**Annex B**

**Call for Proposal (CFP) Template for Responsible Parties**

**(For Civil Society Organizations- CSOs)**

**Section 1**

**CFP No.** UNW-AP-NPL- CFP-2022-01 (Impact assessment of COVID-19 on access to justice for women and marginalized groups)

**(To be filled in by UN Women)**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage a (Responsible Party) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than 17:00 (Kathmandu Time) on 21 February 2022.

**The budget range for this proposal should be** NPR 40,00,000 – 50,00,000. (NPR fourty to fifty lakhs)

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-2** Template for proposal submission  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
| **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |  |

Interested proponents may obtain further information by contacting this email address: technical-bid.np@unwomen.org \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Proposal data sheet for Responsible Parties**

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| --- | --- | --- |
| **Program/Project:** Impact assessment of COVID-19 on access to justice for women and marginalized groups | **Requests for clarifications due:** | |
|  | **Date: 7** Feb 2022 | **Time:** 3:00 pm |
| **Program official’s name:** Subha Ghale | **(via e-mail:** [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)**)**  <https://unwomen.zoom.us/j/94647115709?pwd=VCtMVHBhSDRCeGs3RFhybWY3dDJ2UT09> | |
|  |  | |
| **Email:** subha.ghale@unwomen.org | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date:** 12 Feb 2022 | **Time: 5 pm** |
| **Telephone number:** 977-1-5523200 |  | |
|  | **Proposal due:** | |
| **Issue date:28 Jan** 2022 | **Date:**  21 Feb 2022 | **Time:** 17:00 (Kathmandu Time) |
|  |  | |
|  | **Planned award date:** |  |
|  | March 2022 |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  | **March 2022** | |

**TERMS OF REFERENCE**

**Impact assessment of COVID-19 on access to justice for women and marginalized groups**

1. **Background and rationale**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Since the outbreak of the COVID-19 pandemic on 11 March 2020, countries around the world have been facing an extraordinary challenge wherein a health-related humanitarian crisis has evolved simultaneously into socio-economic crisis. The Government of Nepal (GoN) has had to take unprecedented measures to slow down and prevent the spread of COVID-19 since Nepal has been hit by two major waves of COVID-19 pandemic in 2020 and 2021. This entailed a complete lockdown from 24 March through to 21 July 2020 during the first wave, and prohibitory orders from 29 April 2021 in Kathmandu Valley which has been further extended from 30 September 2021 until further notice.[[1]](#footnote-2) These prevention measures have included restriction on physical mobility, closure of international borders and flights, and shut down of schools and public places among other measures. Only emergency and essential services were allowed to operate in a regulated manner during lockdown.

As of 27 December 2021, a total 280,119,931 cases of COVID-19, have been confirmed globally, resulting in approximately  5,403,662 deaths.[[2]](#footnote-3) In Nepal, the [Ministry of Health and Population](https://en.wikipedia.org/wiki/Ministry_of_Health_and_Population_(Nepal)) (MoHP) has confirmed a total of 8,27,972 cases, and 11,590 deaths in the country as of 27 December 2021.[[3]](#footnote-4) At present 33.7 percent of the population in Nepal have been fully vaccinated.[[4]](#footnote-5) With the spread of Omicron across the world, which was declared the new COVID-19 variant of concern by WHO, and detection of Omicron variant in Nepal, public health officials have cautioned Nepal to prepare for the worst case scenario[[5]](#footnote-6). To prevent further spread of Omicron, the authorities in Nepal have restricted entry of passengers arriving or transiting from only [nine countries](https://www.business-standard.com/article/current-affairs/nepal-imposes-ban-on-entry-from-9-countries-amid-omicron-variant-scare-121120300231_1.html)—South Africa, Botswana, Zimbabwe, Namibia, Lesotho, Eswatini, Mozambique, Malawi and Hong Kong from December 2021.

The impact of COVID-19 pandemic is exacerbated for women and girls simply across every sphere, from health to the economy, security to social protection.[[6]](#footnote-7) While people in all countries are affected by the pandemic, it is disproportionately affecting those who were traditionally excluded/marginalized from the justice systems and plunging more people into this plight. These include women, especially those from marginalized communities – such as women from excluded/marginalized caste/ethnic groups, single women, women with disabilities, women in informal economy, landless women, migrant workers and returnee migrant workers, women whose work is relegated to the margins and often invisibilized such as sex workers, women without legal identity documents, women living with HIV/AIDS, women deprived of liberty/women in conflict with law, and LBTQ+. This is due to multi-dimensional inequalities and discrimination they face, including dependency on informal economy; inadequate access to social services; narrow asset base, capacities and opportunities to cope and adapt; limited or no access to technologies and information. These groups are facing more barriers in accessing safety nets, public services, and justice.

***Increasing the justice gap***

Access to justice is critical for advancing gender equality and women’s empowerment. Quality, affordable, and accessible justice with remedies and accountability mechanisms should be available for all across the development, humanitarian, and conflict contexts. The need for justice can be more acute in times of crisis and disaster. The COVID-19 pandemic poses unprecedent challenges in achieving the Sustainable Development Goal (SDG) 5 on gender equality and women’s empowerment and SDG 16 on peaceful, just and inclusive societies, particularly the target of ensuring equal justice for all (SDG target 16.3). The pandemic is significantly worsening the global gap in access to justice. In 2019, even before the outbreak of COVID-19 pandemic, the Task Force on Justice, estimated that 5.1 billion people, which is nearly two-third of the world population are deprived of justice.[[7]](#footnote-8) “This global justice gap includes 2.1 billion people employed in the informal economy, 2.3 billion who lack proof of housing or land tenure, 1.1 billion people who lack proof of legal identity, and 1.4 billion people with unmet civil or administrative justice needs.”[[8]](#footnote-9)

While a country-wide study on justice gaps in Nepal is yet to be carried out, the 2016 study on women's access to justice through the judicial system[[9]](#footnote-10) focusing on justice gaps for women in Nepal reports different types of barriers women faced even before the pandemic. The 2016 highlights that the main hindrances for women’s access to justice are financial constraint, fear of re-victimization from the perpetrators, family’s perceived prestige, stigma, lengthy and complex court procedures, lack of knowledge about available legal remedies, lack of trust in the justice system, geographical distance from service providers, and language barrier. The study shows that only 27.6 percent of survivors of violence and discrimination seek support from justice sector institution.[[10]](#footnote-11) These barriers have been further exacerbated by the pandemic.

***Increased risk and incidence of GBV***

Humanitarian emergencies including disease outbreaks exacerbate underlying inequalities and increased incidence of violence against women and children, and worldwide reports have demonstrated this increase during the COVID-19 pandemic.[[11]](#footnote-12),[[12]](#footnote-13) Consistent with this trend, reports from Nepal from various service providers, development organizations and media have documented considerable increase in gender-based violence (GBV) and harmful practices (child marriage, witchcraft).[[13]](#footnote-14) Due to COVID-19 related lockdown and mobility restriction, women and girls (cis, trans, and non-binary) in confinement, quarantines, and isolation centers also faced risk of violence, notably domestic violence by abusive partners, family members, as well as sexual exploitation and abuse (SEA) by care persons and other aid workers. The National Women’s Commission (NWC) reported a sharp increase in GBV, receiving a total of 1,267 calls through is 24-hour helpline related to the domestic violence between the lockdown period of 24 March 2020, and 21 July 2020, with calls increasing exponentially from 119 calls in March 2020 to 412 calls in July 2020.[[14]](#footnote-15) A study by the Women’s Rehabilitation Center (WOREC) Nepal showed women's concerns regarding escalating GBV during the pandemic and limited access to services: seventy five percent of the respondents said that domestic violence like physical violence and verbal abuse can happen during lockdown, 64.7 percent of respondents said there is nowhere to go to lodge a complaint with police, and only 3 percent of survivors are satisfied with the government's effort to prevent GBV.[[15]](#footnote-16) Similarly, a study by Saathi Nepal shows that among new entrants to shelters, 35 percent of cases were of domestic violence, 30 percent were rape, and 36 percent were sexual violence.[[16]](#footnote-17) Similarly, a study on online searches related to physical violence (which included keywords such as “physical abuse signs,” “violent relationships,” “cover bruises on face”) grew by 47 percent between October 2019 and September 2020. These search queries included specific references to “men hitting women,” “spouse abuse,” “boyfriend hit me,” and “controlling men” or “controlling husband.”[[17]](#footnote-18)

The Supreme Court has rendered some notable rulings in light of the pandemic situation including lockdown situation, to uphold the dignity and human rights of all. Through its rulings, the Court has specifically highlighted the concerns of the most marginalized sections of the society including migrant workers, people with identity documents, daily wage workers, senior citizens, persons with disability, women, and children. In this context, the landmark verdict[[18]](#footnote-19) of Supreme Court related to gender equality issues made in the context of COVID-19 on 5 August 2020 has highlighted the challenges faced by victims of GBV and DV in accessing justice, particularly in the context of lockdown during COVID-19. The decision highlights the need for online case registration hearing mechanisms to facilitate access to justice for GBV survivors even in the situation of lockdown. The judgement directs the government to set up a coordination system to receive complaint against domestic violence, provide interim relief and protection to victims, provision of special fund, immediate rescue and relief mechanism to women and children, and to set up 24-hour helplines in COVID-19 context. Similarly, a directive order has been issued by the government to conduct a research study to assess the adequacy and effectiveness of the Infectious Diseases Act, 1963, and other related laws. Based on the study, the government should consider enacting a new comprehensive law to address the challenges faced by women and other high-risk groups in a pandemic.

***Restriction in access to justice and services***

The pandemic strained the capacity of justice systems to meet these justice needs, in part due to the scaling down of justice services by justice institutions to comply with COVID-19 prevention measures such as lockdowns and prohibitory orders. The vulnerability of women and girls to violence and discrimination has been compounded by disruption to support services, including access to phones and helplines, and public services including social services, justice and the police, which made help-seeking more challenging. Therefore, the pandemic is worsening the justice gap, which will further exacerbate existing inequalities.

The backlog of cases in the three tiers of courts, which was already high, have increased further due to the pandemic. The COVID-19 context hindered timely and fair hearings, increased case backlogs, and prolonged judicial and administrative proceedings for service seekers, particularly during lockdown and physical restriction of varying degrees that are put in place. Key service providers for justice halted or slowed down their services particularly during lockdown in 2020, and the prohibitory orders in 2021. For instance, on 20 March 2020, the full bench of the Supreme Court decided to suspend all the regular services and proceedings (except for urgent matters) of the Courts, which was effective from 22 March 2020 to April 2020. The services delivered by the judiciary were limited to urgent cases and rulings related to fundamental rights of people. To enable access to justice despite the pandemic and physical restriction, the Supreme Court on 13 April 2020 directed the courts to conduct bail hearings or other urgent proceedings through phone, fax, video conferencing or with the aid of another electronic medium.

Due to restriction or limited mobility, victims were not unable to file complaints in the police station and lawyers were unable to reach out to the victim. The increasing obstacles faced by victims included difficulty in receiving required legal services as the courts limited their services even after the relaxation of lockdown. The impunity of perpetrators remains a critical issue, whether in COVID-19 context or normal times, exacerbated by current statutes of limitation, the limited capacity to guarantee effective investigation of cases, and the limited number of cases that lead to convictions of the perpetrator and reparation to the survivor. Instances of reluctance of police to register first information report (FIR) of sexual violence cases and criminal cases, and emphasis for reconciliation in DV cases were reported during lockdown.[[19]](#footnote-20) Due to the challenges faced by GBV survivors to report offense and abuses and lack of effective investigation and prosecution even if the issue was reported to police during lockdown or during mobility restriction period, victims/survivors of Gender Based Violence reported to have faced psychological turmoil. Increase in the rate of suicide was also reported during the lockdown. Within the time frame of just one month, from 24 March 2020 to 23 May 2020 police report confirmed 163 deaths cause by suicide, including suicides in quarantine centres.[[20]](#footnote-21) Similarly, judicial committees in local governments also faced challenges in providing their regular services of settling cases, particularly during the lockdown period. The heads of Judicial committee who also serve as the Deputy Mayors of the local governments had to concentrate their efforts towards addressing the COVID-19 pandemic[[21]](#footnote-22), particularly in prevention and relief work.[[22]](#footnote-23)

Women’s organizations and human rights defenders have been playing and important role in facilitating women’s access to justice during the COVID-19 pandemic, including during the lockdown period.[[23]](#footnote-24) The importance of supporting women’s organizations, who also serve as human rights defenders on the frontline of the community for COVID-19 response, has been emphasized in guidance and policy brief prepared in the context of pandemic by treaty body such a CEDAW Committee, and various organizations.[[24]](#footnote-25)

***Digital divide for access to justice***

Globally, the importance of remote service through digitalization of justice has gained momentum after the outbreak of COVID-19 pandemic. Digitalization or use of information and communications technology (ICT) in justice sector “[has] brought rapid advancements to the justice sector digital case management, information system interoperability, and public access to judgements have reduced red tape, increased efficiency, and enhance transparency.”[[25]](#footnote-26)

The courts in Nepal have also begun hearing cases online during the COVID-19 pandemic and resultant lockdown.[[26]](#footnote-27) The Supreme Court[[27]](#footnote-28) has also recently developed a guideline on how to operate a hearing through video conferencing.

While online justice provides opportunities for accessing justice even in the context of pandemic or lockdown, there are also concerns and challenges. This includes the digital divide between haves and have not that may have impact on access to justice. On an average, the mobile gender gap varies by region and country, but is widest in South Asia where women are 28 percent less likely than men to own a mobile and 57 percent less likely to use mobile internet.[[28]](#footnote-29)There are several root causes of the digital gender divide which includes hurdles to access, affordability, education, and lack of technological literacy, as well as inherent biases and socio-cultural norms. Although mobile connectivity has reached over 148 percent of the total population according to official data, there is lack of data on to map out the digital divide based on gender, disability and geographical location.[[29]](#footnote-30)Similarly there are also concerns regarding barriers to access internet faced by marginalized groups due to class, gender, ethnicity, sexuality or disability despite the dramatic increase in the use of internet.[[30]](#footnote-31) The recent Multiple Indicator Cluster Survey[[31]](#footnote-32), 2019, shows that the households that have access to the internet by any device from home stands at 51.1 percent in Nepal, with variations by provinces. This report also shows disparity by gender (41.0 percent by women, and 60.6 percent by men) with regard to the use of internet in the last three months. The ownership of mobile and use of mobile phones for women is fairly high, around 79.3 percent and 92.4 percent respectively.[[32]](#footnote-33) The ICT skills (taken as nine specific computer related activities) of men and women is also very low, 5.9 for women, and 15.5 percent for men aged 15-49 years.[[33]](#footnote-34)

Similarly, there are concerns that e-justice system may undermine principal element to a fair trial, resulting in weak victim and witness statements, lack of access to legal files, and increased difficulty for women and those facing intersecting vulnerabilities to follow online procedures. As e-justice is a relatively new area in Nepal, it is important to explore the opportunities, and challenges, particularly from the perspective of women and marginalized groups.

In light of these emerging challenges brought about by the COVID-19 pandemic, it would be important to map the key challenges and opportunities in the area of access to justice for women and marginalized groups. Identifying such gaps and way forward would be crucial for understanding the current situation, and also for informing future interventions and policies on access to justice that are responsive to the needs of women and marginalized groups.[[34]](#footnote-35) This would also contribute to the delivery of targets set out for SDG goals 5 and 16 that aim to provide justice for all.

1. **Objectives**

The overall objectives of the initiative are to:

# To assess the impact of the COVID-19 pandemic on access to justice for women and marginalized groups and map relevant initiatives taken to address emerging challenges.

# To map the status of e-justice/digitalization in the justice sector from the perspective of women and marginalized groups in the context of COVID-19 pandemic.

1. **Scope of Work**

To achieve the above objectives, the responsible party is expected to implement the below activities.

In light of the COVID-19 situation, most of the planned consultations will be carried out virtually.

**Main output level result of this project/initiative is:**

**Four knowledge products related to access to justice for women and excluded group developed. (two reports, and two briefs, details given below).**

**The output result of this initiative will contribute to UN Women’s the integrated results and resource framework outputs 1.1.2 and 1.1.3. given below**

**Output 1.1.2:** Key duty bearers (including in provincial and district courts and select national commissions) have enhanced governance capacity to implement and monitor gender responsive laws, polices, budgets, provision of essential quality services including on EVAW to advance women’s human rights and promote inclusive governance and access to justice.

**Output 1.1.3.** Excluded groups have strengthened leadership capacity, voice and agency to

demand accountability and transparency for inclusive governance and access to justice at the

federal and local levels advancing the implementation of SDG 5 and 16.

**Key activities related to the output result of this initiative are given below:**

**Activity 1. Inception and Desk Review**

Carry out inception meeting with key team members to discuss the plan for the deliverables linked to this initiative. Prepare a detailed workplan related to the two reports, i.e., the final products of this initiative. The desk review under objective 1 (assess the impact of COVID-19 on A2J) will entail review of key literature developed in the context of COVID-19 pandemic, available data and statistics related to justice problems/access to justice particularly in the COVID-19 context. Comparative data based on impact of COVID-19 by provinces or geographic location will be reviewed and included if available. Review of existing documents/reports based on consultations with a range of stakeholders – such as CSOs, governments, legal experts, development partner, justice actors- should be carried out to draw on the problem identified and analysis, way forward and recommendations.[[35]](#footnote-36) A bibliography of the references will also be prepared. The desk review carried out under objective 1 will also be relevant and interrelated to the work under **objective 2.** In addition, review of reports/publication and data/statistics related to e-justice, digitalization/ICT will be necessary. Review of key literature of the justice sector such as annual reports, Strategic plans, and relevant report will also be necessary. Brief review of some of the best practices for e-justice/digitalization in Nepal from the perspective of women and marginalized groups.

**Activity 2. Review of law/policies**

# Law and policy review will focus on identifying key laws/policies that have to be reformed or formulated for enabling access to justice for women and marginalized groups particularly in the context of COVID-19 pandemic (as well as any future pandemic situation) as part of objective 1.

Under **objective 2**, brief review of existing laws/policies/verdicts that enable e-justice/digitalization/use of technology for justice, particularly from the perspective of women and marginalized groups. The review will help to identify needs and gaps in law/policy.

**Activity 3. Key informant interviews (KII)**

For **objective 1 and 2**, a total of around **15-20** Key informant interviews with key stakeholders for A2J and gender equality [or more if required] will be carried out. The KII will explore the questions under the objective and sharpen the analysis and recommendations. The insights and analysis will be feed into the final reports and the policy brief. Of the 20 KIIs, some interview questions would be merged for **objective 1 and 2** for some key informants, and some could be kept separate as necessary.

For instance, some KII, could focus on only information regarding digitalization/e-justice from the perspective of women and marginalized groups, in the COVID-19 pandemic context.

KII will be planned in-person, however, in case of COVID-19 related new guidelines or implementation of prohibitory orders, the responsible agency should also have optional plan to carry it out virtually, as needed. The responsible agency is required to provide two budgets with the two different options (in-person and virtual) given the implications on the budget of carrying out a virtual instead of in-person.

**Activity 4. Consultation with diverse stakeholders**

Under **objective 1**, around 4-5 virtual consultations (approx.) will be carried out with key stakeholders/experts on A2J and gender equality to explore the questions under the objective and sharpen the analysis and recommendations. The insights and analysis will feed into the final report and the policy brief. The consultations will have 10-15 participants (or more as needed). One consultation will also be carried out with service/justice seekers, particularly women from marginalized groups. In case there is a strong justification to carry out in-person consultation for some groups, then the reasons should be clearly mentioned. However, in case of COVID-19 restriction, COVID-19 related guidelines should be followed.

**Under objective 2, 2-3 consultations** with other relevant stakeholders including court-users/service seekers. Interpretation services along with will be provided during the consultation, as needed. The consultations will explore the questions under the objective and sharpen the analysis and recommendations. The insights and analysis will feed into the final report, as well as the policy brief.

**Consultations with court users/justice service seekers** and survivors could be carried out through in-person consultation following COVID-19 related guidelines, if that is a preferred option for court users/service seekers. The responsible agency is required to present two budgets with the two different options – in-person and virtual - given the implications on the budget of carrying out a virtual instead of in-person.

**Activity 5.**

**One virtual event with key stakeholders to disseminate the reports.** Summary report of the virtual event and power points (if any) from the virtual dissemination event. Interpretation services will be provided during the consultation, as needed.

**Activity 6.**

Two reports along with respective briefs will be finalized. Both the reports and briefs will be well designed and publication ready following UN Women branding guidelines. The two reports and policy briefs will be peer reviewed by at least 2 technical experts.

A dissemination plan will be developed for the final reports and policy brief. This would entail the a list of contacts of individuals/organizations with whom the final products will be shared by the responsible agency (in consultation with UN Women). Feedback on the reports will be collected from some of the stakeholders (e.g, from govt, judiciary, CSOs). The responsible agency should propose some feedback collection methods in the proposal (such as short online feedback survey, etc.).

**Suggested questions for the studies under objective 1 and objective 2 are given below. These questions will be finalized in consultation with UN Women:**

# Objective 1: To assess the impact of the COVID-19 pandemic on access to justice for women and marginalized groups and map relevant initiatives taken to address emerging challenges.

# Key questions suggested for the mapping, but not limited to, include the following:

* 1. What are some of the key justice problems[[36]](#footnote-37) women and marginalized groups are face in Nepal? What are the key justice problems women and marginalized groups are facing in the COVID-19 context [[37]](#footnote-38)?

# What are some of the notable measures/initiatives in the area of justice that have been effective for enabling access to justice for women and marginalized groups in the context of COVID-19 pandemic [e.g., initiatives of CSOs, development partners, UN agencies, governments]

# What are some of the key challenges faced by justice actors/institutions in delivering justice/justice related services, particularly for women and marginalized groups, in the COVID-19 context, and what strategies/approaches or notable measure have been undertaken in response? [the focus or scope of the justice actors will be finalized in coordination with UN Women. The question could consider exploring with police, OAG, lawyers, courts, prison, and judicial committees to some extent].

# Are there key legislation/policies that have to be reformed or formulated for enabling access to justice for women and marginalized groups, particularly in light of COVID-19 pandemic? Provide the gaps in law/policies, and recommendations.

# Key recommendations for key stakeholders for enabling access to justice for women and marginalized groups in COVID-19 and beyond including key measures.

# Objective 2: Map the status of e-justice/digitalization in the justice sector in Nepal from the perspective of women and marginalized groups in the context of COVID-19 pandemic

# Some suggested key questions for the mapping, but not limited to include the following. They will be finalized in consultation with UN Women Nepal:

# What are the key areas in which digitalization/online means/technology are being used in the justice sector, especially for enabling access to justice for women and marginalized groups?

# How effective or useful (or not effective) is the digitalization/online means/technology being used in the justice sector been? (Focus could be kept on digitalization/online medium carried out in COVID-19 pandemic context) this will focus on courts, OAG, and police, and judicial committees)

# What are the areas in which digitalization/online means/technology is required more urgently (to be developed if not there, strengthened, or scaled up)?

# What are they opportunities for digitalization or use of online medium/technology in the judiciary, especially from the perspective of women and marginalized groups?

# What are the key challenges or risk for digitalization/using online means/technology in the judiciary, especially from the perspective of women and marginalized groups? [focus to be kept on digitalization/online medium in COVID-19 pandemic context]

# What are the laws/policies/regulations/verdicts that can support or enable e-justice/digitalization/use of technology for justice, particularly for women and marginalized groups? What are the current gaps in laws and policies?

# What are some of the best practices on e-justice delivery in Nepal?

# What are some of the key recommendations with regard to e-justice/digitalization/use of technology especially from the perspective of women and exclude groups, particularly in light of COVID-19 context?

**Key deliverables of this initiative/project**

* **A detailed workplan with timelines**. The detailed work plan will also include structure of the report, and possible risks that may arise while carrying out the tasks and mitigation measures.
* **A 20 page long final report (approx.)** [electronic] on the impact of COVID-19 on access to justice for women and marginalized groups along with recommendations for specific stakeholders in English. A well edited report will be publication ready following UN Women publication and branding guidelines, include with comments from the A2J team. A bibliography on COVID-19 and justice for women and marginalized groups (list of key publications, articles produced in COVID-19 pandemic)-will be attached as an annex. The report will be well designed and publication ready following UN Women publication and branding guidelines
* **A 7-page long well edited policy brief (approx.)** with infographics that showcases the main report on the impact of COVID-19 on justice for women and marginalized groups for advocacy purpose. The brief will highlight key issues and recommendations. The brief will be publication ready following UN Women publication and branding guidelines in both Nepali and English.
* **A 7-page long well edited policy brief (approx.)** with infographics drawing on the main report for advocacy purpose. The brief will highlight key issues and recommendations related to e-justice/digitalization. The brief will be publication ready following UN Women publication and branding guidelines in both Nepali and English.
* **Around 20-page long well edited report** [electronic] on the status of digitalization in justice sector/e-justice from the perspective of women and marginalized groups, in the context of COVID-19 pandemic. The report will be well designed and publication ready following UN Women publication and branding guidelines
* **Around 7-8 consultations** with CSOs and key stakeholders held, and summary of the meetings. Interpretation services will be provided during the consultation as necessary.
* Around **15-20 key informant interviews** (approx.) held. Transcript of the interviews to be provided to UNW. As the interviews may be in Nepali or English, **translation will be required since** the final report will be in English.
* **One virtual event with key stakeholders to disseminate the reports.** Summary report of the virtual event and power points (if any) from the virtual dissemination event. Interpretation services will be provided during the consultation, as needed.
* A dissemination plan for final reports and policy brief developed. This would entail the list of contacts of individuals/organizations with whom the final products will be shared by the responsible agency. (or in consultation with UN Women).
* Peer/technical review of the two reports and policy brief by at least 2 technical experts.

1. **Contribution to UN Women’s Strategic Note/Annual Work Plan**

This initiative/project will contribute to the following outcomes and outputs of Strategic Note 2018-

2022 and Annual Workplan 2022 of UN Women.

**Outcome 1:** National, provincial and local level authorities implement and develop evidence-based gender-responsive laws, plans and budget to advance inclusive governance and access

to justice in Nepal by 2022.

**Output 1.1.2:** Key duty bearers (including in provincial and district courts and select national commissions) have enhanced governance capacity to implement and monitor gender responsive laws, polices, budgets, provision of essential quality services including on EVAW to advance women’s human rights and promote inclusive governance and access to justice.

**Output 1.1.3.** Excluded groups have strengthened leadership capacity, voice and agency to

demand accountability and transparency for inclusive governance and access to justice at the

federal and local levels advancing the implementation of SDG 5 and 16.

The initiative/project will also contribute to the outcome under the regional project “Enhancing

access to Justice for Women in Asia and the Pacific: Bridging the gap between the formal and

informal systems through women’s empowerment.”

Outcome: Enhanced access to justice for women in formal and informal systems in Asia and the Pacific, bridged the gap between these systems through women’s empowerment and reduction of gender biases.

1. **Project Period**

The duration of the ToR is for the period from March 2022 to Feb 2023 (**one year**)

1. **Guiding principles**

The implementation of the proposed activities should be guided by the following principles:

* Human rights-based approach
* Gender equality and Social Inclusion
* Do not Harm
* Intersectionality
* Leave No One Behind
* Confidentiality and privacy

1. **Eligibility criteria**

Technical/functional competencies required:

* At least five to seven years of demonstrable organizational experience and expertise in the area of access justice for women and excluded groups through programmatic interventions, research/assessment, and policy advocacy.
* Sound experience in producing research/assessment-based reports and policy briefs in the areas of access to justice/gender equality and women empowered.
* Experience of designing and implementing A2J/GEWE interventions, research, and policy advocacy in the context of COVID-19 pandemic is desirable and will be considered an advantage.
* Strong organizational experience in building strategic partnerships with key stakeholders of justice/gender equality, and networks with relevant partners, including women-led organizations, CSOs, government agencies and justice sector.
* Proven capacity to convene consultations and dialogue, and conduct interviews with diverse stake holders of justice (e.g., police, OAG, courts, lawyers, judicial committees, justice/service seekers)
* Sound knowledge of the legal framework, policies and interventions on justice, particularly for women and excluded groups in Nepal.

1. **Team composition**

In order to manage and implement the initiative in an effective and timely manner, the agency is requested to establish a management team in charge of day-to-day management and operations of the initiative, implementation of the initiative, as well as timely communication and coordination with UN Women. The management team will consist of but not limited to the following core members:

1. 1 Team leader with expertise on gender equality and law/justice issues (100%)
2. 1 Research and coordination experts (80%) (with expertise in carrying out research/assessment on gender equality and law/access to justice issues)
3. 1 Finance and Admin Officer (30%).

**9. Reporting obligations**

Reporting requirement will be as per the standard contract agreement.

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services: Impact assessment of COVID-19 on access to justice for women and marginalized groups**

**CFP No.** UNW-AP-NPL- CFP-2022-01

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. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent. | Reference #1:  Reference #2: |
| * 1. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[38]](#footnote-39) | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. 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)[[39]](#footnote-40). |  |
| 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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No |

**Section 2**

**CFP No.** UNW-AP-NPL- CFP-2022-01

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
   5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
   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, 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.
   7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at technical-bid.np@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **Cost of proposal**

2.1 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.

1. **Eligibility**

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B-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 B-1. 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 result in disqualification.

1. **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 selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

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.

1. **Clarification of CFP documents**

5.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

1. **Amendments to CFP documents**

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

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

1. **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.

1. **Submission of proposal**

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: technical-bid.np@unwomen.org.

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.

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

8.4 Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

1. **9. Clarification of proposals**

9.1 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.

1. **Proposal currencies**

10.1 All prices shall be quoted in (local currency) NPR.

10.2 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.

10.3 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.

1. **Evaluation of technical and financial proposal** 
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)

Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of 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 (CfP) requirements | 10 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs | 10 points |
| 3 | The organization has the capacity and previous experience of carrying out primary research, stakeholders’ consultations, and policy advocacy | 10 points |
| 4 | The capacity and experience of the technical staff/experts to successfully carry out this initiative | 40 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) x 30 points = 15 points

1. **Preparation of proposal**
   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.

* 1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. 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 B-1** Mandatory requirements/pre-qualification criteria |
| Part of proposal | **Annex B-2** Template for proposal submission |
| Part of proposal | **Annex B-3** Format of resume for proposed staff |
| Part of proposal | **Annex B-4** Capacity Assessment minimum Documents |

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.

1. **Format and signing of proposal**

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

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

1. **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 1 year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Annex B-**2

**Template for proposal submission**

**Call for proposal**

**Description of Services: Impact assessment of COVID-19 on access to justice for women and marginalized groups**

**CFP No.** UNW-AP-NPL- CFP-2022-01

|  |
| --- |
| **Mandatory requirements/pre-qualification criteria** |

Proponents are requested to complete this form (**Annex B-2)** and return it as part of their submission.

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-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.

|  |
| --- |
| **Component 1: Organizational Background and Capacity to implement activities to achieve planned results** (max 1.5 pages) |

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

|  |
| --- |
| **Component 2: Expected Results and Indicators** (max 1.5 pages) |

This section should articulate the proponent’s understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important  part of the agreement between the proposing organization and UNWOMEN.

|  |
| --- |
| **Component 3: Description of the Technical Approach and Activities** (max 2.5 pages) |

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

|  |
| --- |
| **Component 4: Implementation Plan** (max 1.5 pages) |

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

**Implementation Plan**

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

**Monitoring and Evaluation Plan** (max. 1 page)

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

• How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan

• How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

• How the participation of community members in the monitoring and evaluation processes will be achieved

|  |
| --- |
| **Component 5: Risks to Successful Implementation** (1 page) |

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

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

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

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

* Include costs which 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 would cost less.
* The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
* The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
* “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
* 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** |
| 1. Personnel |  |  |
| 2. Equipment / Materials |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |
| 4. Contracts |  |  |
| 5. Other costs [[40]](#footnote-41) |  |  |
| 6. Incidentals |  |  |
| 8. Support Cost (not to exceed 7% |  |  |
| **Total Cost for Result 1** |  |  |

**Note on budget for responsible party:**

* Please provide detailed budget breakdown under the broader expenditure categories of the budget. At least two sheets to be presented - one with summary, and another with detailed breakdown.
* For activity 3 and activity 4 mentioned in the previous section, responsible agency is required to present two budgets with two options – in-person and virtual events – due to the implications on the budget when carrying out a virtual event instead of in-person events in case of COVID-19 restrictions.
* Consultations with court users/justice service seekers and survivors to be carried out through physical consultation following COVID-19 related guidelines, if that is a preferred option for court users/justice seekers. Transport and communications related minimal costs to enable participants’ engagement (court users and survivors) in the consultation can be built into the budget.

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 and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex** B-3

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services: Study on access to justice for women and marginalized groups in COVID-19 context**

**CFP No** UNW-AP-NPL- CFP-2022-01

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 B-4**

**Capacity Assessment minimum Documents**

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

**Call for proposal**

**Description of Services: Study on access to justice for women and marginalized groups in COVID-19 context**

**CFP No.** UNW-AP-NPL- CFP-2022-01

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| 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 which is consistent with UN women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**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 |  |

1. https://daokathmandu.moha.gov.np/en/post/ja-l-l-pa-rasha-sana-ka-ra-ya-lya-ka-thamada-

   b-ta-ma-ta-gata-ja-ra-gara-eka-sa-2 [↑](#footnote-ref-2)
2. [WHO Coronavirus (COVID-19) Dashboard | WHO Coronavirus (COVID-19) Dashboard With Vaccination Data](https://covid19.who.int/) [↑](#footnote-ref-3)
3. [CoVid19-Dashboard (mohp.gov.np)](https://covid19.mohp.gov.np/) [↑](#footnote-ref-4)
4. Situation Report, no 688, 28 December 2021, available at [61caedbae9cd4\_SitRep688\_COVID-19\_28-12-2021\_EN.pdf (mohp.gov.np)](https://covid19.mohp.gov.np/covid/englishSituationReport/61caedbae9cd4_SitRep688_COVID-19_28-12-2021_EN.pdf) [↑](#footnote-ref-5)
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34. The High-level Group on Justice for Women worked with the Task Force to explore the justice needs of women and better understand what is required to make justice systems gender-responsive. It found that “for too many women, gaps persist between the promise of justice and realities on the ground, in the workplace, in communities and at home.”. [↑](#footnote-ref-35)
35. For instance, series of consultations held by UN Women as part of the Gender in Humanitarian Action Task Team meetings; charter of demands by organizations of women and marginalized groups; Gender Equality Updates of UN Women; situation updates and fact sheets by CSOs and development partners; and challenges/ recommendations pointed out by CSOs in the COVID-19 context that are already documented. [↑](#footnote-ref-36)
36. For instance, according to “Pathfinders for Peaceful, Just, and Inclusive Societies, April 2020, Justice for All: Final Report of the Task Force on Justice, [90b3d6\_746fc8e4f9404abeb994928d3fe85c9e.pdf (filesusr.com)](https://bf889554-6857-4cfe-8d55-8770007b8841.filesusr.com/ugd/90b3d6_746fc8e4f9404abeb994928d3fe85c9e.pdf)” the “six areas account for most justice problems: violence and crime, disputes involving land, housing or neighbors, unresolved family disputes, problems related to money, debt or consumer issues, or those related to access to public services, and legal needs related to employment or businesses.” Similarly, “Justice for Women Amidst COVID-19” also lists out the key justice problems for women in the context of COVID-19 pandemic, [summary-justice-for-women-amidst-covid-19-web.pdf (idlo.int)](https://www.idlo.int/sites/default/files/pdfs/publications/summary-justice-for-women-amidst-covid-19-web.pdf), and ‘Justice for Women: Common Justice Problems for Women’ has categorized common justice problems faced by women, [6c192f\_cee36065dee74824a86ab716b72e5978.pdf (filesusr.com)](https://bf889554-6857-4cfe-8d55-8770007b8841.filesusr.com/ugd/6c192f_cee36065dee74824a86ab716b72e5978.pdf) [↑](#footnote-ref-37)
37. We can outline around 10 key justice problems that are backed with some evidence/data/report as much as possible on the basis of the final methods for this assignment. [↑](#footnote-ref-38)
38. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-39)
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40. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-41)