**Annex B**

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

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

**Section 1**

**Description of Services: Strengthening Knowledge and Capacities on Gender Responsive Macroeconomic Policy**

**CFP No. UNW-AP-NPL-CFP-2022-02**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage a (Responsible Parties) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents[[1]](#footnote-2) 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 10,000,000 – 12,000,000 (USD 85,000-100,000);

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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:** Strengthening Knowledge and Capacities on Gender Responsive Macroeconomic Policy | **Requests for clarifications due:** | |
|  | **Date: 7 February 2022** | **Time: 2 PM** |
| **Program official’s name:** Priti Shrestha | **(via e-mail:** technical-bid.np@unwomen.org**)** | |
|  | [**https://unwomen.zoom.us/j/97717698297?pwd=dWUvSkUwKzR6RHhCRHhaSERkVlljUT09**](https://unwomen.zoom.us/j/97717698297?pwd=dWUvSkUwKzR6RHhCRHhaSERkVlljUT09) **(Virtual Pre-bid meeting: 26 January 2022/ 2 PM)** | |
| **Email:** priti.shrestha@unwomen.org | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date: 14 February** 2022 | **Time: COB** |
| **Telephone number:** 977-1-5523200 |  | |
|  | **Proposal due:** | |
| **Issue date: 21** January 2021 | **Date: 21 February** 2022 | **Time: 09**:00 AM (Kathmandu Time) |
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|  | **Planned award date:** |  |
|  | March 2022 |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  | March 2022 | |

**TERMS OF REFERENCE**

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| 1. **Background** |
| |  | | --- | | 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. In Nepal, UN Women focuses on strengthening women’s voice, agency and leadership across sectors to advance women’s rights and provide space for women’s meaningful participation in socio-economic-political processes.  Under the overarching UN Women Strategic Note (2018-2022), Nepal County Office (NCO) seeks to ensure income security, better jobs and economic independence of vulnerable women, taking into account the vulnerability of women and girls in the contexts of disaster risk and climate change impact. To achieve this, NCO has identified formulation and strengthening of gender responsive macro-economic policies and improving investment in care work as important areas for intervention.  Arguably one of the most significant contributions in this regard, comes from the field of feminist economics that promotes economic equality between women and men; and recognizes that activities, behaviour and decisions of men and women have a major impact on the economy. Feminist economists argue that the gender blindness of traditional macro-economics is reflected in the way in which GDP is measured – factoring only the value produced through wage labour, but not through the unpaid domestic and care work carried out predominantly by women – even though essential to a well-functioning economy. Further, mainstream economics, with its gender-blind approach, assumes that households are harmonious realms with egalitarian consumption norms; and fails to take into account that the ability to benefit from the use of goods produced by a household differs between men and women. More importantly, unpaid care work entails a systemic transfer of hidden subsidies to the rest of the economy that go unrecognized, imposing a systematic time-tax on women throughout their life cycle. These hidden subsidies signal the existence of power relations between men and women. Therefore, in this context, UN Women is implementinga global joint programme with ILO on “Promoting Decent Employment for Women through Inclusive Growth Policies and Investments in the Care Economy”, in short, Decent Employment Joint Programme (referred hereafter only as JP). The JP is based on the assumption that macro-economic policies play a key role in distribution of income and access to decent work opportunities for women. Also, that investments in care services allows for the redistribution and reduction of unpaid care work and relieve some of the restrictions on women’s labour force participation whilst at the same time creating decent work opportunities. Thus, inclusive growth policies must be oriented towards creating decent employment for women and must contribute to closing existing gender gaps in employment and unpaid care work.  As part of the global JP, there are three policy tools, namely: 1. Assessing fiscal stimulus packages from a gender equality perspective; 2. Assessing the gendered employment impacts of COVID-19 and supporting a gender-responsive recovery and 3. A guide to public investments in the care economy; have been developed to guide the national implementation.  Please click on the given links to assess the tool 1 on ‘[How to assess fiscal stimulus packages from a gender equality perspective | Digital library: Publications | UN Women – Headquarters](https://www.unwomen.org/en/digital-library/publications/2021/04/policy-tool-fiscal-stimulus-packages)’, and tool 3 on ‘[A guide to public investments in the care economy: Policy support tool for estimating care deficits, investment costs, and economic returns | Digital library: Publications | UN Women – Headquarters](https://www.unwomen.org/en/digital-library/publications/2021/04/policy-tool-care-economy).  It is hoped that through this TOR, tools 1 and 3 will be customized in Nepal for national level implementation.  The implementation of these tools is expected to assist the gender inclusive post-COVID recovery and growth in the country in line with the 15th national periodic plan. At the outcome level, this will result in creating political consensus of national governments and relevant stakeholders to adopt macro-level economic policy accelerators supporting gender-equitable inclusive growth. This will further influence the national financing strategies through an alternative macroeconomic agenda that is rights-based and gender-responsive (UN Women, 2020). | |
| 1. **Rationale** |
| While Nepal has taken significant steps towards advancing women’s economic empowerment, several gaps remain. The gaps include low female labour force participation rate (26.3 per cent compared to 53.8 per cent male LFP)[[2]](#footnote-3); lower weekly hours worked for pay or profit[[3]](#footnote-4), and higher burden of unpaid care work[[4]](#footnote-5). Among inactive persons, 39.7 per cent of women indicated “unpaid care work” as the main reason for being outside the labour force, while only 4.6 per cent of men indicated the same reason. Therefore, women with care responsibilities are more likely to be self-employed or be contributing family workers, concentrated in the informal sectors, with less likelihood of protection under the labour laws, poor access to social protection measures, exploitative working conditions, and increased vulnerability to external shocks (such as COVID-19).  The situation for women’s employment has become worse since the outbreak of the COVID-19 pandemic. According to the World Bank Nepal Development Update 2021, the gross domestic product contracted by 1.9 percent in fiscal year 2020 (a lowest in the last 40 years)[[5]](#footnote-6). Also, more than two of every five economically active workers reported an incidence of job loss or prolonged work absence. Particularly women, young workers, and those engaged in non-agricultural activities have been the most severely affected. With sectors providing employment still in the process of recovery, income of wage workers and informal workers have been severely impacted. This has deepened pre-existing gender inequalities in decent employment as women were already overrepresented[[6]](#footnote-7) among the underpaid and unprotected workers. Twenty-eight per cent of men and 41 per cent of women reported a loss of job during the 2020 lockdown[[7]](#footnote-8); and the number of women not engaged in paid work increased by 337 per cent in 2020[[8]](#footnote-9). Significant increase in women's unpaid workload, depletion of their emergency savings, increased emotional and physical stress due to a lack of coping strategies and the considerable increase in gender-based violence (GBV) amid inadequate mechanisms to respond to it during the COVID-19 crisis have also been noted. Further compared to the first wave, the second wave of the pandemic had severe impacts on community’s access to basic and other services, as well as income, livelihood and protection related concerns.[[9]](#footnote-10) There is increasing distress among women over loss of income, increased household expenditures and repayment of loans as a result of the financial crisis caused by the second wave of the pandemic.[[10]](#footnote-11)  In this context, under the federal budget 2078/79 (2021 AD), budgetary commitments were made across the social and economic sectors for COVID affected families including relief packages for unemployed, poor and disadvantaged groups by the Government of Nepal (GoN). To boost the economy, the Federal Budget announced incentives for the private sector to focus on employment generation and the Ministry of Women Children and Senior Citizens (MoWCSC) proposed substantial measures for women’s empowerment, income generation and prevention of violence against women and girls. However, the extent to which women have been able to benefit from these budgetary measures, remains to be seen. In this context, the JP will be instrumental to ascertain the adequacy of the size of fiscal packages relative to the size of impact the to facilitate adoption of gender-equitable inclusive growth policies and investments in the care economy for promotion of decent employment for women.  Therefore, UN Women is seeking the services of a development organization/agency with research, training and advocacy capacity (referred hereafter as Responsible Party (RP)- it could be a collaboration of national and international agencies working in research and policy development); to strengthen the knowledge base and capacities on gender-responsive macroeconomic policies in Nepal. The RP is expected to coordinate across all the components of TOR (focusing on global tools 1 and 3) to maintain the synergy and co-relation between these components together with UN Women and ILO’s broader implementation of the JP.  Thus, the overall objective of this TOR is to implement the tools 1 and 3 of the JP in order to achieve following specific objectives:   1. To strengthen the evidence-base on gender responsive macroeconomic policies with a focus on fiscal & monetary policies, as well as paid and unpaid care work. This will entail the adaptation/customization and application of the aforementioned global policy tools to support gender-equitable inclusive growth and expansion of decent employment opportunities for women in Nepal; 2. To provide technical support to relevant policy makers and practitioners on gender responsive macroeconomic policies with access to quality policy tools for gender-equitable inclusive growth; 3. To conduct research-based policy advocacy for the creation of gender-responsive policy environment for promotion of decent employment for women as well as increased investments in the care economy. |
| 1. **Scope of Work** |
| Within the overarching framework and objectives of the JP, the RP will be responsible for the following:   1. **Evidence Generation Note: For this component the RP must thoroughly review the global policy tools listed above to assess scope of analysis, methodological and data requirements)** 2. **Assessment of national fiscal stimulus packages from a gender equality perspective (Policy Tool 1**[[11]](#footnote-12)**)**   In line with the JP policy Tool 1, the assigned RP will conduct an assessment of the national fiscal stimulus packages from a gender equality perspective (mobilizing a dedicated resource person for this component)[[12]](#footnote-13). The objective will be to implement the Tool 1 in order to: (a) identify how COVID is causing gendered differential impact; (b) ascertain the adequacy of the size of fiscal packages relative to the size of impact; (c) assess fiscal stabilization, stimulus packages and monetary policy from a gender equality perspective; (d) identify areas that macro-level policies can effectively target to address gendered impacts of the crisis with guidance on indicators that can be used in policy assessments; and (e) incorporate gender budgeting in the development and evaluation of fiscal and monetary stimulus packages. In doing so, the RP will give attention to the compounding negative effect of intersectionality. Based on the Tool 1, the RP will undertake following sub-activities:  **i. Assessment of fiscal stabilization and stimulus package focusing on five sectors from a gender equality perspective.** The assessment will be guided by the JP Tool 1 and the RP is expected to organize periodic consultation with relevant sectoral experts, National Steering Committee and technical advisory group[[13]](#footnote-14) for a holistic assessment. To evaluate the efficacy of fiscal and monetary policies to alleviate the disproportionate effect of COVID-19 and the economic fallout on women, key areas of inequality in the following areas: livelihoods; social protection; health; food security; and public infrastructure and housing; will be identified. (See Tool 1 for details).  The assessment will also be informed by UN Women’s ongoing feminist analysis of the socio-economic impacts of COVID-19 in Nepal.  **ii. Evaluation of monetary policy for its gender effects.** Feminist economists aver that as monetary policy is not neutral in distribution, it deserves scrutiny for the gender and class effects of its response to the crisis. In line with the global policy tool 1, the RP will conduct an assessment of Nepal’s monetary policy from a GE perspective and obtain necessary information and seek validation from a periodic consultations with technical and relevant national stakeholders for finalization of analysis. The objective will be to highlight the gender differentiated impacts of monetary policy in the context of the COVID 19 pandemic focusing on the areas of interest rate and reserve policies; quantitative easing, lending, and loan guarantees; alternative monetary policies and balance of payment. This activity (analysis) will allow the stocktaking of the steps by the government focusing on the intersecting marginalizations, gender being the main axis of analysis.  **Deliverable:**   1. Inception report on assessment of fiscal stimulus package and monetary policy with detailed workplan 2. Draft and finalized assessment report of fiscal stimulus package and monetary policy covering the 5 sections on livelihoods; social protection; health; food security; and public infrastructure and housing. 3. Draft and finalized (2-4 pager) policy brief on fiscal stimulus package and monetary policy Also include a set of 5 (1-2 pager) brief capturing key recommendations for each sector. 4. Validation workshop with the key stakeholders   **II. Costing assessment of care services in education and health sector. (Policy Tool 3[[14]](#footnote-15))**  In line with the global policy tool 3, the RP will conduct a costing assessment of two sectors: education (including early-childhood education) and health (including long-term care)[[15]](#footnote-16) to generate national calculations on assessing deficits in care services’ provision and estimate the cost required to address these deficits against the existing pattern of spending in these two sectors. The analysis will be conducted at federal, two Provincial and four Local Government Units (LGU). The exercise will include assessment of costing deficits in care services (in healthcare and education) utilizing the secondary and primary data collected and estimating the costs of public investments and expenditures for eliminating these coverage gaps with at least two policy scenarios by 2030 (for example the two scenarios may be: the status quo scenario, in which coverage grows pari passu with population, and a high road scenario, that achieves SDGs 3 and 4, and create decent employment.) **Please refer to the section II-V (page 3 to 25) of the policy tool 3 for methodology and data requirement.** Based on these exercises on assessing the deficit and estimating the investment, the RP is expected to closely collaborate with ILO for its assessment of the various economic returns to such investments in different policy scenarios.  Note: The presentation of the different policy scenarios and supporting data, needs to be amenable for performing Input-Output calculations in order to facilitate the work on the assessment of the economic returns of these different scenarios including estimations of the direct employment creation (calculated based on care coverage gaps and target service beneficiary-to provider ratios) -ILO Component.  The specific sub-activities under this are as follows:  **i. Review Tool 3 in lieu of existing relevant national documents** including recent documents/reports/research to gauge how the tool can be adapted to the national and COVID-19 context and to identify existing relevant data source based on suggestive data required in the Tool 3. Review secondary information on existing fiscal tools (at federal and provincial levels) on assessing public investment in care economy (if any) and identify gaps in information for the assessment. Finally do the secondary information review of investment in care infrastructure, its impact in terms of inequalities in the labour market, inclusive growth and employment.  **ii. Collect, compile, refine and tabulate the necessary data required for the assessment of coverage gaps**. Based on the secondary information review, gather primary information (see the Tool 3 for the list of suggestive data required) for the assessment. Design and lead data collection through conducting interviews with relevant groups of stakeholders on current status (existing pattern, potential cost, accessibility and quality) of investment in care services in line with overall macro-economic impact. Also, organize periodic technical level consultation meetings with relevant national stakeholders and experts to obtain the necessary information and data in order to define/refine the parameters and scenarios of investment in care (refer to two scenarios- status quo and high road briefly discussed above).  **iii. Carry out a need assessment and estimate the public investment in care services focusing on Health and Education sectors as per the methodology in the Tool 3.** The RP is expected to analyse the collected data and information and deliver two reports[[16]](#footnote-17) (focusing on two sectors) based on the costing assessment of secondary and primary data in reference to the methodology in Tool 3. The preliminary finding should be validated with the key stakeholders and the feedback should be incorporated to draft the final report. The RP is also expected to prepare a policy brief for two sectors for a quick overview of analysis/assessment that can be shared with wider targeted audience. The finalization of the reports and the brief will include a timeframe for feedback loop with UN Women and ILO.  **Deliverables:**   1. Inception report on costing assessment with workplan and timeline 2. Draft and finalize report on costing need assessment on public investment in care services (in Health and Education sectors) incorporating UN Women-ILO feedback 3. Draft and finalize two policy briefs on health and education (min 4-5 pages each) with recommendations for policy makers to increase public investments in the care economy incorporating UN Women-ILO feedback 4. Validation workshop with federal, (at least two) provincial and local government representatives and expert representatives 5. **Capacity Development on gender and macro-economics**   This component will require the RP to mobilize a separate expert/trainer as this is also expected to go in parallel with activities in section A. UN Women has developed a manual on gender and economics[[17]](#footnote-18) that intends to provide basic and intermediate level training to development practitioners including governments and policy and programme staff in international development agencies. Thus, for this training, the RP is expected to work closely with the UN Women Head Quarter Training Center (The training is to be led by UN Women International Expert) as well as other UN Women offices (e.g., in Egypt) to adopt the training to Nepal context. A linkage or partnership with national university or government training institute will be of added advantage. After the customization of training module, carry out the capacity building workshop. Also carry out an assessment with the trained participants and organize a consultation with think-tanks to explore an entry point for institutionalizing the manual in relevant national training curriculum.  The overall objective of the course is to strengthen the capacity of technical advisors and programme staff on the importance of gender-responsive economic policy. The specific objectives of the manual are:   1. To introduce participants to economics in general and presents feminist approaches to macro-economics, micro-economics and international economics. 2. To expose participants to critical analyses of global and regional economic trends, including those related to economic crises. 3. To enhance the skills of participants in formulating gender-responsive economic policy for programme implementation, policymaking, and advocacy. 4. To strengthen the capacity of participants to network with other development practitioners, scholars and policymakers.   Please review the manual in the following link: https://www.unwomen.org/en/digital-library/publications/2017/10/the-un-women-gender-and-economics-training-manual.  **Activities:**  **i. Customize training module.**  The RP is expected to review the global training course on ‘gender and macroeconomics’ and customize a training manual, in alignment with the national priorities on the gender and macroeconomics course for Nepal in close coordination with the UN women trainer. This will include a) conducting a need assessment through consultations with select policy makers and experts; (b) customise the global manual and conduct training with select policy makers/officials from the federal and sub-national level ; (c) finalise content for 2.5 days training.  **ii. Conduct one (2.5days) capacity development workshop.**  The RP is expected to conduct a capacity development workshop with selected federal and provincial policy makers and Development Partners. This will include: (a) identification of 25 participants as per criteria, developed in consultation with UN Women and ILO (b) preparation of concept note with agenda and (c) organizing a training including coordination with participants and logistic arrangements(d) prepare training report. Depending on the COVID 19 situation the workshop may be conducted in person or virtually.  **iii. Carry out the pre and post assessment of the training and organize a consultation meeting with think tanks.** The assessment before and after the workshop will include reflection on further improvements for local customization as well as to gauge the outcome of the training. The finding of assessment, the module and the process will be discussed in a consultation meeting with the technical advisory group (TAG) to further explore an entry point for institutionalizing the manual in relevant national training curriculum.  **Deliverables:**   1. Need assessment analysis and Customized training module for Nepal 2. 2.5 days virtual/in-person capacity development workshop on Gender and Macroeconomics 3. Final report on Gender and Macroeconomics training with pre-post assessment      1. **Policy advocacy.**   To ensure the application of the tools the RP will provide support to organize following advocacy events and workshop in close coordination and leadership of UN Women   1. A high-level dialogue with the national and sub-national government representatives to disseminate the tool and identify policy accelerators to promote gender equitable inclusive (GEIG) policies (based on fiscal stimulus policy tools from Section A.1) Note: It can be one for federal and two provincial level policy dialogue depending on the COVID context. The physical or virtual modality will be ascertained after the completion of Section A and Section B. 2. Dissemination Plan for all knowledge products/policy briefs developed through this assignment to scale up investment in case service as well as the assessment completed in fiscal stimulus and gender and macro-economic training curriculum in Section B.   **Deliverable:**   1. Detailed report after each dialogue event. 2. Roadmap with strategic recommendations/entry points for UN Women-ILO to inform their policy advocacy efforts on gender responsive macroeconomic policy drawing from all the components 3. **Quality Assurance**   National Steering Committee (NSC): The RP will coordinate with the National Steering Committee (led by NPC) to ensure synergy with Global JP and national priority in macro-economic policy tools.  Technical Advisory Group (TAG): To provide technical oversight, a TAG will be formed with 4-5 experts on gender and macroeconomics including the Global Experts from the JP from UN Women and ILO for ensuring the alignment with the Global JP. The Experts will review all key deliverables related to Component A (research) of this assignment including inception report, methodological note and draft report.  The RP will complete the following:   * In consultation with UN Women and ILO, develop list of national members for technical advisory * Coordinate with members of technical advisory and organize meetings on a periodic basis * Summary Table showing how feedback from different members of the EG have been addressed * Prepare minutes of all meetings held with TAG and NSC  1. **Project Team**   The RP can be a consortium of national and international organizations with relevant expertise in research, policy analysis and capacity development. The team will be composed of a core team of at least (but not limited to) the following - project coordinator; macroeconomics expert for fiscal stimulus assessment, feminist economist for the costing assessment of care, economist trainer for gender and macroeconomics training. The detail of required qualification is presented in the table below:   |  |  | | --- | --- | | **Position Description, Qualification and Summary of Consulting Services** | **Number & Type** | | 1. **Project Coordinator (PC)-**   PC will be responsible for overall implementation coordination and reporting with other team members and UN Women team. PC will ensure that all project activities are implemented within the budget and without time over runs. The logistical and administration of the overall assignment and events will be supervised by the PC in close coordination with UN Women, including preparing detailed TOR. The TL is also responsible for assuring overall quality of deliverables. The PC will ensure the different components of this assignments are connected and completed in complementarity to one another. The PC is also responsible to ensure technical advisory meetings are organized and inputs are incorporated as well as in report finalization, dissemination and high-level dialogue planned under the project.  **Qualification.**  • Advanced degree (preferably Masters) in Economics, gender, research or other social science fields.  • A minimum of 10 years of working experience in handling similar projects.  • Proven extensive experience in gender issues.  • Preferable experience in coordination with the government stakeholders, particularly with macro-economic policy makers  • Extensive work experience with national stakeholders, UN and/or international development-conducting training and assessment.  • Good understanding of national macro-economic policies and framework | 1 PC for Overall coordination, management and oversight | | 1. **Feminist Macroeconomics Researcher or Analyst**   **The expert will lead the implementation of DE JP Tool 1 for the assessment of stimulus package focusing on five sectors and monetary policy from a gender equality perspective.** The expert is also responsible to carry out consultation meetings, report finalization and support the PC in dissemination for the policy briefs and high-level dialogue planned under the project and coordinate closely with technical advisory group members and UN Women. Due to cross-cutting themes, the expert will also provide overall technical support to guide the project. The expert will provide guidance and support to consultants, peer review of knowledge products developed under the project and lead meetings with government and other stakeholders. The expert will work in close coordination with the team counterpart in the training, tools development, research study focusing on the quality assurance of the final products from gender and macro-economic lens.  **Qualification.**   * Advanced University Degree preferably PhD in Economics. * A minimum of 10 years of professional experience in working with policy analysis/ macroeconomic/ sectoral policies and gender equality. * Proven knowledge and expertise in the area of feminist economics, including publications in peer-reviewed journals | 1 International or national expert for 5-6 months/ primarily responsible implementation of DE JP tool 1 and for substantive expert input from macroeconomic perspective. | | 1. **Feminist Macro-economist Researcher or Analyst**   The Analyst will primarily lead the implementation of Tool 3 on assessing the costing of care. The Analyst will lead desk reviews, data collation, cost modeling analysis etc. The research analyst will also coordinate with national stakeholders including the technical advisory and reference group to inform the analysis and lead the validation workshop and finalize the report on assessment of care costing.  **Qualification.**   * Advanced University Degree in Economics, Gender and Development Studies, or any other related field. * A minimum of 10 years of experience in economics and policy research. * Previous experience in conducting similar costing studies on care services. * Experience in conducting gender analysis in different areas and preferably in the area of women economic empowerment and unpaid care work. * Excellent technical/quantitative skills, including the use of data simulations and econometrics software will be an advantage. * Experience in job/s requiring ability to absorb, analyze and systematize large amount of complex information within tight deadlines. | 1 National or International researcher for 6-8 months/ Primarily to lead implementation of tool 3 on costing assessment of care investment | | 1. **Feminist Economics Trainer**   The National trainer will be the focal for customization of manuals on Gender and Macroeconomics in close coordination with and for delivering the training. The national expert is also responsible to carry out trainings, consultation meetings and validation workshop, dissemination and high-level dialogue planned under the project. The national expert will coordinate closely with advisory group members and UN Women.  **Qualification.**   * Advanced University Degree preferably PhD or Masters in Economics. * A minimum of 10 years of professional experience in working and conducting training on gender responsive macro or sectoral policies. * Proven knowledge and expertise in the area of feminist economics, including publications in the domain. | 1 National expert for 3-4 months./ Primarily to undertake gender and macro economics training | | **General requirements for all team members.**   * Previous experience working with different levels of government, civil society and development partners. Experience in working with the UN system will be considered an asset. * Excellent knowledge and skills on use MS Office package and relevant statistical software. * Good understanding of gender equality, women's empowerment and GBV issues. * Ability to foster good relations with government counterparts, UN agencies, and other partners. * Excellent interpersonal and networking skills, to work in multi-cultural and multi-disciplinary environments. * Ability to work under pressure with multitasking whilst maintaining high-quality and timeliness. * Fluency in Nepali and English | | |
| 1. **Timeline** |
| The overall project is scheduled from March 2022 to 28 February 2023. The payment will be in tranches based on the delivery of outputs (refer to table below). The major implementation of activities in the TOR is expected to complete by December 2022. Following table presents the timeline for implementation: |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **OUTPUTS** | Timeframe -2022 | | | | | Q1 | Q2 | Q3 | Q4 | | 1. **Fiscal stimulus assessment** |  |  |  |  | | 1. Inception report on assessment of fiscal stimulus package and monetary policy with detailed methodological note (with data collection tools) |  |  |  |  | | 1. Draft and final assessment report of fiscal stimulus package and monetary policy 2. Draft and final (one) policy brief on fiscal stimulus package and one monetary policy. This should also include a set of 5 one-pagers capturing key recommendations in the following five key areas: livelihoods; social protection; health; food security; and public infrastructure and housing. |  |  |  |  | |  |  |  |  | | 1. **Costing Exercise in Care Services** |  |  |  |  | | 1. Inception report on costing assessment with literature review and detailed methodological note (with tools) to guide the analysis |  |  |  |  | | 1. Draft and final policy briefs (2 nos) on health and education with recommendations for policy makers to increase public investments in the care economy incorporating UN Women-ILO feedback. 2. Draft and final report on costing assessment on public investment in care services (in Health and Education sectors) incorporating UN Women-ILO feedback. 3. Validation workshop with provincial and local government representatives and expert representatives. |  |  |  |  | |  |  |  |  | |  |  |  |  | | 1. **Gender and Macroeconomics training** |  |  |  |  | | 1. Needs assessment report |  |  |  |  | | 1. Customized Gender and Macroeconomics training module is finalised. 2. Two and half day virtual capacity development workshop on Gender and Macroeconomics with federal and provincial policy makers and DPs is complete. 3. Final report on Gender and Macroeconomics training |  |  |  |  | | 1. **advocacy** |  |  |  |  | | 1. High-level Policy dialogue |  |  |  |  | | 1. Dissemination Plan for all knowledge products/policy briefs developed through this assignment |  |  |  |  | | 1. Roadmap with strategic recommendations/entry points for UN Women-ILO to inform their policy advocacy efforts on gender responsive macroeconomic policy at all three levels |  |  |  |  | |
| 1. **Reporting** |
| Project team will prepare a workplan to closely monitor all the pieces in evidence generation, capacity building and advocacy activities and systematically document all relevant information. In addition to the technical reports/products, the RP will be responsible for submitting the following report as shown in the Table below. All administrative and technical reports will be written in English for submission.   |  |  | | --- | --- | | **Type of Report** | **Schedule** | | 1. **Administrative Reports** | | | 1. Inception Report: for costing exercise, fiscal stimulus and need assessment for gender and macro-economic training. also including TORs of each team member, work plan, implementation framework, monitoring formats and time lines (for all three components) | 30 Mar 2022 | | 1. Final Project inception report | 1 week after receiving comments from the UN Women. | | 1. Final assessment report of fiscal stimulus package and monetary policy | 30 June 2022 | | 1. Final report on Gender and Macroeconomics training | 30 June 2022 | | 1. Final report on public investment in care services including an assessment of the care coverage gap in public investment (in Health and Education sectors) incorporating UN Women-ILO feedback. | 30 September 2022 | | 1. Project Completion Report as per UN Women-ILO’s standard format including advocacy outcomes | 28 February 2023 | |

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| 1. **Guiding Principles** |
| The implementation of the proposed activities should be guided by the following principles:   * Gender equality and social inclusion * Intersectionality * Leave No One Behind * Transparency, accountability, and good governance * Human rights-based approach * Conflict sensitivity, confidentiality, and Do-No-Harm * Result based programming and management * Confidentiality and privacy |
| 1. **Contribution to UN Women Nepal Strategic Note, Annual Work Plan, and United Nations Socio-Economic Recovery Framework** |
| This assignment will contribute to the following outcomes and outputs of Strategic Note 2018-2022 and Annual Workplan 2021 of UN Women.  **Outcome 2.1: vulnerable women’s groups in Nepal have income generation opportunities and are resilient to climate change and disasters that affect their livelihoods by 2022.** |
| 1. **Eligibility criteria** |

Technical/functional competencies required:

* National and International Research and policy development organization officially registered in Nepal; Consortium of agencies are encouraged to undertaken activities parallelly. Partnership with government, non-government and private companies can be also explored by the proposed.
* At least five years of demonstrable organizational experience and expertise to conduct research, policy analysis training with policy makers in areas related to economics, gender, unpaid care work; / Experience of implementing research, training and policy advocacy in the context of COVID-19 pandemic is desirable and will be considered an advantage.
* Sound experience in producing research/assessment-based reports and policy briefs in the areas of macro-economy and care economy from gender perspective. Experience in producing high quality reports (at least one report of previous research should be annexed).
* Strong organizational experience in building strategic partnerships and to convene consultations and dialogue with key stakeholders (policy makers) at federal and provincial level as well as with relevant partners, including government agencies; CSOs, UN/ multilateral/ bilateral institutions and, gender and policy experts. (e.g., feminist economist, economists, policy makers)

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:** Strengthening Knowledge and Capacities on Gender Responsive Macroeconomic Policy

**CFP No.** UNW-AP-NPL- CFP-2022-02

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[[18]](#footnote-19) | 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)[[19]](#footnote-20). |  |
| 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-2022-02

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 (**component 1)** | 10 points |
| 3 | The organization has the capacity and previous experience of carrying out similar economic assessment, capacity building training, stakeholders’ consultations, and policy advocacy especially from a gender perspective | 30 points |
| 4 | 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 | 20 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:** Strengthening Knowledge and Capacities on Gender Responsive Macroeconomic Policy

**CFP No.** UNW-AP-NPL- CFP-2022-02

|  |
| --- |
| **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 successfully implement 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. For the training component, costs for both training in person and virtual training should be given.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. | | | | | |
| **Expenditure Category** | **Unit** | **Rate** | **Total, [local currency]** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3.(a) Training / Seminars / Travel Workshops- training in person |  |  |  |  |
| 3.(b) Training / Seminars / Travel Workshops- virtual training |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 5. Other costs [[20]](#footnote-21) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 7% ) |  |  |  |  |
| **Total Cost for Result 1 (with 3a)** |  |  |  |  |
| **Total Cost for Result 1 (with 3b)** |  |  |  |  |

**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 B and C on training and evidence based policy advocacy as mentioned in the previous section (TOR), 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.

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:**

**CFP No**

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:**

**CFP No.**

**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. National and International Research and policy development organization officially registered in Nepal; Consortium of agencies are encouraged to undertaken activities parallelly. Partnership with government, non-government and private companies can be also explored by the proposed RP. [↑](#footnote-ref-2)
2. NLFS 2017 [↑](#footnote-ref-3)
3. As per NLFS, the weekly hours worked for pay or profit was 33.3 hours for women with 3 or more children under six years of age, while it was 44.7 hours for men with 3 or more children under six years of age. [↑](#footnote-ref-4)
4. The time-use survey has not been initiated in Nepal so the relevant data is not available and thus relying on the NLFS for somewhat related statistics. [↑](#footnote-ref-5)
5. https://www.worldbank.org/en/country/nepal/publication/nepaldevelopmentupdate [↑](#footnote-ref-6)
6. According to NLFS 2017, 90.5 percent of female work force are working in informal economy. [↑](#footnote-ref-7)
7. Rapid Assessment of the socio-economic impact of COVID 19 in Nepal’ by UNDP in 2020 [↑](#footnote-ref-8)
8. Rapid Gender Analysis (RGA) on COVID 19 Nepal The RGA was jointly conducted under the leadership of MoWCSC along with UN WOMEN, Save the Children, with CARE Nepal being the technical management lead. to understand the gender differential impacts of COVID-19 on vulnerable and excluded groups and how existing gender and social inequalities have been exacerbated by the pandemic in the community and in quarantine situations in Nepal. [↑](#footnote-ref-9)
9. RGA 2021, CARE [↑](#footnote-ref-10)
10. ibid [↑](#footnote-ref-11)
11. [How to assess fiscal stimulus packages from a gender equality perspective | Digital library: Publications | UN Women – Headquarters](https://www.unwomen.org/en/digital-library/publications/2021/04/policy-tool-fiscal-stimulus-packages) [↑](#footnote-ref-12)
12. This activity is expected to go in parallel with other activities and therefore a dedicated expert is sought for implementation of both tool 1 and 3. [↑](#footnote-ref-13)
13. UN Women and ILO will coordinate to establish a technical advisory committee with relevant government body ensure alignment with the national planning and policies. [↑](#footnote-ref-14)
14. [A guide to public investments in the care economy: Policy support tool for estimating care deficits, investment costs, and economic returns | Digital library: Publications | UN Women – Headquarters](https://www.unwomen.org/en/digital-library/publications/2021/04/policy-tool-care-economy) [↑](#footnote-ref-15)
15. This activity is expected to go in parallel with other activities and therefore a dedicated expert is sought for implementation of both tool 1 and 3. [↑](#footnote-ref-16)
16. The report should be consistent with the need assessment in other countries implementing the JP for global reporting and comparison. [↑](#footnote-ref-17)
17. https://www.unwomen.org/en/digital-library/publications/2017/10/the-un-women-gender-and-economics-training-manual [↑](#footnote-ref-18)
18. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-19)
19. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-20)
20. “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-21)