**Annex B**

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

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

**Section 1**

**CFP No. (**UNW/ESA/ZWE/CFP/2022/001**}**

1. **CFP letter for Responsible Parties**

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

Proposals must be received by UNWOMEN at the address specified not later than **2400 hrs** on **14/09/2022**

**The budget range for this proposal should be** USD 20,000 to 35,000

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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 Responsible Parties 2. Proposal Data Sheet for Responsible Parties 3. UN Women Terms of Reference 4. Acceptance of the terms and conditions outlined in the template Partner Agreement 5. **Annex B-1** Mandatory Requirements/Pre-Qualification   Criteria and Contractual Aspects | **Annex B-1** Mandatory Requirements/Pre-Qualification  Criteria and Contractual Aspects |
| **Section 2**   1. Instructions to Proponents, which includes the following:   **Annex B-2** Template for Proposal Submission  **Annex B-3** Format of Resume for Proposed Personnel  **Annex B-4** Capacity Assessment Minimum Documents  **Annex B-5** UN Women template Partner Agreement **Annex B-6** UN Women Anti-Fraud Policy | **Annex B-2** Template for Proposal Submission  **Annex B-3** Format of Resume for Proposed Personnel  **Annex B-4** Capacity Assessment Minimum Documents |

Interested proponents may obtain further information by contacting this email address:  [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org)

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

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| **Program/Project:** | | **Requests for clarifications due:** | |
| **Promoting Women’s Participation and Leadership in Governance, Peace and Security** | | **Date: 8th September 2022** | **Time: 1700hrs** |
| **Programme Officer’s name: Goretti Mudzongo** | | **(Via e-mail)** [**elisabeth.hammargren@unwomen.org**](mailto:elisabeth.hammargren@unwomen.org) **and** [**carol.mhlanga@unwomen.org**](mailto:carol.mhlanga@unwomen.org) | |
| **Email:** [**Goretti.mudzongo@unwomen.org**](mailto:Goretti.mudzongo@unwomen.org) | | **UN Women clarifications to proponents due: [if applicable]** | |
| **Telephone number: +263 433 883 144** | | **Date: 9th September 2022** | **Time: 1730hrs** |
|  | | **Proposal due:** | |
| **Issue date: 2nd September 2022** | | **Date: 14th September 2022** | **Time: 2400hrs** |
|  | |  | |
| **Pre-proposal conference with proponents [Delete if not applicable]** |  | **Planned award date:** | **23rd of September 2022** |
| **Location:** |  | **Planned contract start-date/delivery date (on or before):** | **1st October 2022** |
| **Date:** |  |
| **Contact:** |  |

1. **UN Women Terms of Reference**

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| * 1. Background/Context for required services/results   **Introduction**  United Nations Entity for Gender Equality and Empowerment of Women (UN Women), under the governance and peacebuilding portfolio is supporting women’s political participation, leadership, and women, peace and security programmingand the work of the African Women Leaders Network (AWLN) in Zimbabwe.  The governance and peacebuilding portfolio contributes to the UN Women global Flagship Projects on Women’s Political Empowerment and Leadership and Women Peace and Security, the Sustainable Development Goals, 5 and 16 and UN Security Council Resolution 1325 specifically the participation pillar. Previous work in these areas have shown the importance of sustained engagement with national stakeholders on the implementation of international, regional and national gender equality frameworks, which is supported by knowledge generation and dissemination.  A notable outcome under the Governance and Peacebuilding portfolio has been renewed commitment towards the concretization of a National Action Plan (NAP) for the Women Peace and Security Agenda. Building on the commitment by the GOZ and key stakeholders the Governance and Peacebuilding portfolio has supported the drafting and the development of the NAP for UNSCR1325. UN Women through the thematic area has also contributed to the recognition of the roles of young people in peace processes by contributing to the development of a roadmap for the realisation of a strategy on Youth Peace and Security in Zimbabwe. The governance and peacebuilding portfolio has also enabled the development of a legislators’ guide or Handbook for Parliamentarians to promote an appreciate of the UNSCR1325.  UN Women through the governance and peacebuilding unit continues to promote women’ leadership, political decision-making and participation in key processes tied to national development. Through the portfolio an assessment of women’s political participation (WPP) in local Government was undertaken to analyze WPP in light of existing electoral systems, the use of temporary special measures and the women’s local government quota. The portfolio has also facilitated training for media personnel around gender-responsive media of women in politics to address the barriers and challenges presented to women increased political participation through negative portrayals in the media. The thematic area continues to foster increased gender-responsive national development and enhanced political participation and leadership of women in decision-making and peace processes. The Governance and Peacebuilding unit also supports to the implementation of activities under Women Rise in Politics (WRIP) Initiative, which has been invaluable in the training of female aspiring political candidates towards Zimbabwe’s By-Elections in March 2022. Support to the WRIP Initiative will contribute to UN Women’s on-going efforts towards women’s political participation.  The UN Women Governance Unit strategic priorities are outlined in the UN Women Strategic Note 2022-2026 and covers the thematic area Governance and Participation in Public Life. **The strategic priorities relevant to this proposal are highlighted below;**   |  |  | | --- | --- | | **GOVERNANCE AND PARTICIPATION IN PUBLIC LIFE** | | | **Result** | **All women are able to participate in decision-making fully and equally, and women and girls can benefit from gender-responsive laws, policies, budgets, services, and accountable institutions** | | Strategic Priorities | Governance and participation in public life   1. Before, during and after elections, women are supported in all their diversity to participate fully and equally in leadership and decision-making 2. Galvanize women around gender equality through movement building on the gender agenda 3. Increase gender balance and sensitivity in women’s representation, coverage, and portrayal in the media 4. Support the national implementation of the Women, Peace and Security Agenda 5. Support gender-responsive institutional strengthening to ensure women’s equal participation in peacebuilding, rule of law, transitional justice, security sector reform, and conflict prevention and mediation and related areas 6. Institutional Strengthening to deliver respective mandates that ensure women’s participation and leadership |   Overall, the governance and peacebuilding portfolio seeks to contribute to strategies to promote women's participation in decision-making processes and structures at national and local levels, to ensure that policies are formulated, enforced, implemented and monitored in line with national, regional and international provisions with a goal to contribute towards a conducive environment for women’s full, equal and meaningful leadership where they can lead, participate and influence national development processes as well as foster peace and social cohesion.  b. General Overview of services required/results  **Background & Context**  Zimbabwe is signatory to normative frameworks on gender equality and is has ratified several women’s rights instruments such as the Convention on the Elimination of all Forms of Discrimination against Women (1979), the Beijing Declaration and Platform for Action (1995), Protocol to the African Charter on the Rights of Women in Africa (2003) and the Southern Africa Development Community (SADC) Gender and Development Protocol (2015). Zimbabwe ‘s national normative framework also has provisions on promoting gender equality which include the Constitution, The National Gender Policy (2017) and Implementation Strategy (2019), as well as sectoral gender policies and strategies. The Zimbabwean Constitution in Sections 17 and 80, indicate women’s rights to equal opportunities in political, economic and social activities[[1]](#footnote-1). Notwithstanding these present measures, Zimbabwean women remain underrepresented in leadership and decision-making positions despite making up 52% of the country’s population. Women continue to be vulnerable to all forms of gender-based violence (GBV).  The participations of women in local government, receded with each elections from 18% in 2008, 16 % in 2013 to 14% in 2018, before the introduction of special measure (quota) of 30% for women at local government level.[[2]](#footnote-2) The highest political representation of women in Zimbabwe remained at the Senate, where a “zebra” quota operates together with a Proportional Representation (PR) system for 75% of the seats, with the second highest being the National Assembly where 30% seats are reserved for women on a proportional representation (PR) basis. The PR quota for women at national level has not delivered the 50% guaranteed by the Constitution. The only area in which there has been a significant increase in women’s political participation is in cabinet – from 12% in 2013 to 31% in 2018. The PR quota for women at national level has not delivered the 50% guaranteed by the Constitution (Section, 17). Women continue to face obstacles to participating in political life as they fear victimization that accompanies elections. They also lack the financial resources to run political campaigns. Furthermore, there is a negative perception, rooted in gender norms, for those women who seek political office, notably with consequences such as negative portrayals of women in public life within the media.  While there are on-going efforts to address and eliminate sexual and gender-based violence in Zimbabwe, cases of electoral violence specially targeting women candidates have been documented in past elections. Women face types of psychological violence during this time harassment (both physical and psychological) and intimidation. This in turn has resulted in even less women campaign and vying for electoral positions. Midst the fear of violence and intimidation is the need for enhancement and strengthening of capacities for election campaigning as well as substantive participation when elected to office.  Although the UN Security Council Resolutions on Women, Peace and Security (including resolutions 1325, 1820, 1888, 1889, and 1960), are applicable in the Zimbabwean context, there is limited knowledge and awareness of these instruments by both government institutions and civil society organizations. There is urgent need to mainstream and integrate these provisions in key national development strategies, policies and laws as these instruments call for greater participation by women in all areas of decision-making, including peace processes and security matters, and for effective protection of women from all forms of gender-based violence. The UNSCR2250 Resolution on Youth, Peace and Security, remains key towards involving young women in peacebuilding and peace processes.  The Governance and Peacebuilding portfolio contributes towards strengthening on-going efforts by women leaders and women movements in Zimbabwe towards women’s leadership, political participation, ending violence against women and increased participation in the national peace infrastructure. Work within the frame of the present project will build on efforts to bring together women from different sectors and political parties to coalesce around gender equality and create a national network and platform for coordinated efforts to proffer solutions to the on-going challenges faced by women in and attempting to get into leadership positions and participate effectively in public life. |
| 1. **Description of required services/results [Please elaborate]**   **Objective**  Under the scope of the ***“Governance and Peacebuilding Portfolio”*** Phase III, UN Women in partnership with a CSO aims to support the following:   1. **Movement Building:** 2. the establishment of provincial chapters of the African Women Leaders Network (AWLN), 3. the convening of local and provincial stakeholders on gender and development, women’s political representation and leadership in peacebuilding- (AWLN) 4. Support to the AWLN intergenerational mentorship programme, 5. **Strengthened capacities of women to participate in governance and public life** 6. the training and mentoring of women political candidates- (WRIP) 7. support women politicians elected in the 2023 elections 8. Gender Observatory 9. **Gender-responsive Media Coverage on Women’s Political Participation**    1. Media Trainings    2. Media Awards    3. Media monitoring of WPP coverage 10. **Normative Engagement on Women/Youth Peace and Security Agendas** 11. Support to development of National Action Plans (NAP)s 12. Awareness Raising on UNSCR resolutions on peace and security 13. Strengthening capacities on gender responsive conflict prevention 14. **Strengthened capacity of Parliament and decision-makers and the security sector to formulate, review, and implement gender-sensitive policies**     * + 1. Parliamentary engagement on UNSCR1325         2. Women’s Manifesto         3. Strengthening capacities of elected women candidates 15. **Addressing violence against women in elections/politics- VAWE** 16. Awareness raising and trainings 17. Knowledge building and Survey on VAWE 18. IEC material development   Recognizing the diversity of women, the CSO must have the capacity to elevate different voices and perspectives – in particular those most marginalized and facing multiple and intersecting forms of discrimination. The selected CSO must have the capacity to galvanize the women’s movement, around gender equality, women’s empowerment, ending violence against women and girls as well as women’s leadership in peace processes.  The project will have the following main outputs:   * + - 1. **Movement Building**   **Output 1.1:** **Strengthened capacity of Networks to build a movement on gender equality and women’s rights through galvanizing women leaders and young women in diverse sectors of the country**  **Description:**  A key component of the AWLN Zimbabwe chapter has been building and strengthening of women leader’s capacities to exercise their voice and agency on national issues as well as women’s participation in peace processes. The AWLN Zimbabwe Chapter has been invaluable towards transcending generational divide, by promoting intergenerational mentorship and creating spaces for women leaders from different backgrounds to engage on issues affecting women’s leadership and meaningful political participation within the country.  Efforts will be towards strengthening chapter engagement, promoting the intergenerational mentorship and establishing localised provincial chapters.  ***Main activities:***   * + 1. Support to the national Steering Committee, Youth Caucus and the AWLN National Chapter  1. Annual retreat and Steering Committee meetings 2. AWLN Global Forum Participation    * 1. Support AWLN advocacy and programming by women leaders and civil society, including convening and coordinating key stakeholders in key women’s rights processes and commemorations 3. Commemoration of international days and processes    * 1. Capacity development of AWLN on sustaining movement building (financial, technical, operational, resource mobilization) 4. Launch of AWLN Provincial Chapters 5. Support to the AWLN Mentorship Programme 6. AWLN Capacity Building Trainings    * + 1. **Strengthened capacities of women to participate in governance and public life**   **Output 2.1: Strengthened capacities of women to participate in governance**  **Description:**  UN Women has continued to support women’s political participation in partnership with key institutions which include Government Ministries, Zimbabwe Gender Commission (ZGC), Zimbabwe Electoral Commission (ZEC), National Peace and Reconciliation Commission (NPRC) and Civil Society Organisations (CSOs). UN Women in partnership with the ZGC and with support of other stakeholders such as ZEC and CSOs, piloted a Training and Mentorship Programme, “Women Rise in Politics (WRiP) whereby 240 aspiring women political candidates' capacities were enhanced to participate in elections, creating a pool of women who are ready to participate in the 2023 elections and beyond. In follow-up to this on-going initiative, thematic seminars and trainings will be held for women aspiring political candidates.  ***Main activities:***  **2.1.1.** Monitor the experiences of the women who have participated in the WRiP initiative and their preparations for the 2023 elections, in partnership with ZGC.  **2.1.2.** Capacity building and networking for women politicians elected in the 2023 elections  **2.1.3.** Carry out a baseline study of the obstacles, needs and opportunities for elected women politicians.    **Output 2.2 Increased promotion and implementation of gender responsive electoral processes**  **Description:**  Advocacy and strategic engagements with key stakeholders will be held to promote the implementation of gender responsive electoral processes and women’s equal access to political participation through communication strategies (including media campaigns, dissemination of the Women’s Manifesto) and stakeholder engagements (media, political parties, traditional leaders, and Faith Based Organisations among others). An enabling environment for women’s political participation will be advocated for especially work on preventing violence against women in elections which is a major deterrent to their political participation. UN women will provide support towards the reactivation of the Gender Observatory which will work towards documenting women’s experiences in elections and a response mechanism to violence against women.  ***Main Activities:***  **2.2.1** Support the mechanism to monitor, gather and document women’s experiences throughout the electoral cycle (Activate and maintain the Gender Observatory on Elections) in partnership with the Zimbabwe Gender Commission (ZGC) and relevant stakeholders.   1. Media Engagement 2. Documentation meetings   **2.2.2** Advocate for women’s political participation through communication strategies (including media campaigns, dissemination of the Women’s Manifesto) and stakeholder engagements (political parties, traditional leaders, and Faith Based Organisations among others)   1. Stakeholder meetings    * + 1. **Gender-responsive Media Coverage on Women’s Political Participation**   **Output 3.1:** **Gender-responsive Media**  **Description:**  Gendered inequalities and inequities exist within the media sector in Zimbabwe in all media platforms. Women’s participation and representation in the media is still very low owing to several factors that include male-control in the ownership and leadership of media institutions, strong patriarchal biases in both news reporting and lack of gender sensitive awareness and policy frameworks to facilitate increased representation and coverage of women in the media. Under this area the governance and peacebuilding unit seeks to facilitate interventions that can contribute towards making the media an effective ally and instrument for advancing gender responsive, coverage, representation, and reporting of women’s political participation. This will undo some of the negative reporting that stand as barriers to women’s participation  3.1.1. Enhance gender responsive reporting and representation of women’s political participation in the media (capacity building, dialogue, media monitoring of WPP coverage, media awards to enhance WPP coverage and representation in the media   1. Media Monitoring tool Trainings 2. Media awards for gender responsive reporting (women aspiring candidates)    * + 1. **Normative Engagement on Women/Youth Peace and Security Agendas**   **Output 4.1: Strengthened capacity of decision-makers and the security sector to formulate, review, and implement gender-sensitive policies, and protocols that promote women’s rights in line with the Women, Peace and Security and Youth, Peace, and Security agendas.**  **Description:**  UN Women has also continued to provide support towards creating an enabling environment where women’s participation in peace and security can be enhanced by working with key partners such as the NPRC (ongoing since 2019), Ministries of Defence and Women Affairs (ongoing since 2020), and the Zimbabwe Republic Police (ongoing since 2018) among others key stakeholders. UN Women provided technical support around implementation of 1325 through activities which included but are not limited to commissioning a study on the Implementation of 1235 in Zimbabwe (2020) and the ongoing support to the Ministry of Defence and women’s affairs in collaboration with key stakeholders towards the development of a National Action Plan on 1325 for Zimbabwe (since 2021). The CSO will provide administrative and logistical support towards UN Women’s on-going work on the UNSCR1325 (Women, Peace and Security Agenda) as well as the UNSCR1325 (Youth, Peace and Security Agenda)  ***Main Activities:***   * + 1. Provide Technical and financial support to the Ministry of Defence and Women Affairs Community, Small and Medium Enterprises to develop and adopt a National Action Plan (NAP) on UNSCR1325 in partnership with stakeholders  1. Validation meetings 2. National Steering Committee meetings 3. Stakeholder meetings    * 1. Provide technical and financial support to the Ministry of Youth and relevant stakeholders for Advocacy on adoption of NAP on Youth, Peace and Security 4. Stakeholder Meetings 5. Publicity and communication (radio and television & social media campaigns)   **5. Strengthened capacity of Parliament and decision-makers and the security sector to formulate, review, and implement gender-sensitive policies**  **Description:**  A key aspect for government institutions to be effective, accountable and inclusive for every citizen to exercise their rights, is through awareness and knowledge on key human-rights instruments, as well as their domestication and implementation at localised level. The CSO will work to support the engagement of Parliament and decision-makers and the security sector to formulate, review, and implement gender-sensitive policies.  **Main Activities:**   * + 1. Conduct awareness raising on UNSCR1325 a) at community and provincial level in collaboration with peace infrastructure actors at the local level b) Among Parliamentarians using the Parliamentarians Handbook"   1. Conduct Provincial and community meetings in collaboration with peace infrastructure actors at the local level   2. Awareness raising on community radio   3. Support launch of the Handbook on UNSCR 1325 for Parliamentarians   4. Support training on the Handbook on UNSCR 1325 for Parliamentarians   **5.1.2** Support the programming on gender responsive conflict prevention on collaboration with stakeholders   1. Support Capacity building trainings on electoral gender-based violence prevention and management in 5 provinces   **6. Addressing violence against women in elections/politics- VAWE**  **Description:**  Women’s political participation and decision making in Zimbabwe is framed around international, regional, and national standards articulated in Conventions, the Constitution, Declarations, and Policies. These guiding principles call for equal and fair representation of women in politics, equal participation of women in peace and security matters. However, despite these clear standards on women’s political participation and leadership, the situation in Zimbabwe is far from aligned to these standards. Zimbabwe also is yet to be a safe place for Women in Politics. Election violence and victimisation continue to hamper women’s participation in elections and public life. Within this area, the CSO will support with the following in relation to addressing violence against women in elections (VAWE)  6.1.1 Gender-responsive conflict prevention and combatting Violence against women in elections and politics  **Main Activities:**   * + - 1. Awareness raising and trainings       2. Knowledge building and Survey on VAWE       3. IEC material development   **Scope of work**  The work shall be undertaken by a CSO, with the ability to mobilize women’s rights groups, gender advocates and women’s organizations around a common cause.  The CSO is expected to**: -**   1. Support the establishment of provincial chapters of the African Women Leaders Network (AWLN) Zimbabwe in provinces to galvanize the women’s movements and civil society organisations at community level around gender equality and women’s leadership in line with the theme “Peace and Social Cohesion for Zimbabwe’s Sustainable Development.” 2. Support the roll out of the second cohort of a nationwide AWLN intergenerational mentorship programme 3. Support technical and committee steering meetings held under the AWLN Zimbabwe Chapter initiative as well as advocacy efforts on women’s leadership and meaningful participation in nation-building 4. Support pre and post election work under the Women Rise in Politics initiative in partnership with ZGC. 5. Support the convening of local and provincial stakeholders on gender and development, women’s political representation and leadership in peacebuilding 6. Support efforts towards implement gender-sensitive policies, and protocols that promote women’s rights in line with the Women, Peace and Security and Youth, Peace, and Security agendas. 7. Support Gender-responsive Media Reporting on Women’s political participation 8. Support programming on gender responsive conflict prevention on collaboration with stakeholders to address violence against women and women in elections.   **In submission the CSO should indicate:**   * + - 1. **Application Area**   Thematic areas and outputs to be fully supported with reference to current programming**.** Please note that the IP should make a submission in accordance with the following grouping of working areas to be supported under the Governance and Peace building Portfolio.  **Application 1**: Areas of Work (1, 3, 4) Budget Range**: USD 20,000 to 35,000**   * + - A1: Movement Building     - A3: Gender-responsive Media Coverage on Women’s Political Participation     - A4: Normative Engagement on Women/Youth Peace and Security Agendas   **Application 2:** Areas of Work (2, 5, 6) Budget Range: **USD 20,000 to 35,000**   * + - A2: Strengthened capacities of women to participate in governance and public life     - A5: Strengthened capacity of Parliament and decision-makers and the security     - A6: sector to formulate, review, and implement gender-sensitive policies   Addressing violence against women in elections/politics- VAWE  *Kindly note the areas indicated should be applied for separately and should not appear in the same proposal.*   * + - 1. **Geographic coverage and presence across the country**   The CSO should have notable presence or structures in at least 5 provinces in the country to enable effective implementation of activities under the Governance and Peacebuilding Thematic Area.  **Outputs of the Partnership Cooperation Agreement**  The institution will be expected to submit the following:  (1) Progress narrative and financial reports (including Face Forms) to UN Women based on a robust monitoring and evaluation system and using UN Women templates  (2) Evidence of change and accompanying stories  **Reporting Relationships and Communications**  This will be governed by the Partnership agreement |
| 1. **Timeframe: Start date and end date for completion of required services/results [Please elaborate]**   Duration of Partnership agreement  The duration of the partnership agreement from **October 2022 – August 2023** |
| 1. **Competencies: [Please elaborate]**    1. Technical/functional competencies required;   The organisation must have professionals with proven records:   * In-depth technical knowledge and understanding of gender and development with some knowledge of government socio economic policies including the recently adopted National Development Strategy 1, international and regional gender equality frameworks * Knowledge and experience in facilitating, conducting trainings and development of programme management tools to measure impact * Experience managing and facilitating national consultative processes working with diverse groups * Experience working with or engaging state actors in gender equality, women’s leadership and empowerment * Programme staff with Graduate degrees in the areas of Development Studies, Social Sciences, Gender, Women’s Law, Law or any other relevant field   **CSO Criteria** The eligible CSOs should also meet the legal, programmatic and technical criteria defined below:   * Duly registered under the laws of Zimbabwe * Demonstrates relevant programmatic experience for at least 5 years in specific ALWN priority areas identified above (in the introduction) * Knowledge and experience in programme design and management, community mobilization, organizational development * Clear understanding of community contexts and the needs of women and girls with respect to leadership, political participation, peacebuilding, development, mentorship and gender-based violence. * Substantive knowledge and understanding of social accountability, movement building and campaigns * Technical expertise on gender equality issues and more broadly, women’s meaningful participation in decision-making and leadership, women, peace and security and ending violence against women and girls. * Have a proven track record of advocacy work on gender or related issues in Zimbabwe * An established organizational culture of accountability and commitment to delivery of results * Administrative and financial capacity to manage budgets of more than $50,000 annually supported with a track record of quality and timely project results and unqualified audit reports in the preceding 2 years. * Demonstrates experience in facilitating constructive and inclusive engagement, dialogue and peacebuilding processes with the goal of contributing to socio-economic development * Demonstrable capacity – human, financial and technical to deliver results at national and sub-national levels.  |  | | --- | |  | |  | | **Core Values:**   * Respect for Diversity. * Integrity. * Professionalism.     **Core Competencies:**   * Awareness and Sensitivity Regarding Gender Issues. * Accountability. * Creative Problem Solving. * Effective Communication. * Inclusive Collaboration. * Stakeholder Engagement. * Leading by Example.   Please visit this link for more information on UN Women’s Core Values and Competencies: [http://www.unwomen.org//media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf) |  * 1. Other competencies, which while not required, can be an asset for the performance of services |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

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

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| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent. | Reference #1:  Reference #2: |
| * 1. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[3]](#footnote-3) | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP. | Yes/No |
| 1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No |
| 1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[4]](#footnote-4). |  |
| 1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No |

**Section 2**

**CFP No. (To be filled in by UN Women)**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
   5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
   6. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
   7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org) Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **Cost of proposal**

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

1. **Eligibility**

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

1. **Mandatory/pre-qualification criteria**

4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

1. **Clarification of CFP documents**

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

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

6. **Amendments to CFP documents**

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

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

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

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

All proposals should be sent by email to the following secure email address: [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org)

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

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

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

**9. Clarification of proposals**

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

1. **Proposal currencies**

10.1 All prices shall be quoted in (United States of America currency) \_\_\_\_USD\_\_\_\_\_\_

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

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

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

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 35 points |
|  |  |  |
|  | TOTAL | 70 points |

**11.2 PHASE II - FINANCIAL PROPOSAL** (**30 points**)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.  
  
Formula for computing points:  
Points = (A/B) Financial Points  
  
Example: Proponent A’s price is the lowest at $10.00. Proponent A receives 30 points. Proponent B’s price is $20.00. Proponent B receives ($10.00/$20.00) x 30 points = 15 points

1. **Preparation of proposal**
   1. You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

* 1. Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
  2. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
  3. The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
  4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
  5. Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

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

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

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

1. If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.
2. **Format and signing of proposal**

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

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

1. **Award**

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

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

14.3 The award will be for an agreement with an original term of 9 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN

**Annex B-2**

**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No.**

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

Proponents are requested to complete this form (**Annex B-2)** and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

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

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

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

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

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

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

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

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

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

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

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

**Implementation Plan**

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

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

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

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

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

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

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

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

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

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

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

* Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
* The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
* The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
* The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
* “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
* The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line-item categories, list the item under other costs, and state what the money is to be used for.
* The figures contained in the Budget Sheet should agree with those on the proposal header and text.

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

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

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No**

Name of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_**

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

Years with NGO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex B-4**

**Capacity Assessment minimum Documents**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Legal registration | Mandatory |
| Rules of Governance / Statues of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of Key management | Mandatory |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |
| Anti-Fraud Policy Framework which is consistent with UN women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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

**Annex B-5**

**UN Women Partner Agreement Template**

**(To be submitted to potential Responsible Parties)**

**PARTNER AGREEMENT**

This Partner Agreement (the “Agreement”) is between the United Nations Entity for Gender Equality and the Empowerment of Women, a subsidiary organ of the United Nations, established by the General Assembly of the United Nations, with Headquarters at 220 East 42nd Street New York, NY 10017 (“UN Women”) and [Full name and address of partner and legal registration number], (the “Partner”).

UN Women and the Partner hereinafter collectively referred to as the Parties and individually also as a Party.

UN Women has been entrusted by its donors with certain resources that can be allocated for the implementation of its programmes and UN Women is accountable to its donors and its Executive Board for the proper management of these resources.

UN Women is willing to make resources available to engage the Partner to contribute to the implementation of UN Women’s programmes by performing the Work and achieving the Results.

The Parties therefore agree as follows:

# ARTICLE I

# DEFINITIONS

In this Agreement:

**“Direct Costs”** mean costs that can easily be connected and traced to the implementation of the Work. For example, if an employee or consultant is hired to work on the implementation of the Work, either exclusively or for an assigned number of hours, their labor on the implementation of the Work is a direct cost.

**“Donor Specific Conditions”** mean the conditions requested by a donor when making a contribution for the Work to UN Women, which are required to be imposed on the Partner, and accepted by UN Women.

**“FACE Form”** means the Funding Authorization and Certificate of Expenditure Form attached to this Agreement. The FACE Form is used for (i) requests for cash advances, direct payments or reimbursements and (ii) financial reporting by the Partner.

**“Fraud”** is any act or omission whereby an individual or entity knowingly misrepresents or conceals a material fact (i) in order to obtain an undue benefit or advantage for himself, herself, itself, or a third party, and/or (ii) in such a way as to cause an individual or entity to act, or fail to act, to his, her or its detriment.

**“Grant-Making Work”** means such work and activities relating to the management of grants outsourced to the Partner as described in the Partner Project Document. Grant-Making Work may be one component of a broader project, or the sole purpose of the project. Grant-Making Work may also include project design, project management and grant administration, monitoring and evaluation.

**“Partner Authorized Official”** means the person or persons appointed by the Partner to be its focal point for this Agreement with the authority to and ability to respond to all questions from UN Women and authorized to sign the FACE Forms and ProgressReport Forms and other funding authorization forms. In addition, the Partner Authorized Official is authorized to sign the written statement set forth in Article V, section 5 (c).

**“Partner Project Document”** means the document describing in detail the Work, the Parties’ responsibilities, the expected Results including the work plan, the budget and the installment schedule. The Partner Project Documentis the basis for requesting, committing and disbursing funds to carry out the Work and for monitoring and reporting.

**“Progress Report Form”** means UN Women’s standard form for progress reports attached to this Agreement.

**“Property”** means equipment, supplies, non-expendable materials and other property either provided by UN Womento the Partner for the purposes of this Agreement or purchased by the Partner with the funding provided by UN Women under this Agreement.

**“Results”** mean the outcomes and outputs described in the Partner Project Document.

**“Sexual Abuse”** has the same meaning as set forth in ST/SGB/2003/13, in which it is defined as follows: “the actual or threatened physical intrusion of a sexual nature, whether by force or unequal or coercive condition.”

**“Sexual Exploitation”** has the same meaning as set forth in the “Special measures for protection from sexual exploitation and sexual abuse” (“ST/SGB/2003/13”), in which it is defined as follows: “any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from sexual exploitation of another.”

**“Support Costs”** mean those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, overhead costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.

**“Support Cost Rate”** means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.

**“Work”** meansthe activities, work and services to be performed by the Partner as set forth in this Agreement including Grant-Making Work.

# ARTICLE II

# AGREEMENT DOCUMENTS

1. This Agreement consists of the following documents:

* 1. This agreement document;

* 1. [ST/SGB/2003/13 "Special measures for protection from sexual exploitation and sexual abuse"](https://unwomen.sharepoint.com/management/LF/Repository/SGB%202003%2013%20-%20Special%20Measures%20for%20Protection%20from%20Sexual%20Exploitation%20and%20Abuse.pdf) (Annex 1);

* 1. The [General Terms and Conditions for Partner Agreements](https://unwomen.sharepoint.com/management/LF/Repository/General%20Terms%20and%20Conditions%20for%20Partner%20Agreements%20_Annex%202_English.pdf) (Annex 2);

* 1. [Donor Specific Conditions, as applicable](https://unwomen.sharepoint.com/management/LF/Repository/Donor%20Specific%20Conditions,%20as%20applicable%20(Annex%203%20-English).pdf) (Annex 3);

* 1. The Partner Project Document (Annex 4)**;**

* 1. The [Face Form](https://unwomen.sharepoint.com/management/LF/_layouts/15/Doc.aspx?sourcedoc=%7B66570B7E-34B9-497C-9A1C-C23A7D5DDA28%7D&file=FACE%20Form%20(English)%20Annex%205.xlsx&action=default&mobileredirect=true) (Annex 5);

* 1. The [Progress Report Form](https://unwomen.sharepoint.com/management/LF/_layouts/15/Doc.aspx?sourcedoc=%7B8B6CA037-5C7A-4C3F-8291-B0B2E311F362%7D&file=Progress%20Report%20(Annex%206%20-%20English).docx&action=default&mobileredirect=true) (Annex 6);

* 1. [Special Terms and Conditions for Partners Performing Grant-Making Work,](https://unwomen.sharepoint.com/management/LF/Repository/Special%20Terms%20and%20Conditions%20for%20Partners%20Performing%20Grant-Making%20Work%20-%20Annex%207%20to%20Partner%20Agreement%20-%20English.pdf) as applicable (Annex 7).

1. The documents listed under section 1 above, form an integral part of this Agreement. All parts of the Agreement are intended to be complementary and what is set forth in any one document is as binding as if set forth in each document. In the event of any conflict, discrepancy, error or omission among any parts of the Agreement, either Party shall immediately notify the other Party. The Parties shall in good faith consult and decide how to remedy such conflict, discrepancy, error or omission including if necessary, making the required amendment to this Agreement.

1. If the Partner is a government entity, this Agreement supplements the relevant provisions of any host country agreement entered into between the Government and UN Women. If there is no such agreement then the Standard Basic Assistance Agreement entered into between the Government and the United Nations Development Programme (UNDP), or any other applicable host country agreement between the Government and UNDP, shall apply mutatis mutandis between UN Women and the Partner for the purposes of this Agreement.

# ARTICLE III

# GENERAL RESPONSIBILITIES OF THE PARTNER

1. The Partner shall perform the Work and achieve the Results.

1. The Partner shall use the funds and the Property provided by UN Women under this Agreement exclusively for performing the Work as set forth in this Agreement.

1. The Partner shall not accept funding from any other source than UN Women for performing the Work without UN Women’s prior written approval.

The Partner shall inform UN Women in writing of the name of the source and the details of such funding.

1. The Partner shall not use the funds provided under this Agreement to award grants unless specifically stated in the Partner Project Document. The Partner acknowledges and agrees that Annex 7 will be applicable to any Grant-Making Work funded by UN Women funds.

1. The Partner’s responsibilities include:

* 1. Commencing the Work in accordance with the timeline but not before both Parties have signed the Agreement;

* 1. Making its designated contributions of technical assistance, services, equipment, non-expendable materials and other property towards the Work;

* 1. Completing its responsibilities with diligence and efficiency, and in conformity with the requirements set out in the Partner Project Document(including in connection with the workplan and budget);

* 1. Providing the reports required under this Agreement in a timely manner and satisfactory to UN Women, and furnishing any other information relating to the Work and the use of any funds and Property that UN Women may reasonably ask for;

* 1. Exercising a high standard of care when handling and administering the funds and Property provided to it by UN Women;

* 1. Appointing a Partner Authorized Official to act as the focal point for the Partner with the authority to and ability to respond to all questions from UN Women and sign the FACE Forms, Progress Report Forms and other funding authorization forms or requests required by UN Women on behalf of the Partner. In addition, the Partner Authorized Official/s is authorized tosign the written statement set forth in Article V, section 5 (c).

Full name of Partner Authorized Official:

Name: [enter name]

Title: [enter title]

Sample signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Name: [enter name]

Title: [enter title]

Sample signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

It is understood, for the avoidance of doubt, that any removals from or amendments to the (list of) Partner Authorized Official**/**s identified above shall require a written amendment to this Agreement in accordance with Article 19.0 of the General Terms and Conditions for Partner Agreements.

1. In relation to Sexual Exploitation and Sexual Abuse:

i. Undertaking that the Partner accepts the standards of conduct set out in section 3 of ST/SGB/2003/13 including, inter alia:

* 1. Acknowledging that Sexual Exploitation and Sexual Abuse are strictly prohibited. The Partner, any of its employees, personnel, sub-contractors and others engaged to perform the Work shall not engage in Sexual Exploitation or Sexual Abuse.

* 1. Acknowledging the following specific standards:

* + - 1. Sexual activity with any person less than eighteen years of age (“child”), regardless of any laws relating to the age of majority or to consent, shall constitute the Sexual Exploitation and Sexual Abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under this Agreement.
      2. The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute Sexual Exploitation and Sexual Abuse.
      3. Sexual relationships between Partner’s employees, personnel, subcontractors and others engaged to perform the Work and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UN Women and are strongly discouraged.

* + 1. The Partner must take all appropriate measures to prevent Sexual Exploitation and Sexual Abuse by anyone including any of its employees, personnel, subcontractors and others engaged to perform the Work.

* + 1. Acknowledging that UN Women will apply a policy of “zero tolerance” with regard to Sexual Exploitation and Sexual Abuse including in respect to the Partner, its employees, agents or any other persons engaged by Partner to perform any services under this Agreement.

* + 1. Reporting to UN Women and investigating any allegation of Sexual Exploitation and Sexual Abuse as such allegations arise in the context of the Work as set forth in 14.3 of the General Terms and Conditions.

* + 1. Ensuring that its employees, personnel, sub-contractors and others engaged to perform the Work have undertaken training on prevention and response to Sexual Exploitation and Sexual Abuse, including information on the definition and prohibition of Sexual Exploitation and Sexual Abuse, the requirements for prompt reporting of Sexual Exploitation and Sexual Abuse allegations to the Partner and referral of victims to immediate assistance. Training options include the UN Sexual Exploitation and Sexual Abuse online training that is available for all implementing partners at: [https://agora.unicef.org/course/info.php?id=7380.](https://agora.unicef.org/course/info.php?id=7380)

1. In relation to Fraud:

* + 1. Reviewing and taking note of the [UN Women Anti-Fraud Policy](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/accountability/un-women-anti-fraud-policy-framework-en.pdf?la=en&vs=5042) (or such other URL as UN Women may from time to time decide).

* + 1. Having a written fraud prevention and fraud awareness policy in place, which at a minimum shall provide a system to prevent, detect, report, address and follow-up on fraud, corruption and other wrongdoing.

* + 1. Reporting to UN Women any allegation of fraud as such allegations arises in the context of the Work as set forth in 14.3 c of the General Terms and Conditions;

* + 1. Acknowledging that any fraud may lead to the imposition by UN Women of sanctions (including censure or ineligibility/debarment) with regard to future transactions with UN Women, at UN Women’s sole discretion and without prejudice to any other right or remedy available to UN Women.

1. Opening a separate bank account for the funds, if requested by UN Women.

# ARTICLE IV

# GENERAL RESPONSIBILITIES OF UN WOMEN

1. UN Women shall contribute to the Work as set forth in this Agreement, including by: (a) Commencing and completing the responsibilities allocated to it in this Agreement in a timely manner, provided that all necessary reports and other documents are available, and UN Women is satisfied with the same;

1. Making transfers of funds in accordance with the provisions of this Agreement;

1. Making Property available in accordance with the provisions of this Agreement;

1. Undertaking and completing monitoring, evaluation and oversight of the Work;

1. Liaising on an ongoing basis, as needed, with the relevant Government (as applicable), other members of the United Nations Country Team, donors, and other stakeholders;

1. Providing training, if stated in the Partner Project Document, overall guidance, oversight, technical assistance and leadership, as appropriate, for the Work, and making itself available for consultations as reasonably requested; and,

1. Reimbursing the Partner for its Support Costs at the Support Cost Rate. The Partner acknowledges and agrees that the Partner is not entitled to any reimbursement for Support Costs exceeding, or any indirect costs in addition to, the agreed Support Cost Rate.

# ARTICLE V

# FUND REQUESTS

1. UN Women shall provide the Partner with funds for the Work, subject to the availability of funds and the terms of this Agreement. UN Women’s funding to the Partner shall not exceed the total amount of [fill currency and total amount] as set forth in the Partner Project Document. UN Women shall provide such funding to the Partner utilizing, at its discretion, any of the following three fund transfer modalities:

* 1. Cash advance by UN Women to the Partner;

* 1. Reimbursement by UN Women to the Partner; and,

* 1. Direct payment by UN Women on the Partner’s behalf to the Partner’s vendor or supplier.

1. The fund transfers shall be made in installments as set forth in the Partner Project Document or more frequently if the criteria set forth in this Agreement have been satisfied. Each fund transfer shall be made utilizing the fund transfer modality decided solely by UN Women. The fund transfers shall be made in the currency used in the country where the Work is taking place.

## Terms and conditions applicable to all fund transfer modalities

3. Any request for a fund transfer by the Partner shall fulfill the following criteria to the satisfaction of UN Women, failing which UN Women may decide not to honor the request in whole or in part:

1. The Partner may submit funding requests, using the FACE Form, every three months during the term of the Agreement or more frequently provided that the Work relevant for those months has been completed and the corresponding funds expended, and the relevant criteria in the Agreement are satisfied.

1. The FACE Form shall be signed by a Partner Authorized Officer.

1. The request for fund transfer shall be accompanied by the financial and progress reporting as provided in Article VIII.

1. The amount and purpose of the request shall be consistent with the provisions of this Agreement.

1. The request shall be reasonable and justified under principles of sound financial management, in particular the principles of value for money and cost-effectiveness.

1. Prior fund transfers shall have been reported on to UN Women’s satisfaction in accordance with Article VIII.

1. At least 80% or more of the expenditure relating to the immediately preceding fund transfer and 100% of the expenditure relating to all previous fund transfers, if any, have been reported to the satisfaction of UN Women. If the fund transfer request is made more frequently than every three months, all Work relevant for those months has been completed and all corresponding funds expended.

1. There shall be no other grounds for believing the expenditure is in contravention of this Agreement, including the Partner Project Document.

## Specific procedures for each fund transfer modality

1. Requests for cash advances:

* 1. The Partner may submit funding requests for cash advances, using the FACE Form, every three months during the term of the Agreement except as set forth in sections (b) and (c) below.

* 1. The Partner may submit the first funding request for a cash advance as soon as both Parties have signed this Agreement.

* 1. The Partner may submit requests more frequently than every three months in accordance with section 3 above.

1. Requests for direct payment transfers:

* 1. The Partner may submit to UN Women a written request for direct payment to the Partner’s vendor or supplier.

* 1. The request for direct payment must be submitted no later than the three-month period following receipt of the goods or services.

* 1. The request for direct payment shall in all cases include the vendor or supplier’s banking information, the original invoice or invoices issued by the vendor or supplier to the Partner, the purchase order, the quotation and a written statement by the Partner Authorized Officer certifying that the vendor or supplier delivered the goods and/or performed the services satisfactorily and in accordance with the terms of the contract between the Partner and the vendor or supplier.

1. Requests for reimbursements:

* 1. Any expenditure by the Partner from its own resources in respect of which the Partner intends to request a reimbursement under this Agreement, shall be subject to prior funding authorization by UN Women. To obtain funding authorization of the Partner’s expenditures that will be subject to reimbursement, the Partner shall submit to UN Women a funding authorization request for reimbursement in a form and format as decided by UN Women. This funding authorization request may not exceed the relevant amount set forth in the Partner Project Document and shall be duly signed by a Partner Authorized Officer. If the funding authorization request for reimbursement is in proper form and complete and all the requirements in this Agreement are met, UN Women will determine the amount to be authorized for funding and will authorize that amount by written reply to the Partner.

* 1. Subject to prior authorization under section 6 (a) above, the Partner may submit to UN Women a written request for a reimbursement further to section 3 above. The request for reimbursement shall be submitted in connection with satisfactory financial and proper progress reporting (see Article VIII).

## Other provisions relevant for fund transfers

1. Revision of budget by Partner:

The Partner may, without UN Women’s approval but with prior written notice to UN Women, revise the budget by re-allocating funds either within an activity or between activities identified by account codes on the FACE Form, as long as the re-allocation is not (i) exceeding twenty percent (20%) of the total budgeted amount; (ii) negatively impacting the Results; or, (iii) increasing the total budgeted amount. Any other revisions of the budget require an amendment to this Agreement.

1. Payment of fund transfers by UN Women:

* 1. If each request for fund transfer is received in a timely fashion and is in proper form and complete and all the requirements in this Agreement have been met, UN Women will determine the amount to be transferred and will transfer that amount to the Partner, or if the direct payment modality is used, on behalf of the Partner, within reasonable time.

* 1. UN Women may decide to adjust the amount of any fund transfer where it has reason to do so, including:

* + 1. To take into consideration the general progress made to the Work to date;
    2. To take into consideration any unspent or unsatisfactorily reported balance remaining with the Partner from any previous fund transfer or any amounts paid by UN Women as direct payment, reimbursement or otherwise, lost by the Partner or used by the Partner other than in accordance with this Agreement, including any amounts shown by audits, site/field visits, spot checks or investigations to have been so paid, lost or used;
    3. To take into consideration any expenditure that is ineligible in accordance with this Agreement;
    4. To take into consideration interest or income earned by the Partner from a previous fund transfer; and,
    5. To withhold up to 10% of the total budgeted amount for the Work for risk management purposes.

* 1. UN Women is only required to transfer to or (where the direct payment modality is used) on behalf of the Partner, the amount UN Women determines is due under the terms of this Agreement. UN Women shall not be liable to the Partner or any third party, including the Partner’s vendor or supplier, for any amounts that UN Women determines are not owing under this Agreement.

* 1. The fund transfers other than direct payments shall be made by UN Women to the following bank account:

Bank name: []

Bank address: []

Account title: []

Account No.: []

Bank contact person: []

# ARTICLE VI

# ADMINISTRATION OF FUNDS AND PROPERTY

## Administration of funds

1. The Partner shall administer the funds and carry out the Work under its own financial regulations, rules and procedures to the extent that they are determined to be appropriate by UN Women. Where UN Women determines that the Partner’s financial regulations, rules, policies and procedures are not appropriate, UN Women shall give written notice the Partner. In such cases, UN Women may decide, inter alia, to implement the Work or any parts thereof, including procurement activities, directly or transfer the implementation thereof to another partner.

1. Where the Partner buys goods or services from the funds, the Partner shall do so giving due consideration to the following principles:

* 1. Best value for money;

* 1. Fairness, integrity and transparency; and,

* 1. Competition.

## Administration of Property

1. UN Women shall remain the owner of the Property.

1. UN Women may during the term of this Agreement decide that Property shall be reassigned towards the implementation of another UN Women programme or project, which may be implemented by the Partner or by another partner. In the latter case, the Partner shall, upon written instructions by UN Women, transfer the Property to the other partner, as directed. Article IX sets forth the obligations when the Work is completed, or the Agreement ends.

1. The Partner shall be responsible for the care, security, maintenance and physical inventory of the Property.

1. The Partner, unless self-insured, shall maintain insurance for the Property. Upon request, the Partner shall produce documentary evidence of such insurance including self-insurance.

1. The Partner shall place UN Women markings on the Property in consultation with UN Women.

1. In cases of damage, theft or other losses of the Property, the Partner shall provide UN Women with a comprehensive report, including a police report, where appropriate, and any other evidence giving full details of the events leading to the loss of the Property.

1. UN Women shall assist the Partner in clearing the Property through customs at places of entry into the country where the Work is taking place.

1. Detailed inventories shall be taken of the Property by the Partner at the end of every year, or if the Agreement is for less than a calendar year, at the end of the Agreement.

# ARTICLE VII

# RECORD KEEPING/ACCOUNTING SYSTEM

1. The Partner shall establish and maintain, for a period of seven (7) years after this Agreement ends the books and records set forth in this Article in a reasonable accounting system that enables UN Women to readily identify how the funds received under this Agreement have been used, including detailed inventories of the Property, expenditures, costs of goods and services, supporting documentation, all fund transfers received by the Partner and any unspent funds.

1. The Partner’s books and records shall clearly show which transactions recorded in its accounting system represent the expenditures reported for each line on the FACE Form.

1. The books and records shall in addition to what is referred to under section 1 of this Article, include, but not be limited to, accounting records, written policies and procedures; sub-contractor or sub-partner files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); all paid vouchers including those for out of pocket expenses; other reimbursement supported by invoices; purchase orders; suppliers’ invoices; contracts (including employment contracts); delivery notes; leases; airline tickets; gasoline coupons; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; back charge logs; insurance documents; payroll documents; timesheets; memoranda; correspondence and HR records for personnel hired to assist with the Work; and any other relevant supporting documentation.

1. The Partner acknowledges and agrees that a written statement by the Partner that money has been spent is insufficient and cannot replace the original documentation to support expenditures.

1. If any necessary and supporting documentation or detailed inventory of Property is not properly maintained and available for review, or was lost or prematurely destroyed, UN Women may stop any further payment under the Agreement and demand refund of such amounts as set forth in Article 14.1 f of the General Terms and Conditions for Partner Agreements.

1. The Partner acknowledges and agrees that UN Women has the right to conduct audits, site/field visits, spot checks and investigations in accordance with Article 14 of the General Terms and Conditions for Partner Agreements.

# ARTICLE VIII

# REPORTING REQUIREMENTS

## Financial reporting

1. The Partner shall submit to UN Women the reports detailed below signed by the Partner Authorized Official. Such reports shall be in English. When UN Women has reviewed the reports, UN Women will determine to what extent it will approve the expenditure and further process fund transfers. UN Women’s approval of the expenditure at this stage of the process does not preclude UN Women from claiming a refund of the same amount if it is later shown, including by an audit, site/field visit, spot check or investigation, that the initially approved expenditure was not in accordance with this Agreement or relates to misuse of funds including fraud or other wrongdoing.

1. All financial reporting to UN Women shall be performed by the Partner in the currency in which the fund transfer was made.

1. The Partner shall, using the FACE Form, submit financial reports no later than 20 calendar days after the end of every three-month period starting three months after UN Women disbursed the first fund transfer, or every time the Partner is requesting fund transfers, if the requests are made more frequently than every three-month period.

The FACE Form:

* 1. Shall include only eligible expenditures in the form of Direct Costs that are identifiable and verifiable. Direct Costs are identifiable when the expenditures are recorded in the Partner’s accounting system and the accounting system shows which transactions represent the Direct Costs reported for each line on the FACE Form. The Direct Cost is verifiable when the expenditures can be confirmed by supporting documentation as set forth in Article VII;

* 1. Shall include only expenditures that have been paid by the Partner. The financial report has been designed to reflect transactions on a cash basis. For this reason, unliquidated obligations or commitments should not be reported to UN Women, i.e., the reports should be prepared on a "cash basis", not on an accrual basis, and thus will include only expenses paid by the Partner and not commitments. Any cash disbursement to sub-partners, sub-contractors or vendors can be reported as expenses in the financial report only after the sub-contractor, sub-partner or vendor complete the activities for which these funds have been transferred;

* 1. Shall not include any expenditures that are ineligible for fund transfer, as stipulated in section 5 below;

* 1. Shall include the balance of any unspent funds remaining from any previous fund

transfers;

* 1. Shall include any refunds or adjustments received by the Partner against any previous fund transfers;

* 1. Shall include interest earned on any unspent balance remaining from any previous fund transfers;

* 1. Shall include any income earned when performing the Work; and,

* 1. Shall include the Support Costs.

1. The Partner shall submit an Excel sheet listing all documents supporting the liquidation of expenditure in the FACE Form and at a minimum specifying the name of the vendor or supplier, the date and a description of the goods or service and provide any original supporting documentation to UN Women immediately upon written request by UN Women.

1. The following are non-exhaustive examples of ineligible expenditures and, therefore, shall not be included in the FACE Form and UN Women shall be entitled to reject any such ineligible expenditure:

* 1. Expenditures not made for the Work, or not necessary for the Partner to perform the Work as set forth in this Agreement;

* 1. Expenditures for value-added tax unless the Partner can demonstrate to the satisfaction of UN Women that it is unable to recover the value-added tax;

* 1. Expenditures paid or reimbursed to the Partner by another donor or entity;

* 1. Expenditures in relation to which the Partner has received an in-kind contribution from another donor or entity;

* 1. Any expenditure for indirect costs in excess of the Support Cost Rate;

* 1. Expenditures that are not verifiable by supporting documentation as provided in Article VII of this Agreement;

* 1. Salaries for Partner’s employees, if the Partner is not a government, exceeding the rates payable by UN Women for comparable functions performed by locally recruited staff members at the relevant duty station;

* 1. Salaries for Partner’s employees, if the Partner is a government, exceeding the established salary or pay scale rates of the Partner for comparable functions, and in

no case exceeding the rates payable by UN Women for comparable functions performed by locally recruited staff members at the relevant duty station;

* 1. Expenditures in respect of fees for individual consultants retained by the Partner exceeding the rates payable by UN Women for comparable services rendered by individual consultants;

* 1. Expenditures for travel, daily subsistence and related allowances for the Partner’s employees or consultants exceeding the rates payable by UN Women to its staff members or consultants, as applicable;

* 1. Expenditures that have been incurred but have not actually been paid (see section 3 (b) above);

* 1. Expenditures that merely represent financial transfers between administrative units or locations of the Partner;

* 1. Expenditures that relate to obligations that were entered into before the commencement or after the end date of this Agreement; or,

* 1. Debt and debt service charges.

## Progress Reporting

1. The Partner shall, using the Progress Report Form, submit narrative progress reports no later than 20 calendar days after the end of every three-month period starting three months after UN Women disbursed the first fund transfer, or every time the Partner is requesting fund transfers, if the requests are made more frequently than every three-month period.

1. The Partner shall always submit the progress report together with the financial report and such progress reports shall be filled out appropriately and duly signed by a Partner Authorized Official.

## Inventory Reporting on Property

8. A detailed inventory report of the Property shall be submitted to UN Women within 30 calendar days after each calendar year, and at the end of the Agreement. If the Agreement is for less than one calendar year, the Partner shall submit the inventory report within 60 calendar days after the end of the Agreement.

# ARTICLE IX

# COMPLETION OF THE WORK

1. The Partner shall, no later than 60 calendar days after the Work has been completed or the Agreement expired or is prematurely terminated, whichever happens first:

* 1. Submit to UN Women an inventory report of the Property. UN Women may decide that the Propertyshall be: (i) transferred for use by another partner; (ii) transferred back to UN Women; or (iii) donated to the Partner or a third party. The Partner shall deliver the Property at a reasonable time and place as instructed by UN Womenin writing and shall fully cooperate with UN Women in good faith in the transfer and delivery;

* 1. Submit to UN Women a final financial report, using the FACE Form, including a request for reimbursement of any withheld amount; and,

* 1. Submit to UN Women afinal progress report using the Progress Report Form.

1. UN Women shall when the Work has been completed or the Agreement expired or is prematurely terminated, whichever happens first, make a final liquidation of the funding provided under this Agreement. If UN Women’s final liquidation shows that the Partner has received more funds than the Partner is entitled to in accordance with this Agreement, the Partner shall repay such balance within 30 calendar days of receiving a request for repayment. UN Women shall, when making such final liquidation of the funding, consider items, including any unspent funds, interest or income earned, ineligible expenditure or funds used for expenditure not supported by documentation.

# ARTICLE X

# TERM OF AGREEMENT

This Agreement shall enter into force on the date it is signed by both Parties. It shall expire automatically on [fill in the date the Work shall be completed according to the timeline] unless terminated earlier in accordance with the terms of this Agreement.

IN WITNESS, WHEREOF, the undersigned, duly authorized by the respective Parties, have signed this Agreement.

For the Partner: For UN Women:

Name: [] Name: []

Title: [] Title: []

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [] Date: []

Email: [] Email: []

**Annex B-6**

**UN Women Anti-Fraud Policy**

|  |  |
| --- | --- |
| un women anti-fraud policy | |
| **Effective Date** | 20 June 2018 |
| **Review Date** | 20 June 2022 |
| **Approved by** | Moez Doraid, Director, DMA |
| **Content Owner/s** | Lene Jespersen, Deputy Director, DMA |





1. Zimbabwean Constitution: <https://www.constituteproject.org/constitution/Zimbabwe_2013.pdf> [↑](#footnote-ref-1)
2. Local Government Quota: <https://genderlinks.org.za/news/zimbabwe-local-govt-quota-takes-shape-ahead-of-2023-elections/> [↑](#footnote-ref-2)
3. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-3)
4. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-4)
5. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-5)