

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

[Section 1](#)

CFP No. UNW-HQ-EVA-CFP-2024-002

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 address specified not later than **23:59 EDT** (NY Time) on 5 August 2024.

The budget range for this proposal should be min. \$450,000 - Max.¹ \$550,000 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>Section 1</u></p> <p>a. CFP Letter for Responsible Parties b. Proposal Data Sheet for Responsible Parties c. UN Women Terms of Reference d. Acceptance of the terms and conditions outlined in the template Partner Agreement e. Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p>	<p>Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p>
<p><u>Section 2</u></p> <p>a. 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 <u>UN Women template Partner Agreement</u> Annex B-6 <u>UN Women Anti-Fraud Policy</u></p>	<p>Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents</p>

Interested proponents may obtain further information by contacting this email address:

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	Date: 28 July 2024	Time: 23:59 EDT
Programme Officer's name: Michelle Krogh	Via e-mail: act@unwomen.org	
Email: act@unwomen.org	UN Women clarifications to proponents due:	
	Date: 30 July 2024	Time: 23:59 EDT
	Proposal due:	
	Date: 5 August 2024	Time: 23:59 EDT
	Planned award date:	
	8 October, 2024	
	Planned contract start-date/delivery date (on or before):	
	14 October, 2024	
Contact: act@unwomen.org		

¹ If the proposed budget is beyond the maximum range, the proposal will be rejected.

c. UN Women Terms of Reference

1. Introduction

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.² 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.³ 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.⁴

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

² WHO (2021) Violence against Women Prevalence Estimates, 2018.

³ 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

⁴ 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)

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.

During the inception phase of the ACT Programme regional civil society consultations were carried out in West and Central Africa (Abuja, 22-23 November, 2023), East and Southern Africa (Nairobi, 7-8 December, 2023 i), Latin America (Panama City, 13-14 December,2023) and a global civil society consultant workshop was carried out in New York (15-16 March, 2024), bringing together global and regional women's right organizations, coalitions and networks, in all their diversity to provide a space to co-create a collective vision, discuss the ACT programme approach and strategies at global level and define shared advocacy priorities and strategies across regions. As part of these consultations several emerging advocacy priorities were identified:

- Countering the pushback on women's rights
- Calling for greater investments in EAW and an increase in core, flexible and long-term funding for women's rights organizations
- Holding States Accountable on their EAW commitments
- Stronger protection, support and collective care for women human rights defenders including feminist activists, researchers and journalists in both online-offline spaces.
- Advocacy around online and technology facilitated gender-based violence against women and, gendered disinformation.

These advocacy priorities and targeted advocacy actions and strategies will be further developed in partnership with global and regional women's rights organization, networks and coalition as part of the ACT Programme. To support the advocacy priorities of global and regional women's rights organizations, the ACT Programme will also facilitate opportunities for diverse regional women's movements, feminist organizations and coalitions to collaborate in research, knowledge generation and data in areas where gaps persist.

b. Brief overview of the required deliverables:

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 one or multiple programme partners (Responsible Parties) for the development of a new global Violence Against Women Index to facilitate access to data, to monitor trends and progress in efforts to prevent and eliminate violence against women and girls, and to support advocacy efforts and accountability of decision-makers.

The Global VAWG index should provide an overview of trends and progress across a set of dimensions and indicators to monitor progress and score and rank countries performance in their efforts to prevent and respond to violence against women and girls to enable comparison across regions and countries.

Applicants can apply as individual civil society, women's rights organizations, feminist academic or research institution or apply as a consortium of organizations/institutions. If applying as a consortium, the proposal must specify which organization is the lead organization⁵. The lead organization must meet all the minimum requirements as outlined in Annex B-1.

⁵ Please note there can only be one lead organization. Other consortium members are considered sub-partners.

2. Description of expected results

- Development of a new Global Violence Against Women and Girls (VAWG) Index

Background

The overall deliverable involves the development of a global violence against women and girls index to facilitate access to data, to monitor trends and progress in efforts to prevent and eliminate violence against women and girls, and to support advocacy efforts and accountability of decision-makers.

The VAWG index should provide an overview of trends and progress across a set of dimensions and indicators to monitor progress and score and rank countries performance in their efforts to end violence against women and girls to enable comparison across countries and regions.

Objective:

The primary objectives of the Global Violence Against Women and Girls Index are to:

- Provide a comprehensive overview of trends and progress on ending violence against women and girls, across a set of key indicators (please see the section on the scope of work for proposed indicators).
- Serve as a tool to drive progress on ending violence against women and girls by:
 - Supporting targeted advocacy efforts on EVAW of women's rights organizations and feminist women's rights activist.
 - Strengthening accountability mechanisms of decision-makers on their commitments towards ending violence against women and girls.
 - Enhancing monitoring and comparing of different regions and countries' progress in their efforts to end violence against women and girls to inform policy making, programming and other targeted action on EVAW.
 - Drive change and motivate countries to strengthen their performance across the indicators.
 - Provide key information to donors, international development partners, and other funding entities to support decisions on where to invest resources, funding and technical support and which strategies or interventions need to be prioritized in specific regions/countries.
 - Facilitate access to relevant data for different stakeholders, including government actors and policymakers, academia and researchers, women's rights activist and advocates, civil society, and particularly feminist women's rights organizations.

Scope of Work:

Establishment of technical advisory group

The Responsible party should establish and convene a VAWG Index Technical Advisory Group to be engaged throughout the development of the Global Violence Against Women and Girls Index. The technical advisory group should consist of UN Women, women's rights organizations, feminist Women's rights researchers, academics and activists and other technical experts. The technical advisory group will provide expert advice, technical inputs and feedback as a part of a co-creation process in the further conceptualization of the Global Violence Against Women and Girls Index to validate the methodology, and ensure the VAWG Index is a high quality relevant, and robust tool. The responsible party will be responsible for engaging and convening the technical advisory group throughout the full duration of the conceptualization, development and dissemination of the index.

Development of concept note on the index

The responsible party must develop a comprehensive concept note on the Global Violence Against Women and Girls Index, , in consultation with the Global VAWG Index Technical Advisory Group, detailing the conceptual framework of the index, building upon the pathways to prevention of violence against women and girls that have been identified in the literature, the dimensions and indicators that will be included and measured through the index (considering the pathway of change, data availability and comparability across countries, sustainability in data collection and analysis) and the methodological approach in compiling the data. The concept note will also include the methodology for scoring/ranking and comparing countries performance based on the data and indicators, and framework for developing the index and the data analysis and visualization platform, software and tools to be used for the index. The methodological approach must be transparent, replicable, and sustainable ensuring that the index can be updated regularly (ideally on a biennial basis depending on resources and data availability). The concept note must also include a data management and risk mitigation plan.

The concept note should include an overview and analysis of existing related Indexes, including among others [the Gender Inequality Index](#), the Georgetown [Women Peace & Security Index](#), the Economist [Out of the Shadows Index](#), the World Bank [Women Business and the Law Index](#) and [the Global Social Progress Index](#) to draw from the approach/methodology, ensure complementarity and to build on and incorporate lessons learnt and recommendations from any available assessments and evaluations of existing relevant indexes.

The concept note should also provide any recommendations for further research and comprehensive cross-country data collection in case of any current gaps in data availability for potential additional indicators to be include in the future. This should include an assessment of potential additional indicators related to prevention of violence against women and girls and further unpacking of the role of women's rights movement in ending violence against women and girls.

Establishing final conceptual framework, components and indicators of the Index

Based on the concept note the final conceptual framework, the structure, main dimensions and indicators of the Index should be agreed upon and established. The indicators to be measured as part of the index should consider the inclusion of prevalence data on violence against women and girls , the status of ending violence against women and girls laws and

policies, the availability of data on different forms of violence against women and girls, financing for violence against women and girls' prevention and response interventions, funding and support to women's rights organizations and other areas based on further analysis and as determined in collaboration with the VAWG Index Technical Advisory Group, including consideration on data availability and comparability across countries, sustainability in data collection and analysis. The final conceptual framework, structure, dimensions and indicators to be included in the VAWG index must be approved by UN Women.

Data collection and analysis

The responsible party will be responsible for identifying, collecting, compiling and analysing the relevant data from existing available and credible data sources for each of the indicators of the VAWG Index. The data compilation and analysis must be based on methodological approach detailed in the approved concept note, ensuring a robust and transparent methodology for scoring and comparing countries' performance is employed and that the data analysis is replicable, and can be updated regularly.

Validation and Stakeholder Engagement

The initial data analysis, findings and scoring/ranking of countries based on the dimensions and indicators withing the index must be validated with the technical advisory group and other key stakeholders to ensure validity and robustness of the methodological approach and findings. Any methodological adjustment and/or feedback must incorporate to refine and finalize the index.

Development of the index and platform

The responsible party will be responsible for constructing the index, based on the approved methodology, including all the identified and agreed upon indicators and the scoring methodology. The index must be integrated within an existing or new user-friendly platform or database on UN Women website, available to the public, to visualize and disseminate the index and underlying data. The platform must provide compelling visualisations and contain interactive filtering functions, including the ability to filter and compare different regions and countries, the scoring/ranking of countries, the specific components and indicators of the index as well as any other functionality as defined in collaboration with the VAW Index technical advisory group and UN Women. The platform should also be able to provide downloadable visualizations, datasheets and/or reports based on the applied filtering.

The responsible party is responsible for the development of the platform and its functionalities ensuring compatibility with UN Women website/the hosting platform. The responsible party must ensure quality control and testing of the index and platform for reliability and validity of the data and user friendliness of the platform. The index and platform must be tested with a user group defined in collaboration with the VAW Index technical advisory group to ensure user friendliness of the platform and any feedback/adjustments or needed improvements are incorporated.

A written user guide and a recorded webinar/training must be developed to support external users in using and correctly interpreting the available information in the index and index platform.

Development of report and communications material

A comprehensive report must be developed, detailing the background, conceptual framework and methodology, key findings and recommendations of the Global Violence Against Women Index for the first year of analysis to be published for external audiences. The report should provide details on the structure of the index, the global and regional rankings and analysis, major patterns, further details on findings within select indicators. It should include graphs, tables and visualizations based on the global VAWG Index and be of a quality and standard for publication following UN Women quality assurance standards and processes. The main sections to be included in the report must be defined in collaboration with the VAWG Index Technical Advisory Group and approved by UN Women. The draft report must be reviewed by the VAWG Index Technical Advisory Group for quality control and feedback before finalization. The report will be considered final once approved by UN Women.

In addition, a summary report must be developed as well as eight shorter infographics (2-5 pages each) on the findings of the index must be developed, with the following potential focus: one global and one for each of the following regions: Africa, Latin America and the Caribbean, Arab States, Asia and the Pacific, Europe and Central Asia; as well as 2 thematic based on any key trends identified once the index has been developed and/or key advocacy priorities. The final focus of the eight shorter infographics (2-5 pages each) will be determined in collaboration with UN Women once the VAWG Index has been developed.

Launch and dissemination.

The responsible party must develop a launch and dissemination plan of the global VAWG index. The target launch time of the index is during UNGA80 (September 2025). However, the final launch date may be adjusted based on the initial concept note outlining timeline/complexity of data collection and analysis required for the final indicators of the index and pending agreement and approval of UN Women. The launch and dissemination plan must include media engagement strategies and communications channels to target, key stakeholders to reach, proposed key messaging on the findings, optimal methods and channels for reaching key stakeholders and new audiences, as well as a plan for rolling out webinars on the VAWG Index at global and regional level in Africa and Latin America.

The responsible party must facilitate at minimum one global and three regional (Latin America, West and Central Africa and East and Southern Africa) webinars on the VAWG index presenting the background, structure, methodology and key findings of the EVAW index to target audiences.

Deliverables:

Deliverable	Additional details	Anticipated timeline
Establishment and convening of Global VAWG Index Technical Advisory Group	The technical advisory group should consist of UN Women, women's rights organizations, feminist Women's rights researchers, academics and activists and other technical experts and must be engaged and consulted throughout the entire duration of the index	1 November 2024

	conceptualization, development and dissemination.	
Detailed Concept Note on the Global VAW Index	The concept note must outline all the details and sections as described in the Terms of Reference/Scope of Work and must be developed in co-creation and coordination with the Global VAWG Index Technical Advisory Group and must be approved by UN Women.	1 December 2024
Presentation and validation of initial data collection and analysis	The initial data analysis, findings and scoring/ranking of countries based on the dimensions and indicators withing the index must be validated with the technical advisory group and other key stakeholders to ensure validity and robustness of the methodological approach and findings. Any methodological adjustment and/or feedback must be incorporate to refine and finalize the index. The Global VAWG index methodology and indicators will only be considered final once approved by UN Women.	1 April 2025
Finalized global VAWG index and data analysis and visualization platform	Constructing of the final index, based on the approved methodology, including all the identified and agreed upon dimensions, indicators and scoring methodology. The index must be integrated within an existing or new user-friendly platform or database on UN Women website, available to the public, to visualize and disseminate the index findings and underlying data, incorporating the functionalities as outlined in the terms of reference/scope of work. Validation and user testing of the global VAWG index and data analysis and visualization platform must be carried out to ensure user friendliness of the platform and any feedback/adjustments or needed improvements must be incorporated before finalization. The global VAWG index and data analysis and visualization platform will only be considered final once approved by UN Women.	15 July 2025
User guidance and training material	A written user guide and a recorded webinar/training must be developed to support external users in using and correctly interpreting the available information in the global VAWG index and index platform.	1 August

	Global VAWG index report	<p>A designed comprehensive report must be developed, detailing the background, conceptual framework and methodology, key findings and recommendations of the Global Violence Against Women Index for the first year of analysis to be published for external audiences.</p> <p>The draft report must meet UN Women quality assurance standards and processes and must be reviewed by the global VAWG Index Technical Advisory Group for quality control and feedback and any necessary adjustments incorporated before finalization. The report will only be considered final once approved by UN Women.</p> <p>The final global VAWG Index Report is to be delivered in English, Spanish and French. The report should include final copy editing, proof reading and graphic design following UN Women communication and branding guidance.</p>	1 September
	Presentation of final VAWG Index findings to key stakeholders	Presentation of the key findings of the global VAWG findings to key internal and external stakeholders of the ACT Programme, in coordination and collaboration with UN Women.	1 September
	Visualization and communication material	<p>A designed summary report should be delivered based on the final global VAWG Index.</p> <p>Eight short infographics (2-5 pages each) with analysis on the findings of the index must be developed. The final focus of the eight shorter infographics will be determined in collaboration with UN Women once the VAWG Index has been developed.</p> <p>One PowerPoint presentation on the key finding of the Global VAWG Index, including global and regional analysis.</p> <p>All final global VAWG Index communications material (summary report, infographics and PowerPoint presentation) is to be delivered in English, Spanish and French. The visualization and communications material must include final copy editing, proof reading and graphic design following communication and branding</p>	1 September

	guidance. The visualization and communications material must be reviewed and approved by UN Women and any necessary adjustments incorporated before it is considered final.	
Dissemination plan and webinars	Development of launch and dissemination plan of the global VAWG index. Facilitation of minimum of one global and three regional (Latin America, West and Central Africa and East and Southern Africa) webinars on the VAWG index presenting the background, structure, methodology and key findings of the EAW index to target audiences.	1 September 2025
Sustainability Plan and maintenance guidance	Detailed comprehensive guidance and training on how to maintain and update the global VAWG index and platform on an annual basis, and recommendations on any additional research and data collection needed to further develop the global VAWG index in the future.	15 November 2025

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

- 14 October 2024 – 31 December 2025

Competencies:

- The responsible party must be a Civil Society Organization, academic/research institution or a consortium of organizations⁶ specialized in conducting research.
- At least five years of experience in conducting research and data collection on gender equality, women’s rights, violence against women and girls or closely related fields. In exceptional circumstances three years of experience may be accepted.
- Proven track record of publishing research findings in peer-reviewed journals or recognized reports.
- Strong understanding of global trends and best practices in prevention and addressing violence against women and girls.
- Experience developing global indexes, and particularly in relation to gender equality and women’s rights, would be a strong asset.

⁶ 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.

- Extensive knowledge of, and experience in data collection, analysis and applying, qualitative and quantitative research and data analysis methods, including experience in data analysis and data visualization software and platforms.
- Demonstrated ability to design, implement, and manage research projects, including budgeting, resource allocation, and timeline management.
- Ability to translate research findings into actionable policy recommendations to inform evidence-based advocacy on ending violence against women.
- Excellent ability to convene and coordinate with different stakeholders. Including women's rights organizations, feminist women's rights researchers, academics and activists and other technical experts.
- Commitment to upholding the highest ethical standards in research, including following United Nations ethical guidelines for research, survivor centred and ethical practices in conducting research on violence against women and girls, and in protecting the confidentiality and safety of research participants⁷.
- Experience with conducting similar research (as outlined in the terms of reference) at global level and in particular in countries in the global south or low- and middle-income countries, including in conducting comparative research across different regions or countries is a strong asset.
- Excellent English communication skills (written and oral), with the ability to present complex information clearly and persuasively to diverse audiences, is required. French and Spanish communication skills is a strong asset.

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

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as 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.

⁷ Such as: [Guidelines for Producing Statistics on VAW; Improving The Collection And Use Of Administrative Data On Violence Against Women](#) and [Ethical and safety recommendations for intervention research on violence against women](#).

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 ⁸ ?	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) ⁹ ? 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

⁸ In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.

⁹ [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 .**
- 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 (local currency) 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

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

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	Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
Part of proposal	Annex B-2 Template for Proposal Submission
Part of proposal	Annex B-3 Format of Resume for Proposed Personnel
Part of proposal	Annex B-4 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 2 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.

Mandatory Requirements/Pre-Qualification Criteria
--

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

Proponent's Eligibility Confirmation and Information	Proponent's Response
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 - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list , United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or 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 (Annex B-6). 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.).

Result 1 (e.g., Output) Repeat this table for each result ¹⁰ .					
Expenditure Category	Year 1 [Local currency]	Year 2 (Local currency), If applicable	Total [local currency]	Total (US\$)	Percentage Total
1. Personnel					
2. Equipment/Materials					
3. Training/Seminars/Travel Workshops					
4. Contracts					
5. Other costs ¹¹					
6. Incidentals					
7. Other support requested					
8. Support costs (not to exceed 7% or the relevant donor percentage)					
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 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)

¹⁰ 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.

¹¹ "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.

Document	Mandatory / Optional
Governance, Management and Technical	
Organization's legal registration documentation	Mandatory
Rules of governance of the organization	Mandatory
Organigram of the organization	Mandatory
List of key management at organization	Mandatory
CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory
Details of organization's anti-fraud policy framework (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
Administration and Finance	
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
Procurement	
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
Client Relationship	
List of main clients/donors of organization	Mandatory
Two references for organization	Mandatory
Past reports to clients/donors of organization for last 3 years	Mandatory