

**Annex B**  
**Call For Proposals (CFP) Template for Responsible Parties**  
**(For Civil Society Organizations - CSOs)**

[Section 1](#)

CFP No. **UNW-HQ-EVA-CFP-2024-001** (To be filled in by UN Women)

**a. CFP Letter for Responsible Parties**

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

Proposals must be received by UN Women at the following email address: [act@unwomen.org](mailto:act@unwomen.org) not later than (time) 23:59 pm NY Time on (date) 8<sup>th</sup> of July, 2024.

The budget for this proposal should be a maximum<sup>1</sup> of 830,000 USD.

This UN Women Call For Proposals consists of <u>two</u> sections:	Documents to be completed by proponents and returned as part of their proposal (mandatory)
<p><u><a href="#">Section 1</a></u></p> <ul style="list-style-type: none"> <li>a. CFP Letter for Responsible Parties</li> <li>b. Proposal Data Sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> <li>d. Acceptance of the terms and conditions outlined in the template Partner Agreement</li> <li>e. <b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</li> </ul>	<p><b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p>
<p><u><a href="#">Section 2</a></u></p> <ul style="list-style-type: none"> <li>a. Instructions to Proponents, which includes the following:  <b>Annex B-2</b> Template for Proposal Submission  <b>Annex B-3</b> Format of Resume for Proposed Personnel  <b>Annex B-4</b> Capacity Assessment Minimum Documents  <b>Annex B-5</b> <a href="#">UN Women template Partner Agreement</a>  <b>Annex B-6</b> <a href="#">UN Women Anti-Fraud Policy</a></li> </ul>	<p><b>Annex B-2</b> Template for Proposal Submission  <b>Annex B-3</b> Format of Resume for Proposed Personnel  <b>Annex B-4</b> Capacity Assessment Minimum Documents</p>

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

**b. Proposal Data Sheet for Responsible Parties**

Program/Project:	Requests for clarifications due:	
Advocacy, Coalition Building and Transformative Feminist Action (ACT) Programme	<b>Date 1<sup>st</sup> of July, 2024</b>	<b>Time: 23:59 pm</b> New York Time
<b>Programme Officer's name: Michelle Krogh</b>	Via e-mail: <a href="mailto:act@unwomen.org">act@unwomen.org</a>	
<b>Email: <a href="mailto:act@unwomen.org">act@unwomen.org</a></b>	<b>UN Women clarifications to proponents due: [if applicable]</b>	
	<b>Date: 3<sup>rd</sup> of July, 2024</b>	<b>Time: 23:59 pm</b> New York Time
	<b>Proposal due:</b>	
<b>Issue date:</b>	<b>Date: 8<sup>th</sup> of July, 2024</b>	<b>Time: 23:59 pm</b> New York Time
	<b>Planned award date:</b>	<b>5<sup>th</sup> of September, 2024</b>
	<b>Planned contract start-date/delivery date (on or before):</b>	<b>1<sup>st</sup> of September, 2024</b>

<sup>1</sup> If the proposed budget is beyond the maximum range, the proposal will be rejected.

### c. UN Women Terms of Reference

#### 1. Introduction

As part of the Advocacy, Coalition Building and Transformative Feminist Action (ACT) to End Violence Against Women Programme, UN Women is in the process of identifying a Responsible Party for the set-up and co-hosting of a new Global ACT CSO Platform. The objective of the platform is to convene women's rights and civil society organizations working to end violence against women and girls, develop a shared advocacy agenda to increase momentum and amplify advocacy priorities of women's rights organizations and movements and carry out priority actions related to forthcoming key advocacy moments and opportunities.

UN Women will award a maximum of 830,000 USD to a global or regional women's rights and feminist organizations or a consortium of women's rights and feminist organizations with diverse capacities and areas of expertise, such as in advocacy, communication, and policy analysis. To ensure regional representation across the regions currently covered by the ACT Programme, as well as representation of global actors and other regions, proposals from consortium would be preferred. If applying as a consortium, the proposal must specify which organization is the lead organization<sup>2</sup>. The lead organization must meet all the minimum requirements as outlined in Annex B-1.

The duration of the partner agreement with the responsible party will be 1<sup>st</sup> of September 2024 – 30 of June 2026.

A proportion of the awarded amount may be used for sub-granting to women's rights organizations or organizations working on intersecting issues to foster cross-sectoral collaboration and coalition building across relevant policy areas by creating spaces for the sharing of knowledge, expertise, experiences, and best practices between different sectors; to enable strengthened capacities across sectors to undertake effective advocacy, policy, and programmatic work; and to facilitate the development of joint advocacy strategies, actions and policy recommendations in support of the shared advocacy agenda and action plan, and leverage opportunities for influencing policy documents and processes to integrate EVAW.

The full scope of work is outlined below.

##### a. Background and Context

Violence against women and girls (VAWG) is the most pervasive human rights violation worldwide. Nearly thirty years after the Beijing Platform for Action, despite unprecedented momentum and commitments to eliminate VAWG, the prevalence has remained persistent.<sup>3</sup> Global emergencies, crises, and conflict have further intensified the drivers and risk factors of VAWG, and digitalization has exacerbated existing forms of violence and led to the proliferation of new forms. At the same time, the rise in anti-women's-rights movements, shrinking space for civil society and backlash against women's rights are undermining efforts to prevent VAWG and leading to a rise in attacks against women's human rights defenders.

Despite these worrying trends, there is more evidence than ever before that VAWG is preventable. Evidence demonstrates that the presence of a strong and autonomous feminist movement is the single most critical factor to drive policy change in ending violence against women and Girls (EVAWG) both in transnational contexts and in domestic policy making.<sup>4</sup> Research has also shown that large-scale reductions in VAWG are possible through multi-sectoral coordinated actions of governments and civil society, and intensive advocacy efforts and media campaigns carried out by feminist organizations.<sup>5</sup>

<sup>2</sup> Please note there can only be one lead organization. Other consortium members are considered sub-partners.

<sup>3</sup> WHO (2021) Violence against Women Prevalence Estimates, 2018.

<sup>4</sup> Mama Cash (July 2020) Feminist Activism Works! A review of select literature on the impact of feminist activism in achieving women's rights. AWID (November 2020) Moving More Money to the Drivers of Change: How Bilateral and Multilateral Funders Can Resource Feminist Movement. Htun, M & Weldon, S.L. (2012) The Civic Origins of Progressive Policy Change: Combating Violence against Women in Global Perspective, 1975–2005. American Political Science Review. Vol. 106, No. 3 August 2012

<sup>5</sup> Mary Ellsberg, Margarita Quintanilla & William J. Ugarte (2022) Pathways to change: Three decades of feminist research and activism to end violence against women in Nicaragua, Global Public Health, DOI: [10.1080/17441692.2022.2038652](https://doi.org/10.1080/17441692.2022.2038652)

In this context, the European Union and UN Women have partnered to develop a new initiative called Advocacy, Coalition Building and Transformative Feminist Action (ACT) to End Violence Against Women. ACT is a new, game changing joint commitment between the European Commission and UN Women as co-leaders of the Action Coalition on Gender Based Violence (GBV). The ACT programme is focused on strengthening global and regional advocacy, coalition building and transformative feminist action to EVAW. ACT will be implemented over three years in two regions initially: Africa and Latin America, with a global component to accelerate impact and position the priorities of women's rights movements in global fora across a wide range of related issues.

It will build on the EU-UN Spotlight Initiative's results and lessons learned in 26 countries to strengthen women's rights movements at the regional and global levels and to elevate women's rights advocacy priorities in regional and global policy making and intergovernmental fora to build greater momentum globally in EVAW.

Its overall objective is to accelerate efforts to eliminate all forms of VAW, with two overarching objectives:

- To strengthen coalition building, networking, leadership, and resilience of global and regional feminist women's rights movements; *and*
- To increase and enhance advocacy, campaigning, policymaking on EVAW through multistakeholder partnerships and coalitions.

The ACT programme will achieve its results through direct investments in global and regional feminist women's rights organizations to strengthen their institutional capacities, resilience, coalition building, networking, and leadership. It will also coordinate and amplify a shared advocacy agenda that is designed in collaboration with women's rights organizations, bringing on board multi-stakeholder partners and new actors to accelerate efforts to end violence against women and girls. ACT will ensure strong connections and engagement with women's rights movements at the national level to ensure that global and regional level advocacy is informed by grassroots activists as well as to generate impact and results at the country level.

#### **b. Background on the ACT Global Civil Society Platform**

At the global level, the ACT programme will establish a global civil society platform to end violence against women and girls. The objective of this platform will be to convene women's rights and civil society organizations (WROs) working to end violence against women and girls, develop a shared advocacy agenda to increase momentum and amplify advocacy priorities of women's rights organizations and movements.

The ACT CSO platform will therefore act as a vehicle to advance joint advocacy efforts and coordinate access and participation of WRO organizations in strategic policy and advocacy spaces both at the global and regional levels (e.g. Beijing+30 Review, CSW, UNGA, etc.) The ACT CSO platform will also map out those spaces where WROs are currently not able to access or where linkages have not previously been made to the EVAWG agenda (e.g. G20 Summit, Davos, etc.). The ACT CSO platform will ensure that priority is given to lifting voices of grassroots WROs, intersectional organizations and organizations that do not usually have access to global policy and advocacy spaces to enhance their impact in global advocacy spaces.

Key Objectives of the Platform include:

- To facilitate networking, strategizing and coalition building between WROs across regions to strengthen the global EVAWG movement.
- To strengthen global advocacy on EVAWG through consensus building around a shared advocacy agenda to increase momentum on EVAWG.
- To elevate and amplify the voices and advocacy priorities of grassroots WROs and survivors to drive transformative change.
- To strengthen solidarity and collective care in pushing forward against the pushback.
- To facilitate intersectional and intersectoral alliances to foster partnerships between WROs and CSOs across diverse sectors including for example digital rights activists, climate justice,

disability rights, LGBTQI+, indigenous women, afro descendent women, youth led movements amongst others.

### Structure, Governance and Management

- **Structure of the Global CSO Platform**

The ACT Global CSO Platform will be civil society-led, co-convened by UN Women and a feminist women's rights organization or a consortium of feminist women's rights organizations with diverse capacities and areas of expertise, such as convening and coordination of networks, advocacy, communication, and policy analysis. UN Women will provide incubation support to the ACT CSO Platform as it sets up its operations and develops the shared advocacy agenda and work plan.

- **Governance & Decision Making:**

As a first step, UN Women and the ACT Programme's Civil Society Steering Committee<sup>6</sup> will act as an advisory group for the CSO Platform to allow continuity and clear linkages with the ACT Programme. The role of the Civil Society Steering Committee is to be a sounding board and provide direction to the platform as it develops its structure and work plan. Over time, the ACT CSO platform will determine in collaboration with members the best structure based on the available resources, the needs, and the desired engagement of membership. The governance and decision making of the platform should be streamlined whilst ensuring participation and meaningful engagement of structurally marginalized and intersectional groups, local and grassroots groups, addressing unequal power dynamics and ensuring transparency and accountability.

- **Membership**

The ACT CSO Platform to End Violence Against Women and Girls will be open to all women's rights and feminist organizations working to EVAWG committed to the shared advocacy agenda. In various discussions with women's rights and feminist organizations, there was a strong call for an inclusive and open platform that incorporates the experiences of grassroots women and girls, especially from the global south/majority. Members should fulfill one of the descriptions below:

1. Women's Rights/Feminist Organizations engaged in EVAWG advocacy.
2. Women's Rights/Feminist Organizations working at the intersection of EVAWG and other intersectional issues: For example, LBTQI, disability, young women, indigenous women, survivor networks, and young women-led organizations to name a few.
3. Women's Rights/Feminist Organizations working at the intersection of EVAWG and other sectoral issues; For example, Sexual and Reproductive Health Rights, Digital Rights, Climate Justice, Women's economic empowerment, etc.

Once in place, the ACT CSO Platform, with support from UN Women, will invite WROs to join the platform and will manage membership engagement and coordination.

### Roles and Responsibilities

- **UN Women:** will serve as a strategic partner to the ACT CSO platform and as a co-convenor. This includes:

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<sup>6</sup> The ACT Civil Society Steering Committee serves as advisory body to the ACT Programme globally and will be comprised of 10-12 women's rights activists and experts from women's rights organizations, including representation from ACT's regional networks from Latin America, East and Southern Africa and West and Central Africa.

- Facilitating political engagement with high-level decision-makers, policymakers, Governments, and donors
- Building bridges and facilitating collaboration with other multistakeholder platforms such as the Generation Equality Action Coalitions.
- Facilitating engagement and collaboration with the EDVAW Platform of Independent Expert Mechanisms on Violence against Women to promote greater accountability of member states commitments to EVAWG
- Build bridges between CSOs and other sectoral actors, e.g., private sector, tech sectors, etc.
- Convening CSOs during key strategic moments
- Supporting the Platform with developing strategic communication: UN Women can support the platform to work with advertising agencies and other experts, e.g., behavioral experts to design impactful and strategic messaging and campaigns
- Engaging influencers to support the dissemination of advocacy priorities and campaigns
- Resource mobilization for the Platform and ACT Programme more broadly

**UN Women has consulted with women's rights and feminist organizations at global and regional level to confirm the necessity and backing for the ACT CSO Platform to End Violence Against Women and girls (EVAWG). Consultation has also been carried out to develop initial thinking on advocacy priorities, governance, and operations. It is expected that the Consortium engaged to co-host the ACT CSO platform to End Violence Against Women and girls (EVAWG), will build on these efforts in a collaborative and inclusive manner with women's rights organizations, networks and coalitions engaged as part of the platform.**

- **Description of expected results**

The Responsible Party<sup>7</sup> will be expected to a) Ensure the set-up and co-hosting of the ACT Global CSO platform, in collaboration with UN Women, b) Convene women's rights and civil society organizations working to end violence against women and girls as part of the ACT CSO Platform and develop a shared advocacy agenda to increase momentum and amplify advocacy priorities of women's rights organizations and movements and C) Carry out the roles and functions of the ACT CSO Platform (as outlined below and in further collaboration and consultation with members of the ACT CSO platform), including priority actions related to forthcoming key advocacy moments and opportunities and fostering cross-sectoral collaboration and coalition building in support of the shared advocacy agenda and priorities.

**Overarching roles and functions of the ACT CSO Platform to be carried out:**

1. Creating space for solidarity and sharing of experience and knowledge: This could include:
  - **Convening women's rights organizations** to facilitate the sharing of knowledge and experiences on EVAWG to foster cross-regional learning as well as to **create a space for feminist networking, strategizing and co-creating.**
  - **Support collective care and solidarity action:** Provide a space for collective care and to mobilize solidarity actions in response to threats, crises, rollback in laws and policies or other opportunities related to EVAWG, including through developing joint statements, shadow reports, petitions on EVAWG.
  - **Facilitate skill sharing and capacity strengthening:** The platform could be a space for members to share their skills and expertise and strengthen the capacity of WROs to develop their advocacy and leadership on EVAWG including through cross-sectoral and

<sup>7</sup> The Responsible Party is the organization UN Women enters into a partner agreement with to carry out the work as outlined in the Terms of Reference and partner agreement.

intersectional alliances to enable learning and cross-fertilization across diverse fields e.g., climate justice, digital rights, disability rights to name a few.

1.1. Key indicators of success within 2 years include:

- A more cohesive and coordinated global movement to EVAWG
- Number of coalitions, networks and organization that become members of the ACT CSO Platform and actively collaborate in the space.
- Number of spaces created for feminist and women's rights organizations to come together to develop common advocacy priorities, share knowledge and learning and build upon self-care practices and ways of working.
- Number of civil society organizations, that have strengthened capacity to exercise their leadership role towards the eliminating of violence against women and girls..
- Number of organizations representing diverse and intersecting sectors of women's rights organization engaged and/or number of intersecting sectors engaged in the ACT Global CSO platform

2. Coordinate EVAWG advocacy and develop strategic partnerships and alliances. This includes:

**Developing a shared advocacy agenda and policy advocacy campaigns** with agreed messaging at global and regional levels to inform policy and legislative change, and institutional practices related to EVAWG.

- **Developing a road map/action plan** identifying key advocacy strategies, key moments, and events including global and regional intergovernmental and policymaking fora amongst others. This should be anchored around the Beijing+30 review process and should be developed in a participatory, collaborative and inclusive manner with member organizations of the ACT CSO Platform. Key advocacy moments could include the United Nations General Assembly (UNGA79) and the Summit of the Future; CSW69/Beijing+ 30, Financing for Development, the High Level Political Forum and UNGA80), **the 2024 G20 Rio de Janeiro Summit, SVRI Forum 2024 amongst others.**
- **Managing Partnerships and Alliances:** Forge strategic partnerships and alliances with other organizations and relevant stakeholders, including across intersecting sectors, to advance the joint advocacy agenda.

2.1. Key indicators of success within 2 years include:

- A clear shared advocacy agenda on EVAWG with buy-in from women's rights movements globally developed.
- 2-year advocacy plan developed leveraging key strategic opportunities to advance key advocacy priorities.
- Number of coordinated actions by women's rights organizations/coalitions and multistakeholder partnerships at global and regional level to advocate jointly on EVAW.
- Number of cross-sectorial alliances between ending violence against women (EVAW) experts and other sectors established and/or strengthened.

3. Developing Advocacy and Communication and strategies, messages and materials in partnership with UN Women. This includes:

- **Co-creating a comprehensive communication strategy in cooperation with UN Women** to engage relevant stakeholders and mobilize support for the joint advocacy agenda using innovative and strategic communication approaches.
- **Developing and disseminating communication and advocacy products and materials** on specific advocacy priorities in cooperation with UN Women
- **In partnership with UN Women providing communication support to members.** The platform could support members with communication training, and tools and help them design compelling advocacy messages and campaigns to EVAWG.

3.1. Key indicators of success within 2 years include:

- Number of advocacy and communication products that create awareness and visibility for the EVAWG priorities developed.
- Number of advocacy-oriented knowledge products, briefs or policy papers produced and published in partnership with WROs and academia/research institutes at regional and/or global level.
- Number of global and regional normative and policy processes that have incorporated EAW priorities/recommendations of CSO's/women's rights coalitions into their outcome documents, frameworks, policies.

Other key performance indicators may be defined in cooperation with the Responsible Party.

It is expected that interpretation (English/Spanish/French) will be provided by the responsible party for key meetings and process of the global platform to ensure inclusive engagement across regions.

A proportion of the awarded amount may be used for sub-granting to women's rights organizations or organizations working on intersecting issues to foster cross-sectoral collaboration and coalition building across relevant policy areas by creating spaces for the sharing of knowledge, expertise, experiences, and best practices between different sectors; to enable strengthened capacities across sectors to undertake effective advocacy, policy, and programmatic work; and to facilitate the development of joint advocacy strategies, actions and policy recommendations in support of the shared advocacy agenda and action plan, and leverage opportunities for influencing policy documents and processes to integrate EAW as well as for identifying potential new entry points for financing EAW efforts.

This could, for example, also include cross-sectoral collaboration and coalition building between ending violence against women (EAW) experts and digital rights and EAW experts to cultivate learning and cross-fertilization to inform the development of effective strategies and solutions to prevent and eliminate tech facilitated GBV, climate justice, disability rights, LGBTQI+ or other areas aligned with the shared advocacy agenda and action plan.

This could also include supporting the engagement, and to facilitate participation and strengthen the visibility and influence, particularly of under-represented groups of women and girls, within collective advocacy on EVAWG in preparation for and during key advocacy spaces and moments, and regional or global policy and decision-making fora relevant to EVAWG linked to the shared advocacy agenda and action plan.

Any grantmaking component included in the proposal must not exceed 50% of the partner agreement budget and each individual grant may not exceed 25% of the Partner agreement budget.

#### **Sustainability Plan**

UN Women will provide incubation support to the ACT CSO Platform as it sets up its operations and develops the shared advocacy agenda and work plan. However, it is expected that a sustainability and resource

mobilization plan is developed during the first year of operation to ensure continuation of the ACT Global CSO Platform, as needed, beyond the programme lifecycle.

2. **Timeframe:** The duration of the partner agreement with the responsible party will be from 1<sup>st</sup> of September 2024 – 30 of June 2026

• **Competencies:**

For the ACT Global CSO platform to be successful, the global or regional women’s rights and feminist organization, or consortium of organizations must have the following expertise and experience:

- Must consist of a global or regional women’s rights and feminist organizations or a consortium<sup>8</sup> of women’s rights and feminist organizations with diverse capacities and areas of expertise, such as advocacy, communication, and policy analysis.
- The global or regional women’s rights and feminist organization or consortium must have the capacity to convene women’s rights organizations across regions globally. To ensure regional representation across the regions currently covered by the ACT Programme, as well as representation of global actors and other regions, proposals from consortium would be preferred.
- Expertise and at least five years of experience in the field of ending violence against women and girls. In exceptional circumstances three years of experience may be accepted.
- At least 3 years of experience in engaging in global advocacy and policy analysis on EVAWG, such as developing strategic advocacy actions, political analysis, intelligence gathering on the advocacy landscape and relevant policy decisions, engagement in accountability mechanisms, influencing policy outcomes, tracking EVAWG commitments, developing joint policy statements or briefs, engaging in global policy spaces, or other.
- At least 3 years of experience in movement building and coordination, including the ability to manage different stakeholders and create consensus-building.
- Capacity to bring together women’s rights and feminist organizations and co-create strategies and tactics to advance a collective advocacy agenda.
- Experience in strategic communications. This includes developing advocacy campaigns, awareness-raising.
- Experience with and capacity to carry out grant management, if grantmaking is included in the proposal.
- Experience in Partnership Development, including experience engaging with different stakeholders, including Governments, policymakers, donors, CSOs, etc.

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

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<sup>8</sup> If applying as a consortium of organization the lead organization must be specified and must meet all the minimum criteria outlined in Annex B-1. There can only be one lead organization. Other consortium members are considered sub-partners.



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

**Annex B-1**  
**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**  
**[To be completed by proponents and returned with their proposal]**

**Call For Proposals**  
**Description of Services**  
**CFP No.**

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 a proponent’s response or to request additional information after the proposal is received. **Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.**

Mandatory requirements/pre-qualification criteria	Proponent’s response
1. Are the services being requested part of the key services that the proponent has been performing as an organization? This must be supported by a list of at least two customer references for which similar service has currently or has been provided by the proponent.	Reference #1: Reference #2:
2. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].	Yes/No
3. Has the proponent as an organization been in operation for at least five (5) years <sup>9</sup> ?	Yes/No
4. Does the proponent have a permanent office within the location area?	Yes/No
5. Can UN Women conduct a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP?	Yes/No
6. Fraud or other wrongdoing: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?	Yes/No
7. Sexual exploitation and abuse: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>10</sup> ? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for SEA by UN Women, another UN entity or otherwise?	Yes/No
8. Has the proponent or any of its employees or personnel been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and any other donor sanction list that may be available for use, as applicable?	Yes/No
9. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 “Special measures for protection from sexual exploitation and sexual abuse”?	Yes/No

<sup>9</sup> In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.

<sup>10</sup> [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” \(ST/SGB/2003/13\)](#), and United Nations Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners.

10. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?	Yes/No
11. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6)?	Yes/No

Please provide the following information:

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

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

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

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

## Section 2

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

#### a. Instructions to Proponents

##### 1. Introduction

- 1.1 UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirements for a Responsible Party.
- 1.2 UN Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP **Section 1 – c) "UN Women Terms of Reference"**.
- 1.4 UN Women may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for the submission of proposals. No proposal may be modified subsequent to the deadline for the submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 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, UN Women may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN Women, by email at **act@unwomen.org**. Proponents must not communicate with any other personnel of UN Women regarding this CFP.

##### 2. 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 proponent, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement. Proposals offering only part of the services will be rejected.

##### 3. 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. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

##### 4. Mandatory/Pre-Qualification Criteria

- 4.1 The evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

##### 5. Clarification of CFP Documents

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

##### 6. Amendments to CFP Documents

- 6.1 At any time prior to the deadline for submission of proposals, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all

amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

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

## 7. Language of Proposals

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

## 8. Submission of Proposals

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2**) 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, UN Women 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: [act@unwomen.org](mailto:act@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will be rejected.
- 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 UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

## 9. Clarification of Proposals

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

## 10. Proposal Currencies

- 10.1 All prices shall be quoted in **USD**.
- 10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of conversion, the official United Nations operational rate of exchange of the day of CFP deadline (as stated in the CFP letter) shall apply.
- 10.3 Regardless of the currency stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

## 11. Evaluation of Technical and Financial Proposals

### 11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

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

#### Suggested table for evaluating technical proposal

<b>1</b>	The proposal is compliant with the CFP requirements	<b>15 points</b>
<b>2</b>	The organization's mandate is relevant to the work to be undertaken in the UN Women Terms of Reference ( <b>component 1</b> )	<b>20 points</b>
<b>3</b>	The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully ( <b>components 2, 3, 4 and 5</b> )	<b>35 points</b>
	<b>TOTAL</b>	<b>70 points</b>

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

Financial proposals will be evaluated (using **component 6**) 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.

**12. Preparation of Proposals**

- 12.1 Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and may result in rejection of the proponent's proposal.
- 12.2 The proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that the proponent understands and confirms acceptance of UN Women's stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide one will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent's Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
- 12.7 The proponent's proposal shall state the following and include all of the following labelled annexes:

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

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	<b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
Part of proposal	<b>Annex B-2</b> Template for Proposal Submission
Part of proposal	<b>Annex B-3</b> Format of Resume for Proposed Personnel
Part of proposal	<b>Annex B-4</b> Capacity Assessment Minimum Documents

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

**13 Format and Signing of Proposals**

- 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.

**14 Award**

- 14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions of the agreement and the terms of reference. **The agreement will reflect the name of the**

**proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.

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

14.3 The award will be for an agreement with an original term of **1 year and 10 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex B-2**  
**Template for Proposal Submission**

**Call For Proposals**  
**Description of Services**  
**CFP No.**

<b>Mandatory Requirements/Pre-Qualification Criteria</b>
--

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission.

<b>Proponent's Eligibility Confirmation and Information</b>	<b>Proponent's Response</b>
1 What year was the organization established?	
2 In what province/state/country has the organization been established?	
3 Has the organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes/No
4 Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes/No
5 Has the organization or any of its employees and personnel ever been: a. suspended or debarred by any government, a UN agency or other international organization; b. placed on any relevant sanctions list including the - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> , United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or c. been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)	Confirm Yes/No
6 It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy ( <b>Annex B-6</b> ). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.	Confirm Yes/No
7 Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.	Confirm Yes/No
8 The proponent must confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UN Women.	Confirm Yes/No
9 The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this CFP.	Confirm Yes/No
10 UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.	Confirm Yes/No



**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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization’s target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization’s length of existence and relevant experience;
6. an overview of the organization’s capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
  - a. describe what measures are in place to prevent SEA;
  - b. describe reporting and monitoring mechanisms and procedures;
  - c. describe what capacity exists to investigate SEA allegations;
  - d. describe past allegations of SEA, if any, and how they were handled, including the outcome;
  - e. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
  - f. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
  - a. describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);
  - b. describe relevant history in managing resources through grant awards;
  - c. describe the proponent’s grant portfolio;
  - d. describe relevant history in working with small organizations including experience in providing technical assistance;
  - e. describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and
  - f. describe the proponent’s capacity to assess and manage risks.

**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 Terms of Reference. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
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 proponent and UN Women.

**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.

This section should also include the details of all proposed sub-contracting and sub-partnering.

**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 all required milestone reports and monitoring reviews in the Implementation Plan.

**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 and 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; and
- 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, risk of sub-contactors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government’s environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

**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 of activities. 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 they would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
- 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.
- If the partner has a Support Cost Policy that specifies a rate, the partner can include this rate to not exceed a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower).
- If the Partner does not have a Support Cost Policy, the partner must provide a break-down of support costs (not exceeding a rate of 7% or the rate set forth in the Donor Specific Conditions, if that is lower).
- 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.
- Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
  - maximum for personnel related costs on a proposal - 20% of programming costs;
  - between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
  - 3% for monitoring and evaluation; and
  - up to 7% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

<b>Result 1 (e.g., Output)</b> Repeat this table for each result <sup>11</sup> .					
<b>Expenditure Category</b>	<b>Year 1 [Local currency]</b>	<b>Year 2 (Local currency), If applicable</b>	<b>Total [local currency]</b>	<b>Total (US\$)</b>	<b>Percentage Total</b>
1. Personnel					
2. Equipment/Materials					
3. Training/Seminars/Travel Workshops					
4. Contracts					
5. Other costs <sup>12</sup>					
6. Incidentals					
7. Other support requested					
8. Support costs (not to exceed 7% or the relevant donor percentage)					
<b>Total Cost for Result 1</b>					

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 proposal for carrying out the range of services as specified in the CFP package and respecting the terms and conditions stated in the UN Women template Partner Agreement.

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

<sup>11</sup> If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant.

<sup>12</sup> "Other costs" refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote.

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**  
**Format of Resume for Proposed Personnel**

**Call For Proposals**  
**Description of Services**  
**CFP No**

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

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

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

**Education/Qualifications:**

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

- *For all positions held by personnel member since graduation: List each position and provide dates, names of employing organization, title of position held and location of employment.*
- *For experience in last five years: Detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.*

**References**

*Provide names and addresses for two (2) references.*

**Annex B-4**

**Capacity Assessment Minimum Documents**

**[To be submitted by proponents and assessed by the reviewer]**

**Call For Proposals**  
**Description of Services**  
**CFP No.**

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