

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

Section 1

CFP No. UNW-ESA-UGA-2022-01

a. CFP letter for Implementing Partners

UNWOMEN plans to engage an (Implementing Partner) as defined in accordance with these documents. UN-WOMEN now invite sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than **5:00PM on March 11th, 2022**.

The budget range for this proposal should be (Min. USD: 250,000 Max. USD: 6M for four (4) years)]

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

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

b. Proposal data sheet for Implementing Partners

Program/Project: Support to the implementation of UN Women Uganda's 2022-2025 Strategic Note

Program official's name: Elizabeth Mushabe

Email: elizabeth.mushabe@unwomen.org

Telephone number: +256772 147526

Issue date: 17th February 2022

Requests for clarifications due:

Date: 22nd February 2022

Time: 5:00pm

(Via e-mail): procurement.uganda@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 23rd February 2022

Time: 5:00pm

Proposal due:

Date: 11th March, 2022

Time: 5:00pm

Planned award date: 1st April 2022

Planned contract start-date / delivery date (on or before): 1st April 2022 – 31st December 2025

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

Under its mandate to support member states to achieve the Sustainable Development Goals (SDGs) and in particular SDG 5 on Gender Equality, UN Women Uganda is pleased to announce a Call for Proposals from women-led Civil Society Organizations (CSOs), Women Rights Organizations (WROs), International and Non-Government Organizations (NGOs) with innovative and high impact programmes on the advancement of gender equality, protection of women's rights and the empowerment of women

Whereas the root causes of gender gaps may be known, The social and cultural barriers derived from the gender-discriminatory social norms that are a prominent feature of the Ugandan context, and decisions and behaviours based on these norms including patriarchal systems with ingrained gendered norms, stereotypes and expectations shape and justify the distribution of national resources in ways that benefit men more than women, thereby excluding women from full enjoyment of their rights in all sectors. These attitudes and behaviours, and resulting exclusions, are reinforced by actual and threatened violence and harassment, which disempower and constrain all women and girls.

The gendered discriminatory norms further entrenched and intensified by globalization and neoliberal policies, often operate to put women at a greater disadvantage including gender gaps in labour force participation, unequal pay, undervaluing of women's work, care burden, motherhood penalty, gender-based violence, lower participation of women and girls in decision making processes and low prioritization by State on social services (mainly used by women and children).

This call for proposal is premised on six (6) Outcomes: **(1)** Inclusive and accountable governance and women's access to Justice; **(2)** Increased protection of women's rights, gender responsive peace and security; **(3)** Increased productivity, income and access to resources for women and girls; **(4)** Vulnerable women mitigate and adapt to climate change & Disaster Risk Reduction; **(5)** Women & girls enjoy quality basic social and protection services; and **(6)** Gender equality and women rights fulfilled in a culturally responsive environment.

b. General Overview of services required/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 all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts while building effective partnerships with civil society and other relevant actors.

UN Women in Uganda has a newly approved Strategic Note (2022-2025) that is aligned to the SDGs, NDPIII 2020/21-2024/25 and the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2021-2025 for Uganda. The programme incorporates the strategic direction and focus given by the UN Women Global Strategic Plan 2022-2025, the global, regional and national frameworks. This Strategic Note (SN) is fully aligned to the 3-strategic priorities of the UNSDCF, namely a) transformational and inclusive governance; b) shared prosperity in a healthy environment; and c) human wellbeing and resilience.

To address the root causes of gender inequalities, the country office in collaboration with other actors shall contribute to the following outcome areas.

- (1) Inclusive and accountable governance and women's access to Justice.
- (2) Increased protection of women's rights, gender responsive peace and security.
- (3) Increased productivity, income and access to resources for women and girls.
- (4) Vulnerable women mitigate and adapt to climate change & Disaster Risk Reduction.
- (5) Women & girls enjoy quality basic social and protection services; and
- (6) Gender equality and women rights fulfilled in a culturally responsive environment.

In accordance with the newly approved SN, the UN Women Office in Uganda Call for Proposal (CfP) is based on the six (6) Outcome level as key program intervention areas as detailed below. It is highly recommended that prospective partners adopt a consortium arrangement of proposal submission. However, it should be noted that under this arrangement, mechanisms to validate this submission will be conducted independently upon receipt of the proposal to ensure, amongst other things, that mutual accountability mechanisms will be deployed to guarantee timely, quality and accountable delivery of programme objectives.

2. Description of required services/results

Outcome 1: Inclusive and Accountable Governance and Women's Access to Justice.

UN Women will focus its contribution on the following key areas; i) Enhance the visibility and capacity of women and girls to participate in democratic processes and inclusive governance of Uganda, ii) Increase the availability and use of quality data and statistics to track progress on Gender Equality and Women Empowerment (GEWE) for policy and decision making, iii) Strengthen the capacity of formal and informal justice institutions to enforce women's and girls' rights, and iv) reinforce accountability mechanisms on the implementation of GEWE laws and policies, iv) Strengthen capacities for institutions and networks of women in their diversity to fully participate, lead and engage in corporate governance, public service, and political processes, v) Strengthen the capacity of the UN system, government and non-government actors to deliver global, regional and national normative commitments, including on statistical development.

Key Outputs in this area will be as follows:

1.1.1 Institutions and systems at national and sub-national levels are effective and accountable in line with national, regional and international obligations and commitments.

1.1.2 Strengthened capacity of people especially marginalized and vulnerable groups to participate and benefit from governance and development at all levels.

1.1.3 Capacity of state and non-state actors at local, national, and regional levels strengthened to sustain peace and security.

Geographical coverage: National and Sub-national

Outcome 2: Women's Rights, Gender Responsive Peace and Security

UN Women proposes to support Programme interventions that will: i) Ensure commitments on Women, Peace Security and Humanitarian Action (WPS&HA) are implemented by government and the UN system; more gender equality advocates influence peace and security processes through multi-stakeholder coordination, monitoring and accountability frameworks; and play a greater role in, and are better served by humanitarian action, Disaster Risk Reduction (DRR) mechanisms and processes. ii) Enable women's meaningful participation, leadership and protection in peace and security and strengthen gender-responsive institutional capacity in peacebuilding, peacemaking, peacekeeping, rule of law, transitional justice, security sector reform, and prevention of conflict and violent extremism.

UN Women will integrate gender perspectives and increase evidence use in humanitarian coordination to strengthen women and girls' access to humanitarian services, support programming on prevention and response of gender-based violence, address social norms that limit women and girls' rights and humanitarian access, offer technical expertise to the humanitarian system, and scale up partnerships with women's organizations in humanitarian, conflict and disasters settings.

Key outputs in this area will be as follows.

1.2.1. Capacity of state and non-state actors at local, national, and regional levels strengthened to sustain peace and security.

Geographical coverage: National and Sub-national

Outcome 3: Women have increased productivity, income, and access to resources.

UN Women will focus on programmes that will provide technical, financial and opportunities for business development targeting women emerging entrepreneurs to own, manage and benefit from small medium and large enterprises in a profitable and sustainable manner by: i) Supporting the implementation of policies and strategies for women's and young girls' economic empowerment, ii) Strengthening the capacity of financial systems to empower young women and their allies; iii) Strengthening the capacity of women entrepreneurs to participate in and benefit from public procurements and private sector value chains iv) Strengthening the capacity of public sector entities to make procurement systems more gender responsive and (v) Strengthening the capacity of public sector and corporate employers to adapt practices and policies that promote decent work and socio protection policies for the vulnerable and marginalized populations.

Key outputs in this area will be as follows.

2.1.1. Strengthened capacity of institutions and people, especially the vulnerable and marginalized, to promote the delivery and adoption of integrated, innovative, equitable and inclusive strategies for improved productivity, value chain enhancement and market access.

2.1.2. People, especially women and youth, have improved access to and utilize innovative practices, technology, finances, natural and productive resources for decent employment and livelihoods.

2.1.3. Strengthened capacity of public and private sector organizations to increase investments in productive sectors and develop and implement responsive policies and regulations.

Geographical coverage: National and Sub-national

Outcome 4: Vulnerable women have the capacity to mitigate and adapt to Climate Change & Disaster Reductions.

UN Women will support programmes that: i) Strengthen the capacity of government institutions and non-state actors to promote climate-smart agricultural interventions and better support women and girls to implement differentiated interventions, ii) Enable more women to have access to and use modern, renewable and affordable energy sources, technology and services and; iii) Champion women's increased participation and leadership in climate action at all levels, including in gender-responsive green and blue economies and climate-resilient agriculture, iv) Offer technical support to government to develop evidence-based gender responsive disaster risk reduction policies and plans including disaster preparedness plans.

Key outputs in this area will be as follows.

2.2.1. Strengthened capacity of public and private institutions and communities to sustainably manage natural resources and protect vital ecosystems.

2.2.2. Enhanced capacity of institutions and communities to mitigate and adapt to climate change and disaster risks.

2.2.3 Increased and equitable access to and use of modern, renewable, and affordable energy sources and services.

Geographical coverage: National and Sub-national

Outcome 5: Women & Girls Enjoy Quality Basic Social and Protection Services

UN Women proposes to contribute to Programme that will: i) Support to strengthen evidence based policy and legislation including implementation and monitoring global normative standards on EAWG and Harmful Practices and SRHR; ii) Build on its leading work on prevention through scaling up evidence-based programmes like SASA Together and facilitating the development of a national action plan on VAWG prevention and social norms change; iii) Strengthen multisectoral provision of legal aid services and coordination of essential services, with a focus on institutional change, improving access to justice, and ensuring quality, integrated and survivor-centered multisectoral services for women and girls in all their diversity and in different contexts, including across the humanitarian-development-peace-security nexus; and iv) Expand key partnerships with women rights organizations to foster women's agency and voice, research institutions and

networks as well as the private sector, to ensure the continuation of essential support services and prevention programming in the context of both development and crisis.

Additionally, UN Women will vi) Empower vulnerable, marginalized and most risk groups to make informed choices, demand quality essential services and accountability, and vii) Strengthen capacity of government and non-government institutions to effectively advocate for, plan, monitor and deliver public and private financing to social sectors in an equitable, gender responsive, accountable and sustainable manner.

Key outputs in this area will be as follows.

3.1.1. Strengthened capacity of government and non-government institutions at national and sub-national levels to effectively manage and deliver sustainable and inclusive quality social and protection services.

3.1.2. People especially the vulnerable and marginalized are empowered to utilize quality basic social and protection services.

3.1.3. Strengthened policy and regulatory environment to promote equitable access and utilization of rights-based and gender responsive social and protection services that prevent, mitigate and respond to shocks and stress.

Geographical coverage: National and Sub-national

Outcome 6: Gender Equality and Women Rights Fulfilled in a Culturally Responsive Environment.

UN Women will i) Build knowledge and confidence of women, girls, men and boys at community and individual level to advocate for rights for example application of SASA methodology, etc; ii) Reduce the prevalence of harmful traditional practices through engaging traditional leaders; iii) Increase actions or fulfilling the Leaving No one Behind (LNoB) promise, including extreme vulnerability; iii) Promote equal participation of women and girls as agents of change in economic and social processes.

UN Women will further: i) Strengthen capacity of institutions at national and sub-national levels to uphold positive social, cultural norms, values and practices that promote human rights, equality and non-discrimination; ii) Support the establishment and institutionalization of community feedback mechanisms on service delivery including capacity building for grassroots organizations.

Key outputs in this area will be as follows.

3.2.1. Strengthened capacity of government and non-government institutions at regional, national, and sub-national level to uphold positive social, cultural norms, values and practices that promote human rights, equality, and non-discrimination.

3.2.2. Strengthened capacity of government and non-government institutions to effectively plan, monitor and deliver public and private financing to social sectors in an equitable, gender responsive, accountable and sustainable manner.

Geographical coverage

National and Sub-national

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

The Strategic Note will be implemented **from 2022 to 2025** (the duration might vary depending on funding availability).

4. Competencies: [Please elaborate]

a. Technical/functional competencies required.

Women-led and Women's Rights Organizations that are legally registered in Uganda, that have specialised knowledge, expertise, and track record of working in women's human rights, Ending Violence Against Women and Girls (EVAWG); Women Economic Empowerment (WEE); Women Peace Security and Humanitarian Action (WPS&HA) programming, including but not limited to: non-governmental organizations, community-based and or grassroots' organizations and advocacy networks (at national or district/sub-national level).

National and International Civil Society Organizations that are legally registered in Uganda, that have presence in Uganda and have strong track record on working in women’s human rights, EVAWG; WEE; WPS&HA programming
Operational research institutions specialised in gender equality and **women empowerment**.

All applicants can apply for more than one outcome and in more than one geographical area of coverage as indicated in the respective outcome areas. Applicants interested in district/sub-national level work must demonstrate that they are registered and meet the criteria to operate at that level.

Applicants already working in each geographical location should demonstrate that they have a physical presence in the Geographical regions/areas of interest whether at national or sub-national level. Attaching copies of the certificates of registration will be an added advantage.

Please note: All applicants are advised to review UN Women’s website to familiarize themselves with the organizations’ strategic priorities www.unwomen.org

Technical Assistance:

UN Women will organize a special information pre- bidding session for all interested eligible participants on

Date: February 23rd, 2022

Time: 2pm – 4pm

Venue: Virtual

Zoom link: <https://unwomen.zoom.us/j/94885967300?pwd=K1dpVlZtQnhGL1Y1eUJQcDdpd1NFUT09>

If you plan to attend the pre information session, please confirm your participation with the UN Women focal Point Mr/Ms. **Joan Babirye** on email: joan.babirye@unwomen.org by date **February 21st, 2022**, and time: **4:00PM**

Important notes:

- Organizations can submit more than one proposal in line with stipulated outcomes/outputs.
- Each proposal is required to respond at the outcome level or feature a minimum of two outputs
- More than one award can be granted to one organization
- The evaluation of the proposals will be done at outcome level only with each proposal evaluated independently against the proposed outcome.
- The financial offers will be at outcome level with clear disaggregation of the output level costs that contribute to that outcome.
- Proposals should ideally reflect partnerships among civil society, private sector, and Government, if it’s a consortium. Special attention will be paid to organizations with a demonstrated record of working with local women’s organizations especially grassroots women’s organizations and networks.
- Proposals from an alliance of two or more organizations or entities (consortium) will be required to clearly indicate which organization will take lead responsibility for project management and contractual obligations with clear evidence of partnership
- UN Women will sign Partner Agreement with the lead agency only
- Demonstration of affirmative action to enhance regional sustainable development through absorbing qualified professionals (especially females) originating from the regions in which an organization intends to work is important.

Annex A-1

Mandatory requirements/pre-qualification criteria

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

Call for proposal

Description of Services: Support to the implementation of UN Women Uganda's 2022-2025 Strategic Note
CFP No. UNW-ESA-UGA-2022-01

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ¹	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ² .	Yes/No
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

¹ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

² [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Implementing Partners

Section 2

CFP No. UNW-ESA-UGA-2022-01

a. Instructions to proponents (Implementing Partners)

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3. A description of the services required is described in CFP **Section 1 - C "Terms of Reference"**.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6. All proposals shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN (name) **Elizabeth Mushabe, Planning, Monitoring and Evaluation Specialist a.i.** by email at Elizabeth.mushabe@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex A-1** (See point 4 below for further explanation). Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex A-1**. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior partners' references for delivering what is envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on **Section 1**. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

6. Amendments to CFP documents

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

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

7. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

8. Submission of proposal

8.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

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

CFP No. **UNW-ESA-UGA-2022-01 – UN WOMEN UGANDA- TECHNICAL PROPOSAL**

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

CFP No. **UNW-ESA-UGA-2022-01 - UN WOMEN -UGANDA - FINANCIAL PROPOSAL**

All proposals should be sent by email to the following secure email address: procurement.uganda@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.

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

ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

8.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in the Technical Proposal submission Form below must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.

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

9. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

10. Proposal currencies

All prices shall be quoted in **Ugandan Shillings**.

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal above.

11. Evaluation of technical and financial proposal

11.1. PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

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

Suggested table for evaluating technical proposal:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

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

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

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

12. Preparation of proposal

12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	Annex A-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex A-2 Technical proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-3 Financial proposal submission form

	sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-4 Format of resume for proposed staff
Part of proposal	Annex A-5 Capacity Assessment minimum Documents

13 Format and signing of proposal

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

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

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of two (02) years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex A-2
Technical proposal submission form

Call for proposal

Description of Services: Support to the implementation of UN Women Uganda’s 2022-2025 Strategic Note
CFP No. UNW-ESA-UGA-2022-01

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

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

CFP No UNW-ESA-UGA-2022-01 – UN WOMEN UGANDA - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal No **UNW-ESA-UGA-2022-01**

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

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

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

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

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

Technical proposal submission form

The proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refers to those organizations that submit a proposal pursuant to this CFP.

Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

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

Section	Points	Criteria	Proponent's Response
1	15	Proposal is compliant with the Call for Proposal (CfP) requirements	
2	20	<p>The Organization's mandate is relevant to the work to be undertaken in the TOR</p> <ul style="list-style-type: none"> • Nature of the proposing organization • Overall mission and purpose of the organization • Core programs/service and target population • Organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	

3	35	<p>Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully:</p> <ul style="list-style-type: none"> • Organization’s approach (how does the organization deliver its projects/programs/services) • Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities • Overview of Organization’s capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the organization, including gender elements. • Proposed staffing (number and expertise) for the services to be delivered 	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

**Annex A-3
Financial proposal submission form**

Call for proposal

Description of Services: Support to the implementation of UN Women Uganda’s 2022-2025 Strategic Note.

CFP No. UNW-ESA-UGA-2022-01

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

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

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

CFP No: UNW-ESA-UGA-2022-01 -UN WOMEN UGANDA - Financial proposal

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

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

_____	_____
(Signature)	(Name)

(Name of proponent)	
_____	_____
(Date)	(Address)
_____	_____
(Telephone No.)	

(Email address)	

Annex A-4
Format of resume for proposed staff

Call for proposal

Description of Services: Support to the implementation of UN Women Uganda's 2022-2025 Strategic Note
CFP No. UNW-ESA-UGA-2022-01

Name of Staff: _____

Title: _____

Years with Firm: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex A-5

Capacity Assessment minimum Documents**(To be submitted by potential Implementing Partners and submission assessed by the reviewer)**

Call for proposal

Description of Services: Support to the implementation of UN Women Uganda's 2022-2025 Strategic Note
CFP No. UNW-ESA-UGA-2022-01

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statutes of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy within six months;	

Administration and Finance

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

Procurement

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

Client Relationship

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

