countering Online Hate-Speech through Women’s Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)” from February 2022 to September 2022. The project is built on UN Women’s continuing work on empowering women from the most fragile communities to participate in peacebuilding, conflict prevention, and addressing emerging conflicts in BARMM. It combines multiple approaches: capacity building, community and policy dialogue, knowledge generation, and media engagements using traditional and digital platforms. These various approaches are organized under the broader women empowerment framework, where each activity is designed to amplify women’s agency, voice, and contribution as they deal with the threat of violent extremism in their communities. The project aims to:

- Support women-led early warning mechanisms by offering trainings and ICT material to women, youth, and gender equality advocates to respond to early signs and expressions of violent extremist narratives and hate-speech on- and offline;
- Organize dialogue sessions on threats of violent extremism and mitigation strategies on- and offline between community stakeholders and national and local government actors to strengthen capacities to implement the NAP-P/CVE in a gender-responsive manner;
- Produce a knowledge product on gender-sensitive early warning systems to prevent violent extremism; and,
- Disseminate messages of gender equality, social cohesion, peacebuilding, and prevention of violent extremism at the community level and among decision-makers.

2.1. Project Outcome and Outputs

Outcome
Peace talks, recovery, conflict resolution and peace building planning processes include women’s participation and promote and protect women’s human rights (AWP 2021 Philippines Outcome 4.2)
Output
Women are empowered to promote peace, security and resilience in their communities (AWP 2021 Philippines Output 4.2.1)

Based on the above **project outcome and output**, UN Women seeks to engage the RP to deliver **Output** ‘Women are empowered to promote peace, security and resilience in their communities’ the proposed locations, target groups, indicators and indicative activities are outlined in section 2.2 and 2.3. The RP is expected to help coordinate action to: (i) build the capacity of communities with a focus on empowerment of women and youth to develop early warning mechanisms to detect signs of radicalisation and violent extremism that fuel conflicts especially in the online and digital space; (ii) raise awareness and translate NAP-P/CVE into action through organized dialogue among community stakeholders and government stakeholders at the national and local level to ensure implementation of NAP and monitoring of its progress; and (iii) develop research and evidence on gender-sensitive early warning systems for PVE to influence policy and decision making at all levels.

2.2. Proposed Locations and Target Groups

Four BARMM provinces where violent extremism remains a viable threat are in Basilan, Lanao del Sur, Maguindanao, and Sulu. For this project, two provinces are targeted for their diverging radicalization narratives: **Lanao del Sur and Basilan**. **Basilan** has dealt with extremist threats for decades as one of the bases of Abu Sayyaf; the at-risk communities have exhibited resilience and provided interesting narratives on how violent narratives are transformed. The 2017 Marawi siege revealed the extent of radicalization of **Lanao del Sur**, with the Maute Group professing allegiance to ISIS. For this project, municipalities in the target provinces will be finalized in the implementation planning to be decided jointly by the implementing partner and UN Women.

The project seeks to primarily work with women in communities vulnerable to violent extremism. It aims to engage them in online and offline platforms by building their capacities to prevent violent extremism in face-to-face engagement and digital/online platform, developing early warning systems, providing space for dialogue between communities, government, civil society and key stakeholders in BARMM, and drawing from their experience to develop media products and disseminate gender-sensitive messages to address violent extremism.

2.3. Required Results and Indicative Activities

Important note: The following output, targets and indicative activities of the project described in the table below may be complemented with additional activities and may be arranged into sub-activities in the proposal of the RP.

Result / Output	Target	Indicative Activities
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<p>Women are empowered to promote peace, security and resilience in their communities</p>	<ul style="list-style-type: none"> • 2 women-led gender-sensitive early warning systems to prevent violent extremism established and utilized by the community (1 Basilan, 1 Lanao del Sur) • 200 women and men who have increased their digital literacy skills to facilitate gender sensitive positive digital engagement 	<p>Activity 1. Support women-led early warning mechanisms by offering trainings and ICT material to women, youth and gender equality advocates to respond to early signs and expressions of violent extremist narratives and hate-speech on- and offline.</p> <ol style="list-style-type: none"> 1.1 Organize digital literacy skills training for women, youth, and gender equality advocates in BARMM to facilitate gender sensitive positive digital engagement and counter VE messaging and strengthen their understanding of VE groups online recruitment activities, potentially within their community therefore support online early warning mechanism 1.2 Organize capacity building workshop of women's groups in BARMM to help them build and sustain a community-based mechanism to report potential VE activities and threats 1.3 Equip women's groups with early warning systems related equipment such as mobile phones, VHF radios as well as mobile sound systems/megaphones
	<p>250 women with the knowledge and capacity to promote the prevention of violent extremism and the implementation of the NAP-P/CVE</p>	<p>Activity 2. Facilitate dialogue and knowledge exchange on threats of violent extremism and mitigation strategies on- and offline between community stakeholders and national and local government actors, strengthening capacities to implement the NAP-P/CVE in a gender-responsive manner.</p> <ol style="list-style-type: none"> 2.1 Organize capacity building workshop with the national and regional information, communications and technology (ICT) departments to strengthen their gender capacities with regard to cybersecurity and PVE 2.2 Organize dialogues between women leaders and BARMM Public Information Department to ensure that the government entities are aware of the realities that women face in the ground with regards to VE threats 2.3 Engage in dialogues between community stakeholders and OPAPP, LGUs to strengthen localization efforts of the NAP-P/CVE in the BARMM.
	<p>1 knowledge product and research study developed and published related to women, peace and security and violent extremism in the Philippines.</p>	<p>Activity 3. Produce a knowledge product on gender-sensitive early warning systems on- and offline.</p> <ol style="list-style-type: none"> 3.1 Develop one (1) brief that summarizes the mechanism for gender-sensitive early warning systems, drawing on examples from the BARMM.
	<p>100,000 community members reached by messages of gender-responsive social cohesion and peace developed by women leaders (including through radio, YouTube, Facebook streaming)</p>	<p>Activity 4. Disseminate messages of gender equality, social cohesion, peacebuilding, and prevention of violent extremism at the community level and among decision makers through radio programmes, webinars and conferences.</p>

Under this output, the following indicators are required.

Indicator	Baseline	Target By September 2022	Data Source
Indicator 1. Number of women with the knowledge and capacity to promote the	500	750 (250 from this project)	Training materials, pre- and post-training

prevention of violent extremism and the implementation of the NAP-P/CVE			surveys and list of participants
Indicator 2. Number of women and men who have increased their digital literacy skills to facilitate gender sensitive positive digital engagement in Southeast Asia	100	300 (200 from this project)	Training materials, list of participants, partner reports
Indicator 3. Number of women-led Gender-Sensitive Early Warning Systems to prevent violent extremism established and utilized by the community as a result of UN Women's engagement	0	2	Partner's reports, knowledge product on women-led early warning mechanisms
Indicator 4. Number of knowledge products and research studies developed and published related to WPS and violent extremism in the Philippines	9	10 (1 in this project)	Knowledge products and research studies available online
Indicator 5. Number of community members reached by messages of gender-responsive social cohesion and peace, developed by women leaders (including through radio, YouTube and Facebook streaming)	556 337	656 337 (+100 000 in this project)	Digital and radio outreach, partner's reports, dialogues, meetings, conference reports

The selected RP will be working closely with UN Women during the project implementation. UN Women will provide technical support where necessary and make valuable connections through its engagement with key stakeholders in the Philippines, specifically in the BARMM, including the quality assurance of knowledge products, information, education and communication materials developed by the selected RP and will be co-branded by UN Women and the selected RP.

Interested local organizations are required to submit both technical and financial proposals in alignment to the following outputs and activities. A technical approach and implementation methodology should also be proposed and clearly discussed as to ensuring achievements of the planned activities which will contribute to the expected results. It should also propose the specific project location in Basilan and Lanao del Sur and target groups based on risks or vulnerability to radicalisation and violent extremism

3. Timeframe: Start date and end date for completion of required services/results [Please elaborate]

The project implementation is expected to start soon as possible upon signing of a Project Cooperation Agreement for a period of approximately **seven (7) months from February to September 2022**.

4. Budget

Indicative Budget: USD 120,000 - 145,00 (proposal must include the proposed plan/budget in Philippines Peso)

5. Eligibility

Legally registered non-governmental organizations (NGOs) and academic institutions and centers in the Philippines with a proven track record in promoting gender equality, women's empowerment, peace and PVE, and existing operational capacities in relevant sectors are eligible to submit proposals. Organizations or institutions based in Mindanao or BARMM is an advantage.

6. Competencies

Organization Profile

- Must be legally registered in the Philippines
- At least 5 years of operation with a minimum of 3 years of specific experiences on promoting gender and peace and preventing violent extremism in the BARMM such as capacity development and community organizing
- Demonstrated a strong track record in research and/or in developing knowledge products on gender, peace and preventing violent extremism
- Demonstrated advocacy and engagement in various forms of media (print, radio, television), including social media
- Strong experience in project management and implementation

- Proven organizational experiences in working with a diverse set of gender and peace stakeholders such as women's groups, youth, and other marginalized groups such as indigenous peoples, people with disabilities, other minorities, among others, as well as media, community, traditional and religious leaders, and government law and policy makers. Engagement with such groups in Mindanao or BARMM is an advantage.

Team members will be assessed on the following:

Team Leader, the overall team leader should have:

- Master's degree (or equivalent) in Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Peace Studies, or related field.
- Minimum of 5 years of relevant experience in gender and peace and preventing violent extremism in the Philippines. Experience in working in conflict and post-conflict areas in Mindanao or BARMM is an advantage.
- Substantive experience in managing peace projects; strong gender focus is preferred.
- Excellent communication skills and fluent in English and Filipino. Knowledge of Mindanao and/or BARMM languages an advantage.

Team members, facilitators, and other members will be assessed on the following:

- Bachelor's degree in Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Peace Studies, or related field.
- Substantive experience in advocacy, capacity development, community organizing, research, knowledge product development including information, education and communication materials on gender, peace and preventing violent extremism. Experience in working in conflict and post-conflict areas in Mindanao or BARMM is an advantage.
- Substantive experience in implementing peace projects; strong gender focus is preferred.
- Fluent in English and Filipino. Knowledge of Mindanao and/or BARMM languages an advantage.

Annex A-1
Mandatory requirements/pre-qualification criteria
[To be completed by proponents and returned with their proposal]

Call for proposal**Description of Services:**

Preventing Violent Extremism and Countering Online Hate-Speech through Women's Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)

CFP No. UNW-AP-PHL-CFP-2021-002

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
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 ²	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 the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ³ .	Yes/No
1.8 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

² In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

³ [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Implementing Partners

Section 2

CFP No. UNW-AP-PHL-CFP-2021-002

a. Instructions to proponents (Implementing Partners)

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for **(Implementing Partner)**.
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3. A description of the services required is described in CFP **Section 1 - C "Terms of Reference"**.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6. All proposals shall remain valid and open for acceptance for a period of 120 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.
- 1.7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, Nery Ronatay, Programme Analyst by email at nery.ronatay@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 A-1** (See point 4 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 A-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. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP 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 partners' references for delivering what is 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.
- 4.2 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.

5. 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 **Section 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.

6. 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 advertised publicly, 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.

7. 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.

8. Submission of proposal

- 8.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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. Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

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

CFP No. _____ – (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. _____ – (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: _____

- 8.2. 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.

- 8.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in the Technical Proposal submission Form below 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.

9. 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.

10. Proposal currencies

All prices shall be quoted in US Dollars.

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.

11. Evaluation of 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 maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee 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.

1	Proposal is compliant with the call for proposal requirements	15 points
2	The organizations mandate is relevant to the work to be undertaken in the TORs	20 points
3	The proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully	35 points
	TOTAL	70 points

Suggested table for evaluating technical proposal:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost

Formula for computing points:
Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points.
Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

Proponent B's price is \$20.00.

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):

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	Annex A-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex A-2 Technical proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-3 Financial proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-4 Format of resume for proposed staff
Part of proposal	Annex A-5 Capacity Assessment minimum Documents

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. 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 7 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex A-2

Technical proposal submission form

Call for proposal**Description of Services**

Preventing Violent Extremism and Countering Online Hate-Speech through Women's Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)

CFP No. UNW-AP-PHL-CFP-2021-002

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No (_____) - (Name of Proponent) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No (_____)

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	
6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	Confirm Yes _____; No _____
7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm Yes _____; No _____

Proponent's Eligibility Confirmation and Information	Proponent's Response
8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.	Confirm Yes ____; No ____
9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm Yes ____; No ____
10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm Yes ____; No ____
11. Confirm proponent has read and understood the Terms and Conditions stated in the UN Women Partner agreement template (Document attached)	Confirm Yes ____; No ____

I, (Name) _____ certify that I am (Position) _____ of (Name of Organization) _____; that by signing this Proposal for and on behalf of (Name of Organization) _____, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package.

_____ (Seal)
(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	

Fax Number:	
Email Address:	

Technical proposal submission form

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 proponent confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and technical capacity and Governance and management arrangements for the intervention.

Section	Points	Criteria	Proponent's Response
1	15	Proposal is compliant with the Call for Proposal (Cfp) requirements	
2	20	<p>The Organization's mandate is relevant to the work to be undertaken in the TOR</p> <ul style="list-style-type: none"> • Nature of the proposing organization • Overall mission and purpose of the organization • Core programs/service and target population • Organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	
3	35	<p>Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully:</p> <ul style="list-style-type: none"> • Organization's approach (how does the organization deliver its projects/programs/services) • Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities • Overview of Organization's capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the organization, including gender elements. • Proposed staffing (number and expertise) for the services to be delivered 	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

Annex A-3
Financial proposal submission form

Call for proposal

Description of Services

Preventing Violent Extremism and Countering Online Hate-Speech through Women’s Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)

CFP No. UNW-AP-PHL-CFP-2021-002

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (currency)

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No (_____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to call for Proposal
I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

(Signature)

(Name)

(Name of proponent)

(Date)

(Address)

(Telephone No.)

(Email address)

Annex A-4
Format of resume for proposed staff

Call for proposal

Description of Services:

Preventing Violent Extremism and Countering Online Hate-Speech through Women’s Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)

CFP No. UNW-AP-PHL-CFP-2021-002

Name of Staff: _____

Title: _____

Years with Firm: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex A-5

Capacity Assessment minimum Documents**(to be submitted by potential Implementing Partners and submission assessed by the reviewer)****Call for proposal****Description of Services**

Preventing Violent Extremism and Countering Online Hate-Speech through Women's Empowerment in the Philippines with a focus on the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)

CFP No. UNW-AP-PHL-CFP-2021-002

Governance, Management and Technical

Document	Mandatory / Optional
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
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy within six months;	

Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	

Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years	

