**Annex A**

**Call For Proposals (CFP) Template for Implementing Partners**

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

**Section 1**

**CFP No****. UNW-WCA-NGA-CFP-2022-005**

1. **CFP Letter for Implementing Partners**

UN Women plans to engage an Implementing Partner as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents to provide the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at CFPnigeria@unwomen.org not later than 5:00 PM on 10th June, 2022.

**The budget range for this proposal should be $200,000-250,000.**

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| **This UN Women Call For Proposals consists of two sections:** | **Documents to be completed by proponents and returned as part of their proposal (mandatory)** |
| **Section 1** 1. CFP Letter for Implementing Partners
2. Proposal Datasheet for Implementing Partners
3. UN Women Terms of Reference
4. Acceptance of the terms and conditions outlined in the template Partner Agreement
5. **Annex A-1** Mandatory Requirements/Pre-Qualification

Criteria and Contractual Aspects | **Annex A-1** Mandatory Requirements/Pre Qualification Criteria and Contractual Aspects |
| **Section 2**1. Instructions to Proponents, which includes the following:

**Annex A-2** Technical Proposal Submission Form**Annex A-3** Financial Proposal Submission Form**Annex A-4** Format of Resume for Proposed Personnel**Annex A-5** Capacity Assessment Minimum Documents**Annex A-6** UN Women template Partner Agreement **[UN Women to attach most up to date version]****Annex A-7** UN Women Anti-Fraud Policy **[UN Women to attach most up to date version]** | **Annex A-2** Technical Proposal Submission Form**Annex A-3** Financial Proposal Submission Form**Annex A-4** Format of Resume for Proposed Personnel**Annex A-5** Capacity Assessment Minimum Documents |

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

1. **Proposal Datasheet for Implementing Partners**

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| **Program/Project:** | **Requests for clarifications due:** |
| **Preventing the spread of COVID-19 among women and girls: integrating gender perspectives in the COVID-19 response**  | **Date: 3 to 6th June 2022** | **Time: 5:00PM** |
| **Programme Officer’s name:** | **Lilian Unaegbu** |
| **Email: lilian.unaegbu@unwomen.org** | **UN Women clarifications to proponents due: [if applicable]** |
| **Telephone number: 08036875711** | **Date: 4th to 6th June 2022** | **Time: 5:00pm** |
|  | **Proposal due:** |
| **Issue date: 2nd June May 2022** | **Date: 15th June 2022** | **Time: 5:00pm** |
|  |  | **Planned award date:**  | **30th June 2022** |
| **Location:**  | **Yobe state** | **Planned contracts start-date/delivery date (on or**  | **1st July 2022** |
| **Date:** | **1st July 2022** |
| **Contact:** | **Lilian.unaegbu@unwomen.org** | **before):** |  |

1. **UN Women Terms of Reference**

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| 1. **Introduction**
	1. **Background/context for required services/results**

In Nigeria, UN Women has been at the forefront in providing evidence on the impact of COVID-19 impact on women, men boys and girls, including advocating for building back better in gender-responsive manner as well as working with sister agencies to mobilize resources. UN Women has been working closely with other agencies to implement COVID-19 stimulus package benefiting an estimated 10,000 women. UN Women is currently implementing interventions in the Northeast to strengthen women’s leadership skills to advocate and influence COVID-19 decision-making structures. Women are also provided with livelihood opportunities to overcome the economic impact of COVID-19. In addition, UN Women in collaboration with CARE and OXFAM undertook a Rapid Gender Analysis in the Northeast Region to generate evidence-based information on gender relations, the differential impact and needs of women, men, boys and girls in the COVID-19 emergency situation in order to ensure that programmes comprehensively meet the needs of everyone affected by the crisis.**Context**In Nigeria, from 3 January 2020 to 19 January 2022, there have been 251,341 confirmed cases of COVID-19 with 3,116 deaths, reported to WHO. As of 16 January 2022, a total of 18,011,821 vaccine doses have been administered. Nigeria faces multiple crises, with protracted conflict in Borno, Adamawa, and Yobe (BAY) states which has affected the Lake Chad region; the farmer-herder crisis in the Middle Belt region; and intercommunal clashes in the Northwest among others. In Nigeria, Non-State Armed Groups have abducted hundreds of girls in the northern part of the country and over 35,000 human casualties were recorded since the beginning of the insurgency. Further, according to the Amnesty International, more than 2,000,000 people have been displaced since the beginning of the conflict. As violent attacks by non-state actors (including sexual violence against women and girls) have increased the security sector’s attention is diverted to enforce measures that will prevent the spread and mitigate the effects of the COVID-19 pandemic, and violent non-state actors have capitalized on this shift in focus, as a window of opportunity to intensify attacks on civilian population with women being the most affected as gender-based violence remains on the rise. Other documented evidence suggests that while the economic impact of COVID-19 has affected everyone, women and girls are disproportionately affected as they have limited options to engage in any form of income-earning activities due to the associated measures by Government intended to reduce the spread of the virus. The Nigeria Country rapid gender analysis revealed that women, especially female-headed households, experience difficulties in receiving accurate information about existing humanitarian assistance, including COVID-19 prevention measures and vaccination.* 1. **General overview of services required/results**

The project will support national efforts to integrate gender dimensions into the COVID-19 prevention, response and mitigation measures, thus, responding to the needs and priorities of women affected by the resurgence of COVID-19 and other humanitarian emergencies. UN Women will focus on the following mutually reinforcing strands of work, including: * Increasing awareness and access to information on COVID-19 prevention and mitigation among women most affected by the COVID-19 resurgence and humanitarian emergencies.
* Promoting women’s participation in decision-making to inform the COVID-19 response plans.
* Enhancing women’s access to the COVID-19 prevention and mitigation tools, including PCR and/or rapid antigen test kits, vaccines and personal protective equipment; and

Promoting safe access to the PCR / rapid antigen testing and vaccination sites in refugee camps and/or IDP resettlement areas free from sexual and gender-based violence, stigma and discrimination**Objective:**The project’s ultimate goal is to reduce the disproportionate impact of COVID-19 on women and girls by promoting gender-responsive COVID-19 prevention and mitigation measures. Key outcome of the project will be to ensure women and girls have knowledge and access gender-responsive COVID-19 prevention, testing and vaccination services free from stigma, discrimination and violence.T**heory of Change Statement:*****If*** women and girls most affected by COVID-19 and humanitarian emergencies have increased awareness and access to information on COVID-19 prevention and mitigation; ***if*** women and girls participate in decision-making to inform the COVID-19 response plans and ***if*** national platforms are strengthened to promote this engagement; ***if*** women and girls have enhanced access to the COVID-19 prevention and mitigation tools, including PCR and/or rapid antigen test kits, vaccines, and personal protective equipment, and are provided with adaptive income-generation skills that are relevant for employability (including self-employment during crisis situations); and ***if*** women and girls have increased capacity to demand access and to safely access PCR and/or rapid antigen testing and vaccination sites in refugee camps and/IDP resettlement areas that are free from sexual and gender-based violence, stigma and discrimination,***Then*,** the disproportionate socio-economic impact of COVID-19 on women and girls, including those who are the most marginalized and in particularly vulnerable situations, will be reduced, ***Because*** women and girls’ specific needs and priorities and gender-related barriers will be addressed in COVID-19 prevention and mitigation measures.  |
| 1. Description of required services/results [Please elaborate]

Under this Call for Proposal (CFP), a Responsible Party (RP) will be recruited to implement programmatic activities under output 1, 2, 3 and 4. The recruited partner will work closely with UN Women, the Government of Yobe state as well as other relevant sectoral partners and women-led organizations to facilitate and promote access to covid 19 prevention and mitigation opportunities for women and girls particularly in the humanitarian settings within North-East Nigeria. Additionally, conflict-affected young women and girls will benefit from income generation activities directly arising from the production of covid 19 prevention supplies.**2.1 Project outcomes and outputs**

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| **Outcome** |
| Women and girls have knowledge and access to gender-responsive COVID-19 prevention, testing and vaccination services free from stigma, discrimination and violence   |
| **Output 1** |
| Women and girls in affected communities have increased awareness and access to accurate information on COVID-19 prevention and mitigation |
| **Output 2** |
| National and local platforms are strengthened and sustained to promote women and girls’ participation in decision-making to inform the COVID-19 response plans and address gender-related barriers, particularly for women and girls mostly affected by the COVID-19 pandemic and other humanitarian emergencies.  |
| **Output 3** |
| Women and girls in affected communities have improved access to the COVID-19 prevention and mitigation tools, including PCR and/or rapid antigen test kits, vaccines and personal protective equipment; and |
| **Output 4** |
| Women and girls have strengthened capacities to demand access and to safely access the PCR / rapid antigen testing and vaccination sites in refugee camps and/IDP resettlement areas that are free from sexual and gender-based violence, stigma and discrimination. |

**2.2 Proposed Locations**Proposed Locations and Target Groups The proposed geographical areas and numbers of beneficiaries are provided in the table below. However, the locations listed in the table may be subject to change depending on potential changes in the security situation, which might lead to access restrictions. Target locations and the exact number of beneficiaries will be finalized during the implementation planning phase in close consultation with and approval by the Yobe State Government. While focusing on women from IDP and host communities the project aims to reach marginalized and vulnerable women from different ethnic and religious communities across the states including female-headed households, single women, widows, female adolescent without a family, women with physical disabilities, etc. as direct beneficiaries and other community members including local leaders, young people, men and boys and duty holders as indirect beneficiaries.

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| **SN** | **Proposed Location** | **Total estimated number of beneficiaries and indicators** |
| 1 | Yobe State: Damaturu, Potiskum and Bade, Geshua | Number of women and girls benefitting directly from COVID-19 information, prevention tools and services: 2000 |
| Number of individual beneficiaries representing national partners receiving capacity development support: 85 |
| Number of indirect beneficiaries from project activities: 12200 |

**2.3 Activities and Outputs**

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| SN | **OUTPUTS** | **ACTIVITIES** |
| 1 | Output 1.1: Women and girls in affected communities have increased awareness and access to accurate information on COVID-19 prevention, response and mitigation | 1.1.1 Convene community consultations and media campaigns, highlighting gender-related barriers to COVID-19 prevention and vaccination1.1.2 Develop and disseminate informational materials to provide accurate information on COVID-19 prevention and mitigation in tailored formats and made available in local languages1.1.3 Convene regular ‘listening dialogues’ at community level to gather issues, concerns and bottlenecks women and girls in all their diversity face in accessing COVID-19 services, including COVID-19 vaccine hesitancy concerns to promote behavioral change towards acceptance of vaccines1.1.4 Use mobile technologies and social media in disseminating reliable information and knowledge around COVID-19 prevention and vaccination 1.1.5 Conduct community radio sessions in target areas to spread reliable information on COVID-19 prevention and vaccination and counter misinformation 1.1.6 Support women-led organizations to mobilize and educate women about COVID-19 and the importance of vaccination and GBV prevention |
| 2 | Output 2.1: National and local platforms are strengthened and sustained to promote women’s participation in decision-making to inform the COVID-19 response plans and address gender-related barriers, particularly for women and girls mostly affected by the COVID-19 pandemic and other humanitarian emergencies | 2.1.1 Establish and/or strengthen Situation Room with participation of all relevant stakeholders and decision-makers around the COVID-19 response 2.1.2 Convene regular meetings and communications as part of the multi-stakeholder Situation Room to identify persistent gender-related challenges, including challenges in COVID-19 prevention and mitigation, and develop recommendations for action 2.1.3 Engage women local leaders, community, traditional and religious leaders to disseminate reliable and accurate COVID-19 information2.1.4 Ensure participation of representative of women in all their diversity, including women with disabilities, ethnic and racial minorities, refugees and internally displaced women, young women and older women, in the Situation Room2.1.5 Facilitate online space and engagement within the Situation Room2.1.6 Roll-out and adapt the Guidance Note and Checklist for Tackling Gender-Related Barriers to Equitable COVID-19 Vaccine Deployment as part of the Situation Room2.1.7 Prepare regular analytical reports with the latest sex- and age-disaggregated data, gender analysis and latest research and evidence to inform the decision-making in COVID-19 prevention and mitigation, and incorporate in global dashboards (i.e. UN Women’s Women Count website; UNDP’s COVID Global Dashboard for Vaccine Equity)2.1.8 Conduct capacity development activities for women’s groups to conduct regular monitoring of stigma, discrimination, misinformation around COVID-19 prevention and vaccination 2.1.9 Prepare regular situation monitoring reports for the review and action by the multi-stakeholder Situation Room2.1.10 Set up an accountability mechanism to track implementation of recommendations made by the Situation Room, which engagement of communities |
|  | Output 3.1: Women and girls in affected communities have improved access to the COVID-19 prevention and mitigation tools, including PCR and/or rapid antigen test kits, vaccines and personal protective equipment | 3.1.1 Support service providers in their community outreaches and dialogues, communications and campaigns to ensure that women and girls have access to essential information and resources to prevent and mitigate COVID-193.1.2 Coordinate with health, development and humanitarian partners to ensure women access available COVID-19 prevention and vaccination services3.1.3 Procure and disseminate personal protective equipment to women, including those affected by humanitarian crises3.1.4 Facilitate women’s access to available PCR and/or rapid antigen test kits and vaccination services, including through mobile clinics, if available 3.1.5 Conduct capacity development activities for the women’s community groups to disseminate personal protective equipment among women in affected areas3.1.6 Provide seed funding for women’s community groups to produce masks and hand soap for distribution |
|  | Output 4.1: Women and girls have strengthened capacities to demand access and to safely access the PCR / rapid antigen testing and vaccination sites in refugee camps and/ IDP resettlement areas that are free from sexual and gender-based violence, stigma and discrimination | 4.1.1 Build the capacity of health workers, community support groups and media personnel on gender-responsive COVID-19 service provision and harmful impact of stigma, discrimination and violence 4.1.2 Identify and share good practices on prevention of discriminatory practices and violence in COVID-19 testing and vaccination sites 4.1.3 Support women’s organizations and community groups in collecting cases of rights violations in accessing COVID-19 testing and vaccination sites 4.1.4 Strengthen and facilitate referral to the available services on psychosocial support and on responding to sexual and gender-based violence and other forms of discrimination 4.1.5 Convene community-based peer-to-peer support groups to increase women’s rights awareness and COVID-19 prevention and vaccine literacy and reduce community stigma and discrimination |

**The following indicators are suggested against each of the four outputs. [update depending on if you innovate any additional activities suggested above]**

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| **OUTPUT** | **INDICATOR** | **TARGETS** | **BASELINES** | **MEANS OF VERIFICTION** |
| Output 1.1: Women and girls in affected communities have increased awareness and access to accurate information on COVID-19 prevention, response and mitigation | 1.1.1: Number of knowledge and communication products produced and disseminated 1.1.2: Number of awareness raising events (‘listening dialogues’) conducted 1.1.3: Number of women and girls getting COVID-19 prevention, response and mitigation information and education |  .1.1: At least 5 in each country1.1.2: At least 10 per country1.1.3: At least 1,000 per country | 1.1: 0 (2021)1.1.2: 0 (2021 | Project partners’ reports; media reports |
| Output 2.1: National and local platforms are strengthened and sustained to promote women’s participation in decision-making to inform the COVID-19 response plans and address gender-related barriers, particularly for women and girls mostly affected by the COVID-19 pandemic and other humanitarian emergencies | 2.1.1: Set of recommendations for policy and programmatic action developed and made available for the situation room review2.1.2: Number of cases brought to the attention of the situation rooms as a result of community monitoring  | 2.1.1: A set of recommendations available2.1.2: At least 20 cases in each country | 2.1.1: None (2021)2.1.2: 0 (2021) | Project partners’ reports; situation rooms minutes; monitoring reports |
| Output 3.1: Women and girls in affected communities have improved access to the COVID-19 prevention and mitigation tools, including PCR and/or rapid antigen test kits, vaccines and personal protective equipment | 3.1.1: Number of personal protective equipment and prevention products provided3.1.2: Number of women engaged in getting seed funding activities and dissemination of personal protective equipment | 3.1.1: At least 2,000 per country3.1.2: At least 500 women per country | 3.1.1: 0 (2021)3.1.2: 0 (2021) | Project partners’ reports. |
| Output 4.1: Women and girls have strengthened capacities to demand access and to safely access the PCR / rapid antigen testing and vaccination sites in refugee camps and/ IDP resettlement areas that are free from sexual and gender-based violence, stigma and discrimination | 4.1.1: Number of health workers, members of the community support groups report improved capacity on gender-responsive health services provision | 4.1.1: At least 50 per country | 4.1.1: 0 (2021) | Project partners’ reports. |

\**While these are suggested indicators, we also welcome strong results-based frameworks.*  |
| 1. **Timeframe: Start date and end date for completion of required services/results [Please elaborate]**

 Project is for a period of 8 month starting from July 2022-February 2023 |
| 1. **Competencies: [Please elaborate]**
	1. **Technical/functional competencies required.**
2. **Reputation of Organisation and Staff**
* Documented successful track record (for newly formed organizations, the personnel to be assigned to the UN Women project should have a proven track record of 5 years in the subject field);
* A proven commitment to results (able to provide records of successful projects);
* Proven credibility in the Northeast region, especially credibility in terms of working towards gender equality, Gender Based-Violence, Women Economic Empowerment, women’s rights, women, peace and security, Covid 19 response including prevention and response and/or Preventing Violent Extremism
1. **General Organizational Capability:**
* Strength of project management on creating or managing knowledge networks, convening a wide range of stakeholders, and generating policy advice.
* Track record of working with governments, civil society, UN, and other major multilateral or bilateral actors, other networks on Covid 19 prevention and response, strengthening women’s livelihood and leadership skills and preventing violent extremism.
* Record and evidence of the organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and sexual harassment policy and accountability to the affected population.
* A track record of delivering quality and timely project results.
1. **Organizational expertise in specified programme Area:**
* Evidence that the organization has previous experience and expertise of successfully managing projects of the same nature, related to GBV, capacitating women civil society networks, livelihood, women, peace and security, and prevention of violent extremism.
	1. **Other competencies, which while not required, can be an asset for the performance of services.**
1. **Accountability and Financial Control:**

• A functioning internal control framework and process to deliver quality and timely project results against budget. |

1. **Acceptance of the terms and conditions outlined in the template Partner Agreement**

#### Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.

#### Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as an Implementing Partner.

#### UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

**Annex A-1**

**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**

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

**Call For Proposals**

**Description of Services**

**CFP No. UNW-WCA-NGA-CFP-2022-005**

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a **pass/fail rating** on the mandatory requirements/pre-qualification criteria. To be considered, proponents must meet all the mandatory/pre-qualification 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 a 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. Are the services being requested 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. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].
 | Yes/No |
| 1. Has the proponent as an organization been in operation for at least five (5) years[[1]](#footnote-2)?
 | Yes/No |
| 1. Does the proponent have a permanent office within the location area?
 | Yes/No |
| 1. Can UN Women conduct 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. Fraud or other wrongdoing:
2. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise?

 OR 1. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?
 | Yes/No  |
| 1. Sexual exploitation and abuse:
2. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA)[[2]](#footnote-3)?

OR1. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for SEA by UN Women, another UN entity or otherwise?
 | Yes/No |
| 1. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?
 | Yes/No  |
| 1. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 “Special measures for protection from sexual exploitation and sexual abuse”?
 | Yes/No  |
| 1. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to the SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?
 | Yes/No  |
| 1. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy (**Annex A-7**)?
 | Yes/No  |

**Please provide the following information:**

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| 1. Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?
 | Yes/No |
| 1. What is the female to male ratio in the proponent’s board?
 |  |

**Acceptance of the terms and conditions outlined in the template Partner Agreement.**

* Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
* Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as an Implementing Partner.
* UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

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| **Requirements** | **Proponent’s response** |
| Acceptance of the terms and conditions outlined in the template Partner Agreement. | Yes/No |
| Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement. |  |

**Section 2**

**CFP No. UNW-WCA-NGA-CFP-2022-005**

1. **Instructions to proponents**
2. **Introduction**
	1. UN Women invites qualified parties to submit technical and financial proposals to provide services associated with the UN Women requirements for an Implementing Partner.
	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) “UN Women Terms of Reference”.**
	4. UN Women 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 the submission of proposals. No proposal may be modified subsequent to the deadline for the submission of proposals. 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 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UN Women 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 UN Women Lilian Unaegbu Program Manager by email at lilian.unaegbu@unwomen.org. Proponents must not communicate with any other personnel of UN Women regarding this CFP.
3. **Cost of Proposals**

2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponent, 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 A-1** (See point 4 below for further explanation) to be considered. Proponents will receive a pass/fail rating on this section. 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**
	1. The evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior partners’ references for delivering what is envisioned in this CFP will qualify for further consideration. 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.
	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.
2. **Clarification of CFP Documents**

5.1 A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 1b. of this annex (on page 1)**.

5.2 Written copies of UN Women’s responses to such inquiries (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.

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

1. **Amendments to CFP Documents**

6.1 At any time prior to the deadline for submission of proposals, UN Women 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.

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

1. **Language of Proposals**

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English.

7.2 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 English translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

1. **Submission of Proposals**
	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, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted.

 The email text bodies for each of the technical and financial proposals 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-WCA-NGA-CFP-2022-005**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of proponent) - TECHNICAL PROPOSAL

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

CFP No. **CFP No. UNW-WCA-NGA-CFP-2022-005 (n**ame of proponent) - FINANCIAL PROPOSAL

**All proposals should be sent by email to the following secure email address:** CFPnigeria@unwomen.org

* 1. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will be rejected.
	2. 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 UN Women inbox. UN Women 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 UN Women in the dedicated inbox on or before the prescribed CFP deadline.
	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.
	4. **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.
1. **Clarification of Proposals**

9.1 To assist in the examination, evaluation and comparison of proposals, UN Women 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. UN Women will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents.

1. **Proposal Currencies**

10.1 All of the currency prices shall be quoted in (local currency) Nigerian Naira.

10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

1. **Evaluation of Technical and Financial Proposals**
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)

Only proponents meeting the mandatory/pre-qualification 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 UN Women 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.

**Suggested table for evaluating technical proposal**

|  |  |  |
| --- | --- | --- |
| **1** | The proposal is compliant with the Call For Proposals requirements | **15 points** |
| **2** | The organization’s mandate is relevant to the work to be undertaken in the UN Women Terms of Reference  | **20 points** |
| **3** | The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully  | **35 points** |
|  | TOTAL | **70 points** |

* 1. **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 Proposals**
	1. Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent’s own risk and may result in rejection of the proponent’s proposal.
	2. 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 the proponent understands and confirms acceptance of UN Women’s 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.
	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 one will be viewed as non-responsive.
	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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
	5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods will be rejected unless permitted otherwise in the CFP document.
	6. Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent’s Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
	7. The proponent’s proposal shall state the following and include all of the following labelled annexes:

**CFP submission** (on or before proposal due date): **15th June 2022**

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 and Contractual Aspects |
| Part of proposal | **Annex A-2** Technical Proposal Submission Form**This must be 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**This must be 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 Personnel |
| Part of proposal | **Annex A-5** Capacity Assessment Minimum Documents |

1. **Format and Signing of Proposals**
	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.
	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.
2. **Award**
	1. Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women 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 of the agreement 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 UN Women will promptly notify the unsuccessful proponents.
	2. The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
	3. The award will be for an agreement with an original term of 8 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex A-2**

**Technical Proposal Submission Form**

**Call For Proposals**

**Description of Services**

**CFP No. UNW-WCA-NGA-CFP-2022-005**

1. This Technical Proposal Submission Form must be completed in its entirety.
2. 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-WCA-NGA-CFP-2022-005) - (Name of Proponent) - Technical proposal**

1. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
2. The completed and signed Technical Proposal Submission Form, together with Annex A-1 Mandatory Requirements / Pre-Qualification Criteria and Contractual Aspects completed by the undersigned, together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal no (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

| **Proponent’s Eligibility Confirmation and Information** | **Proponent’s Response** |
| --- | --- |
| 1. What year was the organization established?
 |  |
| 1. In what province/state/country has the organization been established?
 |  |
| 1. Has the 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 |
| 1. Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.
 | Yes/No |
| 1. Has the organization or any of its employees and personnel ever been:
2. suspended or debarred by any government, a UN agency or other international organization;
3. placed on any relevant sanctions list including the - <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>, United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or
4. 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 Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)  | ConfirmYes/No |
| 1. It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (**Annex A-7**). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.
 | ConfirmYes/No |
| 1. Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.
 | ConfirmYes/No |
| 1. The proponent must 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 UN Women.
 | ConfirmYes/No |
| 1. The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or 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.
 | ConfirmYes/No |
| 1. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.
 | ConfirmYes/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 and respecting the terms and conditions stated in the UN Women template Partner Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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 UN Women 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 UN Women 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 | The proposal is compliant with the CFP requirement. |  |
| 2 | 20 | The organization’s mandate is relevant to the work to be undertaken in the UN Women Terms of Reference and in this regard, the key elements to cover include:* the nature of the proponent;
* the overall mission and purpose of the organization;
* the core programs/service and target population; and
* the organizational experience and proven track record/credibility on gender and development, results-based management (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 | The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully:* the organization’s approach (how does the organization deliver its projects/programs/services);
* an understanding of the UN Women Terms of Reference, problem statement or challenges to be addressed given the context in the UN Women Terms of Reference, the specific results expected, the description of the technical approach and activities;
* an overview of the organization’s capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation;
* the overall governance/management structure of the organization, including gender elements;
* the proposed staffing (number and expertise) for the services to be delivered;
* details of any proposed sub-contracting, including name of sub-contractor, and description of services to be performed. Indicate if further layers are sub-contractors are going to be used;
* details of any proposed sub-partnering, including name of sub-partner and description of the activities/work to be performed. Indicate if further layers of sub-partners are going to be used;
* details of the following relating to prevention of SEA:
1. describe what measures are in place to prevent SEA;
2. describe reporting and monitoring mechanisms and procedures;
3. describe what capacity exists to investigate SEA allegations;
4. describe past allegations of SEA, if any, and how they were handled, including the outcome;
5. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
6. describe what reference and background checks have been done for employees and associated personnel;
* details relating to grant-making work, if applicable:
	+ describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);
	+ describe the proponent’s relevant history in managing resources through grant awards;
	+ describe the proponent’s grant portfolio;
	+ describe relevant history in working with small organizations including experience in providing technical assistance;
	+ describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and
	+ describe the proponent’s capacity to assess and manage risks.
 |  |
|  |  | Provide a minimum of two relevant references of similar successful project. |  |
|  | 70 | TOTAL |  |

**Annex A-3**

**Financial Proposal Submission Form[[3]](#footnote-4)**

**Call For Proposals**

**Description of Services**

**CFP No. UNW-WCA-NGA-CFP-2022-005**

1. This Financial Proposal Submission Form must be completed in its entirety.
2. 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-WCA-NGA-CFP-2022-005) – (Name of proponent) - Financial proposal**

1. The completed Financial Proposal Submission Form constitutes the proponent’s financial proposal and fully responds to Call For Proposals. 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 proposes 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 Personnel**

**Call For Proposals**

**Description of Services**

**CFP No.**  **UNW-WCA-NGA-CFP-2022-005**

Name of personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years with CSO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education/Qualifications**:

*Summarize college/university and other specialized education of personnel, 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:*

* *For all positions held by personnel since graduation: List each position and provide 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 proponents and assessed by the reviewer]**

**Call For Proposals**

**Description of Services**

**CFP No.**  **UNW-WCA-NGA-CFP-2022-005**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| **Governance, Management and Technical** |
| Organization’s legal registration documentation | Mandatory |
| Rules of governance of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of key management at organization | Mandatory |
| CVs of key personnel of organization who are proposed for the engagement with UN Women | Mandatory |
| Details of organization’s anti-fraud policy framework  | Mandatory |
| Details of organization’s PSEA policy framework | Optional |
| Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA  | Mandatory |
| Organization’s policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP | Mandatory  |
| Organization’s policy and procedure for selecting partners (if sub-partnering is included in the proposal) | Mandatory  |
| **Administration and Finance** |
| Administrative and financial rules of the organization | Mandatory |
| Details of organization’s internal control framework (which shall be consistent with UN Women’s anti-fraud policy) | Mandatory |
| Audited statements of the organization during last 3 years | Mandatory |
| List of banks with which organizational bank accounts are held | Mandatory |
| Name of external auditors of organization | Optional |
| **Procurement** |
| Organization’s procurement policy/manual | Mandatory |
| Templates of the solicitation documents for procurement of goods/services (e.g., request for quotation (RFQ), request for proposal (RFP) etc.) used by organization  | Mandatory |
| List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes  | Mandatory |
| **Client Relationship** |
| List of main clients/donors of organization | Mandatory |
| Two references for organization | Mandatory |
| Past reports to clients/donors of organization for last 3 years | Mandatory |

**Annex A-6**

**UN Women template Partner Agreement**

[Note: UN Women to **attach** most up to date version of the template Partner Agreement (including its annexes) here. It is located in the PPG Portal.]

**Annex A-7**

**UN Women Anti-Fraud Policy**

[Note: UN Women to **attach** most up to date version of the Anti-Fraud Policy here. It is located in the PPG Portal.]

1. In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-2)
2. [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 Implementing Partners. [↑](#footnote-ref-3)
3. If the budget is for grant-making activities add a field for grants. For grant making, (i) only up to 50% of the Partner’s proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant. [↑](#footnote-ref-4)