**Annex B**

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

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

**STRENGTHENING AND IMPLEMENTING THE M&E FRAMEWORK FOR**

**GENERATION EQUALITY INDIA PROGRAMME**

**Section 1**

**CFP No. UNW-AP-IND-CFP-2022-001**

1. **CFP letter for Responsible Parties**

UN WOMEN plans to engage a (Responsible Party(ies)) 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 enclosed.

Proposals must be received by UN WOMEN at the address specified not later than (time) **15th March 2022**; **1730 hrs**.

The budget range for this proposal should be [UN Women to insert the range INR 20,00,000 to INR 22,25,000[[1]](#footnote-2).

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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: registry.india@unwomen.org

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

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| --- | --- | --- |
| **Program/Project:** | **Requests for clarifications due:** | |
| **Generation Equality Campaign** | **Date: 21 Feb 2022** | **Time: 5:30 pm (IST)** |
| **Program official’s name: Sanya Seth** | **(via e-mail)** | |
|  |  | |
| **Email:** [**registry.india@unwomen.org**](mailto:registry.india@unwomen.org) | **UN WOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date: 28 Feb 2022** | **Time: 5:30 pm (IST)** |
| **Telephone number: 011-4653-2333** |  | |
|  | **Proposal due:** | |
| **Issue date: 09 February 2022** | **Date: 15 March 2022** | **Time: 5:30 pm (IST)** |
|  |  | |
|  | **Planned award date:** | **30 March 2022** |
|  |  |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  | **30 March 2022** | |

1. **UN Women Terms of Reference**

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| **STRENGTHENING AND IMPLEMENTING THE M&E FRAMEWORK FOR**  **GENERATION EQUALITY INDIA PROGRAMME**   1. **Introduction**    1. **Background/Context for required services/results**   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. Placing women’s rights at the centre of its efforts, UN Women is mandated to lead and coordinate United Nations’ system efforts to ensure that commitments on gender equality and gender mainstreaming are translated into action. It is also mandated to provide strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.  The Generation Equality Forum in Mexico City was held from 29 to 31 March 2021, providing a unique opportunity for an open and bold discussion about the progress made thus far in implementing the Beijing Declaration and Platform for Action (BPfA) and the set of challenges ahead to achieve its fulfilment and closing the gap towards gender equality. It galvanized all stakeholders to implement actions that remove the most egregious barriers to gender equality. The Forums organised in Mexico and Paris brought together civil society and the women and young people of the world, gender equality advocates from all walks of life, in a global public conversation on the urgent actions that need to be taken for the realisation of gender equality. The key outcomes of the Generation Equality Forum, from Mexico to Paris set out the feminist agenda-setting for the next five years. The six ‘Action Coalitions’ were launched for scaled-up and urgent action focused on critical issues to accelerate gender equality achievements.  UN Women will maintain a critical role driving the Generation Equality Forum’s 5-year action journey, ensuring robust monitoring and accountability for implementation of the commitments made, including through dedicated internal capacity. The programme contributes to the impact area 6 of the UN Women Annual Work Plan: **A comprehensive and dynamic set of global norms, policies and standards on gender equality and the empowerment of all women and girls is strengthened and implemented**. The programme contributes to the following outcome areas.   * Governments and stakeholders (including civil society, UN and other relevant partners) have transparent systems and mechanisms in place to regularly review the implementation of global normative and policy frameworks on gender equality and women’s empowerment * Renewed commitments for gender equality and women's empowerment (GEWE) translate into a new feminist agenda setting * Stakeholders (CSOs, private sector, academia, media, UN, etc.) mobilize and present key actions that will fuel progress on GEWE by 2025 * Advocacy and communications campaign builds momentum and galvanizes key groups and the general public towards support and action   In India, Generation Equality Forum presented an opportunity for civil society together with feminist youth to launch a feminist pathway and vision 2026, presenting key recommendations on how to accelerate the Beijing Platform for Action (BPfA) with an intersectoral and intergenerational lens. UN Women India convened national and regional conversations to localise [Action Coalitions](https://forum.generationequality.org/action-coalitions)  blueprints. The Action coalition themes were built through a series of dialogues and online campaigns. UN Women helped youth activists and youth-led organisations, movements, partners, and allies to organise and participate in advocacy before, during, and after the GEF in Paris. UN Women supported commitment makers to develop the commitment pitch and continues to support for implementation of commitments. This includes commitments from youth led organisations across six thematic areas and youth feminist leadership building in India. In support of global and regional preparations for GEF, UN Women is leveraging its composite triple mandate of normative support, UN system coordination, and operational activities; and its strengths as a knowledge hub; a partnership builder and partner and ally of civil society and women’s rights organisations; and in leading advocacy and communications for gender equality and women’s empowerment.  UN Women India serves as a national convener of GEF, a knowledge hub; an ally of civil society and women’s rights organisations; and amplified the voices from the ground through its advocacy and communications campaigns that underscored feminist priorities of women and girls in the country.  **Social mobilisation and movement building**  A key work stream for UN Women in India is the mobilisation of civil society, including women’s rights organisations, grassroots women and other stakeholders to ensure their full participation and involvement in, and contribution to national-level dialogues, enabling them to advocate and press for accountability and urgent action. UN Women is galvanising political accountability and action; youth ownership of the Beijing Declaration and Platform for Action; inclusive participation to ensure no one is left behind; and the expansion of the movement for gender equality and the empowerment of women. This will include strengthening the evidence, collect and share good practices, and propose impactful policy responses.  **Galvanising political accountability and action**   * facilitating regional, national and sub-national regional multi-stakeholder consultations between 2020 and 2021 * collaborating with already-planned global and regional gatherings (SDGs, Women Deliver, Men Engage Global Conference, AWID Forum etc.) to amplify discussions on B+25, with a focus on center-ing voices of youth, grassroots organizations, indigenous leaders, LGTBI community, among others. The outcomes of such conferences whose outcome will are informing the overall Beijing + 25 process from India. * amplifying voices from India at the global Generation Equality Forums - kicking off in Mexico and culminating in Paris.   **Youth ownership of the Beijing Declaration and Platform for Action**   * convening intergenerational dialogues that engage the new generation of young women leaders and activists and young men leaders and activists on gender equality and the empowerment and rights of women and girls. * developing messages and communication materials that speak to a younger generation with a focus on gender equality, with messages about what it means to each individual, the kind of change and world they would want to see and the actions that all can take every day to live up the aspirations for gender equality and the empowerment of all women and girls by 2030. * ensuring participation of a diversity of voices including but not limited to women human rights defenders, male gender equality advocates, LGBTI groups, disability rights activists, youth, labour/trade union activists, feminist media, among others; * strengthening the use of technology in building a strong social feminist movement; * using innovative approaches to reach those that are at risk of being left behind; and * engaging with grassroots organisations, local governments, and other local actors.   **Expansion of the movement for gender equality and the empowerment of women**   * engaging with a wide range of stakeholders, including local governments, parliamentarians, technology, and media companies, academia, private sector, and actors in the social justice and human rights arenas.   1. **General Overview of services required/results**   The implementing partner will be responsible for the work on Monitoring & Assessing the progress of the project. The implementing partner will be selected to strengthen the existing M&E framework of the project for documenting the progress of the Generation Equality project outputs, outcomes, and impact. The selected partner will work to strengthen the existing M&E framework with clear indicators, data sources and tools. The partner will also be expected to collect data periodically and synthesise the data in the form of documents/reports that are comprehensible and visually appealing.  The partner organisation will work in close coordination with IGP unit at UN Women as well as the responsible M&E experts of the global programme. |
| 1. **Description of required services/results**   The partner organisation will work in close collaboration and coordination with the UN Women India CO/Regional/HQ Teams on Generation Equality Campaign. The partner organisation will be responsible for supporting with the overall monitoring activities as identified in the M&E Framework of the Generation Equality Programme in India.   1. Review project documents including the log frame, annual targets and indicators, theory of change and existing monitoring tools. 2. Identify and bridge gaps in the existing M&E framework. The M&E framework should be guided by a gender lens. 3. Develop/strengthen indicators and data collection mechanism 4. Develop a data collection plan in sync with the M&E framework 5. Develop data collection tools: Since this programme focusses on campaigns/dialogues/multistakeholder consultation, the implementing agency will be expected to use innovative tools to capture the impact of these interventions. 6. Implement the data collection tools. 7. Collect quantitative and qualitative data as defined under the M&E framework and synthesise and report the collected data. 8. Facilitate knowledge building and knowledge sharing. 9. Monitor and report the progress of the programme against the programme’s log frame. 10. Support the Quarterly and Annual reporting process of the programme. 11. Identification and synthesis of 20 case studies, success stories, best practices and lessons learned. These case studies can be both in written and/or audio-visual format. 12. Develop a narrative document on the progress of the programme. The reports should be able to clearly highlight the changes with regards to gender equality and empowerment of women. 13. Monitor and report the impact of 5 – 10 key events designed as part of Generation Equality programme. 14. Drafts, develops, and tailors materials, publications, brochures, targeted at specific audiences, to support the programme. The agency will be expected to use visually appealing and interactive formats for collaterals.   The partner organization will work with the Intergovernmental Processes, UN System Coordination, and Women, Peace and Security Unit, and Monitoring and Evaluation Analyst at UN Women India Country Office. |
| 1. **Timeframe:**   This will be an ongoing assignment to support the monitoring of the programme. All work must be completed between 1st April 2022 to 15th August 2022. |
| 1. **Competencies:** 2. **Technical competencies**   The assignment will be led an experienced organisation with demonstrated knowledge and experience of developing frameworks and assessments for programmes on feminist leadership, violence against women and intergovernmental processes.   * At least ten years of experience of designing M&E frameworks, with specialisation in statistics, gender, social development, and women’s rights. * Experience providing technical leadership or support to the development of qualitative and quantitative data collection instruments; field-based, hands-on, and long-term M&E implementation experience is preferred. * Significant knowledge and experience of study concepts and approaches on women rights issues; * Recent experience with gender equality issues and knowledge of mainstreaming gender equality into policies/programming/development. * Sound understanding of human rights based approaches; * Facilitation skills, particularly design of qualitative and stakeholder consultations; * Strong quantitative and qualitative data collection and analysis skills; * Excellent analytical skills and communication skills; * Demonstrated writing skills in English with strong Hindi proficiency * Post-graduate degree in social sciences, international development or relevant field. |

**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 and Implementing the M&E Framework for Generation Equality India Programme**

**CFP No. UNW-AP-IND-CFP-2022-001**

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.

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| **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[[2]](#footnote-3) | 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)[[3]](#footnote-4). |  |
| 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-IND-CFP-2022-001**

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 registry.india@unwomen.org](mailto:at%20registry.india@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**. 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.

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.

**6. 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**
   1. 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.
   2. 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.
2. **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: [registry.india@unwomen.org](mailto:registry.india@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. **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**
   1. All prices shall be quoted in (local currency) - INR (INDIAN RUPEES) only.

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**)
      1. 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 | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 35 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): **15th March 2022; 1730 hrs**

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 |

1. 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.
2. **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 5 months 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 and Implementing the M&E Framework for Generation Equality India Programme**

**CFP No. UNW-AP-IND-CFP-2022-001**

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| **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.

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| **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)

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| **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.

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| **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.

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| **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

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| **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

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| **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 8% 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.

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| **Result 1 (e.g. Output)** Repeat this table for each result. | | | | |
| **Expenditure Category** | **Year 1, [Local currency]** | **Total, [local currency]** | **US$** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 5. Other costs [[4]](#footnote-5) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 8% or the relevant donor %) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

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: : Strengthening and Implementing the M&E Framework for Generation Equality India Programme**

**CFP No: UNW-AP-IND-CFP-2022-001**

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: : Strengthening and Implementing the M&E Framework for Generation Equality India Programme**

**CFP No. UNW-AP-IND-CFP-2022-001**

**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**

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| --- | --- |
| **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. INR 20,00,000 (Rupees Twenty Lakhs) to INR 22,25,000 (Rupees Twenty-Two Lakhs Twenty Five Thousand). [↑](#footnote-ref-2)
2. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-3)
3. [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-4)
4. “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-5)