



**Call for Proposal for Implementing Partners/Responsible Parties  
Second Chance Education and Vocational Learning (SCE) Programme –  
Australia  
CFP No. SCE Australia-001-2019**

**Section 1 – CFP letter**

UNWOMEN HACRO SCE programme plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified applicants for providing the requirements as defined in the UN WOMEN Terms of Reference. The proposals must be received by UNWOMEN at the address specified no later than 11.59 PM (CET Time Zone) on 22 March 2019.

This UNWOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by applicants and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to applicants
- CFP section 4: UNWOMEN Terms of Reference
- CFP Section 5: SCE Theory of Change

**CFP forms to be returned (mandatory):**

- |         |   |
|---------|---|
| Annex 1 | Proposal/no proposal confirmation form            |
| Annex 2 | Mandatory requirements/pre-qualification criteria |
| Annex 3 | Technical proposal                                |
| Annex 4 | Financial proposal                                |
| Annex 5 | Resumes of proposed team members                  |
| Annex 6 | Capacity Assessment Checklist                     |

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

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
CFP No. SCE Australia-001-2019**

**Section 2: Proposal data sheet**

Program/Project: **Second Chance Education and Vocational Learning (SCE) Programme**

Program official's name: Simona Chladkova

Email: simona.chladkova(at)unwomen.org

Telephone number: +41 22 9178352

**CFP Schedule**

The planned schedule of CFP process is as follows:

CFP advertised	15 February 2019
Request for clarification due	22 February 2019, 11:59pm CET Time Zone <b>Request should be sent by email to</b> <a href="mailto:HACRO.procurement@unwomen.org">HACRO.procurement@unwomen.org</a>
UNWOMEN Clarifications to proponents due	28 February 2019
<b>Proposal due</b>	<b>22 March 2019, 11.59pm CET Time Zone</b>
Evaluation period	01-15 April 2019
Planned award date	01 May 2019
Partners contracted	01 May 2019
Planned contract start date	01 May 2019

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties**  
Second Chance Education and Vocational Learning (SCE) Programme – Australia

**CFP No. SCE Australia-001-2019**

### **Section 3: Instructions to applicants**

#### **1. Introduction**

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for Implementing Partner
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Applicants may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to the email address: [HACRO.procurement@unwomen.org](mailto:HACRO.procurement@unwomen.org) . Applicants must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### **2. Cost of proposal**

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the applicants, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement/outcomes and activities outlined in the Terms of Reference in Section 4; proposals offering only part of the services will be rejected.

#### **3. Eligibility**

Applicants must meet all mandatory requirements/pre-qualification criteria as set out in Annex 2. See section 10 below for further explanation. Applicants will receive a pass/fail rating on this section. To be considered, applicants must meet all the mandatory criteria described in Annex B. 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.

**Priority will be given to:**

- Joint submissions by more than one organization.
- Proposals that can document co-financing or in-kind contribution to support implementation of the programme.
- Proposals that have all documents and licenses available.
- Entities that have the capacity to ensure sustainability of the programme.

#### **4. Clarification of CFP documents**

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

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

#### **5. Amendments to CFP documents**

At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective applicants 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.

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

#### **6. Language of proposal**

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

#### **7. Submission of proposal**

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

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

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

CFP No. **SCE Australia-001-2019** – (name of applicant) - TECHNICAL PROPOSAL

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

CFP No. **SCE Australia-001-2019** – (name of applicant) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address:

[HACRO.procurement@unwomen.org](mailto:HACRO.procurement@unwomen.org) .

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

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

- 7.3 The “Certificate of applicant’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the applicant who is duly authorized to execute contracts and bind the applicant. Signature on the certificate represents that the applicant has read this CFP, understands it and agrees to be bound by its terms and conditions. The applicant’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.4 Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

## **8. Clarification of proposals**

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

## **9. Proposal currencies**

All prices shall be quoted in (currency) **US Dollars**

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

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

## **10. Mandatory/pre-qualification criteria**

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

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

## **11. Evaluation of technical and financial proposal**

### **11.1. PHASE I – TECHNICAL PROPOSAL (80 points)**

11.1.1. Only applicants meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 80 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase

I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

	Technical description and appropriateness/adequacy of approach / service	45 points
	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>Proposed staffing (number and expertise) for the services to be delivered;</li> <li>Organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required</li> <li>Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	15 points
	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>Overall governance/management structure of the proponent organization</li> </ul>	10 points
	Financial and administrative management capacity: (See Capacity Assessment Checklist)	10 points
	<b>TOTAL</b>	80 points

## 11.2. PHASE II - FINANCIAL PROPOSAL (20 points)

11.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 20 points. Other financial proposals will receive pro-rated points based on the relationship of the applicants' 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 20 points. Proponent B's price is \$20.00. Proponent B receives  $(\$10.00/\$20.00) \times 20$  points = 10 points

## 12. Preparation of proposal

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

12.2 Applicant's proposal must be organized to follow the format of this CFP. Each applicant must respond to every stated request or requirement and indicate that applicant understands and confirms acceptance of UNWOMEN stated requirements. The applicant 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 applicant's proposal will be

deemed as accepted by the applicant. The terms “applicant” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

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

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

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

12.6 Applicant’s proposal shall include all of the following labelled annexes:

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

As a minimum, applicants shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Applicants 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.

<b>Part of proposal</b>	<b>Mandatory Requirements/pre-qualification criteria (Annex 3)</b>
	<b>Technical Proposal Components – to be included as part of the</b> Technical Proposal Submission Form <b>(Annex 3) sent in a separate email – clearly marked with clear subject line referencing the CFP number: SCE Australia-001-2019</b>
	<b>Component 1: Organizational Background and Capacity to implement activities to achieve planned results</b> (max 1.5 pages) This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization) has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include: <ol style="list-style-type: none"> <li>1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?</li> <li>2. Overall mission, purpose, and core programmes/services of the organization</li> <li>3. Target population groups in relation to one or both of the target populations for the SCE Programme (see Terms of Reference Section 4)</li> <li>4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., participatory, gender-sensitive, rights-based, etc.</li> <li>5. Length of existence and relevant experience</li> </ol>



6. Overview of organizational capacity relevant to the proposed engagement with UN Women, (e.g., technical, governance and management, and financial and administrative management) outlined in the following Terms of Reference in Section 4.

Where the applicant organization should not have experience and/or capacity across all the four programme areas and activities outlined in Section 4, the applicant can submit a joint proposal with other organizations. In this case, there must be one clear lead organization. The partnerships with other organizations on delivery of specific components of the programme must be outlined in detail including full information on the partnering organizations as per points 1-6 above.

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

This section should articulate the applicant's understanding and assessment of the UN Women Terms of Reference (TOR) in Section 4 providing a preliminary design of the SCE Programme in Australia in one or both of the two programme locations. The applicant is encouraged to add own ideas and innovation to the TOR, while highlighting how the proposed local contextualised version of the SCE Programme will contribute to the unity of approach of the global SCE Programme.

The proposal should include:

- The problem statement or challenges to be addressed given the context described in the TOR.
- The specific results expected (e.g., outputs) during each phase of the programme activities for each of the four outcome areas. The expected results are the measurable changes which will have occurred by the end of the planned SCE Programme linked to the framework of outcomes and outputs provided in the TOR. The applicant should suggest indicators, baselines and targets for each outcome and output level which will form the basis for monitoring and evaluation. These indicators will be refined together with UN Women and will form an important part of the agreement between the proposing organization and UN Women.

It is a requirement that all components of the SCE Programme and theory of change – the four outcome areas outlined in the ToR be addressed and included in the proposal. The applicant should indicate the measures of success of the proposed design, especially the expected number of women who can be reached by the SCE Programme through both the centre and the e-portal modalities during the two years of the agreement.

**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 outlined in the TOR. 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.

The proposal and Implementation Plan of the successful applicant will be developed further in partnership with UN Women, ensuring that it reflects the findings of UN Women's initial needs assessment of women's aspirations and the labour market.

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

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

**General guidance on proposal requirements:**

- The proposal should be a well-researched document based on primary and secondary research/data, including the IP's own expertise and experience in the area, with a clear articulation of justification, rationale and relevance for the proposed interventions;
- The organization should take into consideration the needs of the target community, which should also be demonstrated clearly in the proposal;
- The proposal should include a strategy and plan for implementation, including collaborations with other agencies as partners- other civil society organizations, government departments, and private sector;
- The proposal should include a brief write-up about possible partner organizations and clearly indicate the rationale of selecting any partners and their roles, responsibilities and accountability;
- The organization should be willing to work closely with UN Women, leveraging each other's expertise, networks and comparative advantage to ensure the success of the programme.
- The proposal should outline the IPs current software and hardware available for use of the UN Women online platform in delivery of the SCE Programme and include a budget for procurement of software and hardware needed

The applicant is required to consider the following programme principles when developing their proposals and I project implementation plan:

- **Prioritize Respect, Safety and Confidentiality** for all participants
- **Do no harm.** All SCE activities are carefully designed and will be implemented to pose no threat to women and their children, including but not limited to participants
- **Clients' right for choice is at the centre of all interventions.** The SCE Programme will follow a non-prescriptive approach in all programme interventions and will respect women's choices and decisions, providing as much information to them as possible to better inform decisions and request consent for actions taken on their behalf.
- **Improving coordination.** The SCE Programme aims to facilitate coordination with similar initiatives of other programmes, agencies, and institutions into an effective

	<p>action. The programme will assume a coordinating function and act as a source of knowledge for other organizations.</p> <ul style="list-style-type: none"> <li>• <b>Building partnerships.</b> The SCE Programme will try to not duplicate existing projects, but will partner with the private sector, other donor-funded initiatives and government projects, and the financial sector, wherever possible.</li> <li>• <b>Simple design.</b> The SCE Programme will set up minimal structures in a few suitable location/s and gradually scale- up as lessons learned are continuously incorporated into the project.</li> <li>• <b>Sharing best practices.</b> The SCE Programme will leverage opportunities for identifying and disseminating emerging successful prevention, response and economic empowerment models for women</li> <li>• <b>Draw from and contribute to the evidence.</b> The SCE Programme will deliver new evidence on successful SCE solutions and integrate stronger evaluation and monitoring practices to ensure evaluability.</li> <li>• <b>Integration.</b> Working with a wide range of stakeholders’ the SCE Programme will aim to improve linkages between women economic activities and markets.</li> </ul>												
<b>Implementation Plan</b>													
<b>Project No:</b>				<b>Project Name:</b>									
<b>Name of Applicant Organization:</b>													
<b>Brief Description of Project</b>													
<b>Project Start and End Dates:</b>													
<b>Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result.</b>													
<b>List the activities necessary to produce the results Indicate who is responsible for each activity.</b>						<b>Duration of Activity in Months (or Quarters)</b>							
<b>Activity</b>	<b>Responsible</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1.1													
1.2													
1.3													
1.4													
Part of proposal	Financial Proposal Submission Form ( <b>Annex 4</b> hereto) <b>sent in a separate email – clearly marked with clear subject line referencing <u>the CFP number: SCE Australia-001-2019</u></b>												
Part of proposal	<b>Annex 5:</b> Resumes of proposed team members with prescribed information												

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 proposal

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

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

### 14 Award

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

14.2 The selected applicant 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 01 May 2019 - 31 June 2021 (**2 years**) with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties**  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
**CPF No:** SCE Australia-001-2019

**Section 4: UN Women Terms of Reference**

**1. Background/Context for required services/results**

UN Women is the United Nations' entity dedicated to gender equality and the empowerment of women. UN Women works with governments and civil society to design laws, policies, programmes and services that benefit women and girls worldwide. In particular, UN Women focuses on ensuring women have a secure income, are able to live a life free from violence, and can contribute to building more peaceful societies.

**The issue**

Notwithstanding progress made in improving access to education, millions of girls and young women continue to be left out of educational and learning opportunities. Today, two thirds of the world's illiterate adults are women, standing at approximately 500 million. There are 98 million girls out of school and one in seven girls under the age of 15 are married. In 2014, only 46 percent of individual countries achieved parity in lower secondary and 23 percent in upper secondary. These trends reflect the socio-economic and gender-based barriers to education faced by girls and young women, including poverty, early marriage and pregnancy, geographical isolation, harmful social norms, discriminatory laws, unsafe learning environments, as well as poor infrastructure and learning content. Educated women are more likely to be healthier, have higher earnings and exercise greater decision-making power within the household. The power of education on national economic growth is undeniable: a one percentage point increase in female education raises the average gross domestic product (GDP) by 0.3 percentage points and raises annual GDP growth rates by 0.2 percentage points.

**Second Chance Education and Vocational Learning (SCE) Programme**

Despite the scale of the global education challenge faced by marginalised women, young women and girls, there is not yet a proven approach to enabling successful second chance education at scale and leaving no one behind. UN Women is therefore developing a Second Chance Education and Vocational Learning (SCE) Programme (2018-2021) with context specific, affordable and scalable learning and employment pathways for empowering the world's most disadvantaged women and young women. The Programme will support women with three pathways out of exclusion: 1) re-entry into formal education, 2) vocational education that provides them with a pathway to employment, and 3) entrepreneurship training and skills that support them to start their own business. The overall design of the Programme includes four outcome areas:

- **OUTCOME 1:** More marginalized women and young women access and benefit from high quality educational content, material and learning pathways.
- **OUTCOME 2:** More marginalized women and young women benefit from increased employment, livelihood and entrepreneurial opportunities.
- **OUTCOME 3:** Fewer marginalized women and young women are disadvantaged and denied education opportunities due to harmful and discriminatory social norms.
- **OUTCOME 4:** More marginalized women and young women have improved access to education and employment pathways through enhanced multi-sectoral policy and financing frameworks that enabling scaling of successful SCE solutions.

The Theory of Change underpinning the four outcome areas are provided in Section 5. It is anticipated that **if** increased access to high quality content is provided with an emphasis on

learning outcome and retention; and **if** links to the labour market are established to increase the value of education and learning for women; and **if** positive social norms support second chance education and vocational learning for women; and **if** supportive multi-sectoral policy and financing frameworks for second chance education and vocational learning for marginalised women are promoted; **then** women will be empowered to determine their future; **because** the structural barriers that women face in equally accessing quality education, learning and decent work opportunities will have been addressed through long-term systematic change.

### **SCE Programme delivery modalities**

The SCE Programme is designed to be delivered through two modalities: UN Women Empowerment Hubs with both face-to-face training and access to the second modality - an online learning portal (UN Women e-portal) – through blended and independent learning opportunities.

The modality of Women’s Empowerment Hubs builds upon and expands on UN Women’s established expertise to address the urgent needs of women and young women in crisis through UN Women’s Leadership, Empowerment, Access & Protection in Crisis Response (LEAP) model. LEAP serves as a model of a physical space where women and young women will be able to access SCE learning and referrals. In countries or geographical locations where LEAP is not being implemented, new centres will be created or adapted in close collaboration with Implementing Partners, communities, and government.

The LEAP model promotes resilience, restores dignity and provides durable solutions to refugees and displaced women, their families and communities, including SCE for marginalized and displaced women. The LEAP model has been developed and tested through UN Women’s humanitarian work in 35 countries and humanitarian contexts across the world, servicing 125,000 female-headed households and vulnerable women in 2016 alone. Of these, some 72,000 were able to access education and vocational training services. In these countries, the model has improved the lives of thousands of women and young women by establishing Women Empowerment Hubs as a safe physical space for them to convene and access cash for work opportunities, effective services, protection mechanisms and empowerment, livelihood support and Second Chance Education and Vocational Learning. Women’s Empowerment Hubs are instrumental as an entry point to provide services and support to vulnerable women, implemented based on context and the needs of women. They are the vehicle to link these women not only to education and training, but also to empowerment, employment and entrepreneurial opportunities.

The second modality of delivery of the SCE Programme is an online learning portal, developed at global level with contextualised solutions at each country level. Through the portal, learning content for the SCE Programme will be freely accessible online to learners with internet connectivity and offline in physical spaces set up as part of the project. The UN Women e-portal will capitalize on and use existing open source quality education materials by curating these resources in an online format and housing them on the Kolibri platform. The programme will explore adapting online resources to best meet learning needs in terms of content and language. Women’s Empowerment Hubs will serve as an entry point and physical space where women and young women will be able to access courses through hardware provided at the centers i.e. laptops or tablets.

Learners will benefit from blended learning opportunities as well as having the freedom to continue along learning pathways at their own pace for specific learning objectives and pathways through the UN Women e-portal. It will be a portal that will be centrally developed to

support consistency and quality control. The portal will present new and previously unavailable tools to enable universal access to quality and tailored education and vocational learning for all. Learning opportunities will take place implementing the following modalities by implementing partners on the ground in each country:

- Blended learning
- Independent e-learning
- Peer learning
- Face-to-Face
- Job Placement and Apprenticeship Opportunities
- Mentorship Programme
- Counselling and support (i.e. psychosocial and career planning)

An important component of the SCE Programme design will be on-going mentoring support to women participating in the programme. Recognizing multiple barriers in terms of access to education and employment, the Programme will establish a mentorship programme to create the space for a circle of success around the women and young women participating in this programme.

### **SCE Programme in Australia**

UN Women has a universal mandate and seeks to advance models for developed countries to address marginalized groups of women. In its first phase the programme will be piloted in Cameroon, Jordan, India, Mexico, Chile and Australia directly benefitting 50,000 women and young women from indigenous, refugee, displaced, and low-income groups. These countries participate in a unity of approach, coordinated by the UN Women global SCE support unit in Geneva, and represent various contexts and typologies to create a broad evidence base for prototyping, model development and scale up. The strategic direction, unity of approach, and quality of the global and country SCE designs are overseen by a SCE Steering Committee which sits twice per year. The Programme will be grounded in sound knowledge management with the aim to collect data and information on what is working, what is not and why along with other valuable lessons learned to support adaption and expansion of the Programme to other contexts. The SCE Programme in Australia will enable the development of a 'good practice' guide which can be showcased as a successful model for replication by other developed countries.

### **Implementation methodology**

UN Women's participatory approach recognises beneficiaries and their communities as critical partners in shaping the Programme and its solutions and in ensuring its sustainability. The SCE Programme will apply a phased approach with five distinct but overlapping phases of work throughout a three-year 'pilot' stage: (1) inception phase focusing on design and needs assessment (first months); (2) adaptation of the Programme to country contexts (year 1 and start of year 2); (3) implementation of the country Programmes (year one through year three); (4) consolidation, performance analysis and viability at country level (year 2-3); and (5) sustainability and scale up globally (year 3). Each phase includes a set of concrete activities and milestones, which will be further detailed in the previous phase, based on lessons learned and evidence generation. Each phase will contribute to achieving the four outcomes of the Programme.

#### *Phase 1: Inception*

An inception phase will lay a solid foundation for the design and implementation of the Country specific Programmes. During the inception phase each Country Programme will develop a clear strategy within the broader Programme framework. This means undertaking participatory country specific needs assessment and literature review to identify the country specific needs, barriers and

risks faced by young women to access high quality education and learning opportunities online and face-to-face, as well as policy and legislative gaps, and identifying other initiatives with which to collaborate, and existing knowledge on which to draw. The needs assessment will provide the basis to draft specific Country Plans which will form the roadmap for implementation. As part of the development of the strategy at the country level, a risk assessment will be undertaken which will build on the global SCE Programme risk assessment and mitigation strategies to reflect and address the unique situation in each country context. The risk assessment will be included in each Country Plan. Additionally, a country specific Logframe will be developed and included in the country level strategy documentation. Country Plans and roadmaps for each country will be developed localizing the overall theory of change and providing detailed information on specific activities, timelines and deliverables, and specific outputs, outcomes and targets. The work undertaken in the inception phase will inform and define the adaptation phase and subsequent phases of the three-year Programme term. The SCE Steering Committee will participate in this process in a high-level capacity by providing approval of the Country Plans prior to implementing SCE in each country, recognizing the expertise and country knowledge that the UN Women teams brings to this work.

#### *Phase 2: Adaptation*

This phase starts during the inception phase and will focus on engaging stakeholders in design, solution development and testing, and ongoing feedback on recalibration of the Country Plans. The SCE Programme will specifically engage the local private sector to determine employment needs and opportunities. Identified needs will feed into content curation of Open Education Resources (OERs) for the successful implementation of the Programme. This evidence-based approach will enable stakeholders and UN Women to identify appropriate vocational paths and technological solutions to transition women and young women into paid employment and entrepreneurship opportunities. Each country will establish Women Empowerment Hubs or community spaces for second chance education and vocational learning when participants of the programme will be able to access online and face-to-face learning opportunities and supports.

#### *Phase 3: Implementation*

The Programme will commence services to beneficiaries and monitor and evaluate SCE solutions that meet the specific target populations' education and vocational skills and needs ensuring re-entry into formal education systems or access to paid employment opportunities, including putting in place support systems such as networks, mentor systems and employment bridging programmes. Furthermore, capacity development efforts will be undertaken in partnership with civil society, private sector and government actors. Country specific solutions to strengthen the enabling environment, and to address harmful and discriminatory social norms and behaviors will be implemented in partnership with local actors. These include interventions such as policy reform, awareness raising campaigns and community interventions. Mitigation strategies for identified risks to be implemented as part of the above.

#### *Phase 4: Consolidation and performance analysis*

The SCE Programme incorporates pathways to scale in both horizontal and vertical ways. Vertical scalability is designed to allow beneficiaries of the Programme to continue their learning, development and growth beyond graduation from the SCE Programme through more advanced learning paths. In this way, each individual who participates in the SCE Programme has the opportunity to deepen their personal learning experience beyond purely remedial or vocational options to more advanced levels. Horizontal scalability is based on the ambition of the SCE Programme to leverage learning and demonstrated proven approaches to extend coverage beyond



the immediate beneficiaries of the Programme. Horizontal scalability rests on adoption, finance, and scale up of the programme within and across countries. Evaluation, documentation and outreach to academic and research institutions will provide knowledge assets on what has been proven to work through the SCE Programme, thereby making the case and communicating the approach for replication at scale by other partners, in particular governmental partners. The blueprint of the Australia model and for crisis countries will be a key deliverable in this phase.

#### *Phase 5: Sustainability and scale*

UN Women will aim to deploy successful SCE solutions that can be scaled globally to ensure maximum impact and reach. It will leverage its convening power to create a global coalition for SCE, establish a library of open access SCE tools in the SCE e-learning platform and conduct training or trainers to expand the programme beyond the initial pilot countries of stage one of the Programme. At country level capacity development efforts will ensure sustainability and scale up in new locations.

SCE introductory video: [https://www.youtube.com/watch?v=3jN\\_OZHVQzA](https://www.youtube.com/watch?v=3jN_OZHVQzA)

## **2. General overview of services required/results**

UN Women seeks an Implementing Partner (IP) and/or Responsible Parties (RP) of the SCE Programme working with disadvantaged women who have lost out on education opportunities among Aboriginal and Torres Strait Islander women in the Greater Western Sydney area and/or with women with refugee background in the Greater Melbourne area. The IP is expected to submit a proposal to, in collaboration with UN Women, to design and implement a SCE Programme to strengthen the women's opportunities for second chance education, leadership skills, vocational skills and entrepreneurship, contributing to the above-mentioned four outcomes. The proposal should provide a proposed local contextualised design of the SCE Programme in one or both of the two locations, highlighting how it aligns with the unity of approach of the SCE global programme.

The selected IP will be responsible for implementation of SCE project outcomes and outputs in Australia for an initial two years in direct collaboration with the SCE global Programme Manager in Geneva and the local SCE Project Manager in Australia. In order to deliver on all four outcome areas of the SCE Programme organizations can make joint proposals, but one clear lead applicant must be indicated.

## **3. Description of required services**

Under the supervision of the SCE Global Support Unit at UN Women Geneva, the IP will deliver the SCE Programme through a centre approach, modeled on the UN Women Empowerment Centres<sup>1</sup>, where the women can access blended and independent learning opportunities. The IP will also work with UN Women in development of the UN Women online platform that will be

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<sup>1</sup> The Women's Empowerment Centres serve as an entry point and physical space where women and young women will be able to access courses through hardware provided at the centers i.e. laptops or tablets. Women's Empowerment Hubs are instrumental as an entry point to provide services and supports to vulnerable women. They are the vehicle to link these women not only to education and training, but also to empowerment, employment and entrepreneurial opportunities. They are implemented based on context and the needs of women. The essential ingredient is a physical space where women can safely meet and access a range of comprehensive services. Women visiting Women's Empowerment Hubs receive and provide advice and support, receive direct referral services in case of SGBV and receive the offer of free basic education (literacy, numeracy) where relevant. To enhance their resilience further, vocational and basic entrepreneurship skills training is offered in locally relevant and marketable skills, with links to business and employment opportunities. While UN Women takes the lead in establishing these Hubs, the various services and management of the Women's Empowerment Hubs are shared with or provided by governments, local partners, or in collaboration with other UN agencies.

one of the key resources for the SCE centre facilitators in the delivery of the Programme.

The following activities are foreseen:

#### Phase 1: Inception

##### **1. Needs assessment and multi-stakeholder consultations**

Building on an initial needs assessment carried out for the SCE Programme in the two locations, it is expected that the IP conducts a more limited but in-depth needs assessment among the women in the specific location/s where the IP proposes to deliver the programme. The assessment should first explore the needs, interests, and aspirations of the target group/s of women to inform recommendations for potential technical/vocational and business skills training needed. The assessment should link these aspirations to a mapping of gainful employment opportunities that exist in the area for the identified women and young women, recommending specific education and skills development service providers to help create learning, leadership, and employment pathways. This assessment will support the curation of additional content which will feed into the UN Women online platform to provide open access to key learning opportunities. Further, the IP should identify barriers the women face to access these opportunities and propose how the SCE Programme can help remove these barriers, including discriminatory social norms and policies. A product of the consultations should include: a location-specific directory of the existing formal education and economic/ livelihood training activities, which at the minimum contain contact information, eligibility criteria, background of the services offered, relevant application forms to avail the services of the SCE programme.

##### **2. Develop the contextualized SCE Programme design and establish SCE Programme baselines**

In close collaboration with UN Women, and consultations with other identified partners with relevant expertise and participants from the target group of women, to develop the detailed design of the SCE Programme components and activities adapted to the local context. Drawing on the needs assessment findings, successful components of the UN Women Empowerment Hub model, and the IPs existing programming, the SCE Programme design would provide women with three pathways out of exclusion: 1) re-entry into formal education, 2) vocational education that provides them with a pathway to employment, and 3) entrepreneurship training and skills that support them to start their own business. A fourth pathway may be designed specifically for women who have interest in community leadership. The programme design would include two main delivery modalities with the Hub/Centre model providing blended learning with use of the SCE online platform content. The IP will curate and collect additional online OERs learning opportunities based on the results of the needs assessments and aligned with the SCE learning pathways framework, to ensure that the needs and aspirations of women and young women participating in SCE are met.

The IP will establish baselines for the programme to allow results to be demonstrated against the SCE Monitoring and Evaluation logframe. The indicators and targets for each stage will be established in close consultation with the UN Women team. The IP will also design various monitoring tools and system to help track the quality of services offered by centre, identifying who were able to avail of the SCE opportunities and their progress. A detailed sustainability plan indicating how the centre will connect with existing set ups, employment centres, TVET schemes, and other relevant stakeholders should be provided in the programme plan.

## Phase 2: Adaptation

### **3. Establishment of the Women Empowerment Hub delivering the SCE Programme**

Based on the IPs existing structures, or that of a partner, and the SCE Programme plan, the IP will set up the most suitable hosting arrangement of the hub/centre in the programme location. The centre should act as an information centre, referral place, and training centre for linking the women to employment opportunities. Women will be connected to opportunities for education and training, including various high-demand careers based on the market assessment of the priority enterprise development/ income generation activities relevant for the particular area. The centre design must be based on the practical and strategic needs of women (for example, child care services, timings of the learning sessions etc) participating in the programme and clear community governance mechanisms must be established. Centre staff should have skills to provide referral services, facilitate learning, and contribute to developing and implementing a strong on-going mentorship component of the SCE programme.

As part of the centre infrastructure, the IP is expected to ensure arrangement of the sufficient software and hardware devices (computers, tablets, mobiles etc) for offering an inclusive environment for access to and facilitated delivery of content and online courses available through the UN Women online platform. The IP should develop an information booklet/ leaflet providing information on the services of the centre.

### **4. Adaptation and testing of context specific education solutions using the UN Women e-portal**

In collaboration with UN Women, identified partners, and participants from the target group of women, the IP will tailor learning and career pathways and opportunities to the women participating in the Programme based on their identified needs and aspirations as well as the labour market consultation. The adaptation and testing of the online content will consider necessary translation to other languages and effective on-line and off-line delivery modalities using and contributing to building the education solutions offered by the UN Women online platform in a blended learning approach.

The content should be clearly linked to providing the women with opportunities to follow one or several of the pathways; 1) re-entry into formal education, 2) vocational education that provides them with a pathway to employment, 3) entrepreneurship training and skills that support them to start their own business, and 4) skills for taking a role in community leadership. The IP should build strong partnerships with government, civil society, or private sector partners so that each education solution links the women to specific opportunities for graduating into apprenticeship, employment, on-going mentorship, or to access seed capital to start micro/small scale productive economic activities. Education solutions should ideally offer clear recognized certifications. After initial testing of original and adapted content, the IP should reassess the risk assessment and mitigation strategy for any recalibrations of the programme plan.

## Phase 3: Implementation

### **5. Roll out of UN Women online platform in Empowerment Hubs and community spaces with linked employment programmes**

On completion of learning paths for proposed beneficiaries, the IP will roll out the SCE Programme with the use of the UN Women online platform in the Women's Empowerment Centre/s and any additional community spaces identified. In addition to the services and

learning courses provided to the target group/s of women at the centre and through the online platform, the IP will work to establish links to specific employment programmes with partners. This would include private and public sector offering bridging programmes which are taken up by women and young women graduates emerging from the programme and facilitation of apprenticeships, trainee and internship programmes, job placements, set funding for starting a small business, career counseling services and networking events for increased access to job opportunities for graduates.

#### **6. Roll out of capacity development with government, civil society and private sector partners**

The IP will provide necessary training to strengthen the capacity of instructors, facilitators and service providers to deliver and support second chance education and vocational learning content across the pathways of the programme. This would include ensuring potential employers in the private, public and NGO sector become more gender-aware and gender responsive and more women and young women are hired and retained; development and roll out of capacity development packages for partners and private sector (UN Women resources available); engagement with potential employers to increase awareness about the importance and benefits of recruiting women and young women; continuous assessment of employment skills gaps and demands.

#### **7. Networks and mentor mechanisms and systems for women established**

As part of the SCE Programme, the IP will establish a graduate peer mentoring and coaching programme where graduates of the programme themselves become mentors to new learners to share experiences, advice, and support for second chance education. The mentorship programme should seek to link with a wider network of mentors across the programme's partners. The network should mobilize the graduate women in efforts to reduce drop-out rates, create opportunities for engagement and support for other disadvantaged women, with the IP identifying and training community volunteers and mentors to support, guide and serve as role models for women and young women.

#### **8. Advocacy on the importance of women's right to second chance education seeking to remove social norm barriers and strengthen policy frameworks**

The IP should propose and implement an advocacy strategy to reach out to key stakeholders to increase awareness and advocacy of the importance of women's and young women's right to education, entrepreneurship and vocational learning, and how this benefits their families and societies. The strategy may include media engagement and campaigns, for example use of community radio, advertising and community arts, mobilizing of youth and women's organizations for advocacy, awareness raising and engagement with local service providers. The IP will also map and engage with communities, community leaders, women and young women to identify harmful norms, challenges and stigma, and facilitate identification of solutions e.g. learning hours for women and young women, community dialogue sessions; door-to-door engagement. The strategy should identify opportunities for engaging support from national and local policy makers for successful second chance education solutions to be considered for integration in policy frameworks and systems.

#### Phase 4: Consolidation and performance analysis

#### **9. Strengthening the evidence base/ collection of gender responsive information**

Through the monitoring and evaluation of the SCE Programme, the IP will contribute to generating evidence for successful SCE solutions and assist with a feasibility study and multi-stakeholder consultation on scale up.

#### **4. Geographical area and target population of services**

The proposal should focus on delivery of the SCE Programme in both or one of the following locations for the specific disadvantaged target population of women who have dropped out of school, do not have access to second chance education, and are ready to engage with learning and employment opportunities:

1. Greater Western Sydney area working with Aboriginal and Torres Strait Islander women, ideally servicing target group in both urban and regional location
2. Greater Melbourne area working with women with migrant and refugee background

In each location, the Programme should seek to reach approximately 2,000 women and young women with second chance education opportunities and vocational skills- development through one or several community spaces. The proposal should outline the realistic number with justifications that could be reached within a two-year period.

The following additional vulnerability criteria/indicators are provided for further guidance on targeting of the programme:

- Age group
  - 18+ (15-18 could be included if meet other criteria)
  - Older women with influence in local communities
- Poverty
  - Lower socio-economic postcodes with intergenerational unemployment
  - High rates of early pregnancy, domestic violence
- Dropout/limited access to educational opportunities
  - Early disengagement from education system/ drop out
  - Low literacy level, educational gaps, low NAPLAN scores
  - Limited access to ongoing learning/ education due to isolation/ cultural barriers
- Additional disadvantage and barriers
  - Engagement in juvenile justice system
  - Engagement in domestic violence or child protection system
  - Have English below employable level
  - Trauma, displacement, bad health
  - Facing isolation
  - Young women leaving care

#### **5. Key Results**

The Implementing Partner will be responsible for working with UN Women to demonstrate results across the following expected outcomes and outputs of the Second Chance Education and Vocational Learning Programme as set in the monitoring and evaluation framework.

**Outcome 1: More marginalized women and young women access and benefit from high quality educational content, material and learning pathways**

Output 1.1: Relevant content is developed and curated in each context.

Output 1.2: Learning and career pathways are followed by women and young women accessing appropriate e-learning platforms

Output 1.3: Context-specific delivery mechanisms are established, including safe community-based centres or Women's Empowerment Centres

**Outcome 2: More marginalized women and young women benefit from increased employment, livelihood and entrepreneurial opportunities.**

Output 2.1: Potential employers in the private, public and NGO sector become more gender-aware and gender responsive and more women and young women are hired and retained.

Output 2.2 Private and public sector offer bridging programmes which are taken up by women and young women graduates emerging from the Programme

Output 2.3 Graduate mentoring and coaching programme established. Women and young women become mentors to new learners to share experiences, advice, and support for second chance education.

**Outcome 3: Fewer marginalized women and young women are disadvantaged and denied education opportunities due to harmful and discriminatory social norms.**

Output 3.1: Awareness and advocacy of the importance of women's and young women's right to education and entrepreneurship and vocational learning, and how this benefits their families and societies is increased.

Output 3.2: Engagement with community stakeholders, households and individuals to support women's and young women's education and entrepreneurship and vocational learning is promoted.

Output 3.3 Women's and young women's education, entrepreneurship and vocational learning opportunities are supported and reinforced through social systems and networks

**Outcome 4: More marginalized women and young women have improved access to education and employment pathways through enhanced multi-sectoral policy and financing frameworks that enabling scaling of successful SCE solutions.**

Output 4.1: Evidence-based advocacy for women's and young women's second chance education conducted with national and local policy makers.

Output 4.2: Cross sectoral legislative and policy reform supported to promote marginalized women's and young women's access to second chance education.

Output 4.3: Financing frameworks are supported to translate policies and strategies into practice.

**6. Timeframe**

The IP/RP is expected to begin the project in May 2019 and complete by June 2021; Time frame by results phase:

- a. Inception phase: May – June 2019;
- b. Adaptation phase: May – September 2019
- c. Implementation phase: August 2019 – June 2021
- d. Consolidation and performance analysis phase: - April 2020 – June 2021

**7. Budget:** Estimated budget maximum of USD 300,000 per year for two years project implementation for each of the programme locations i.e. Aboriginal and Torres Strait Islander women in the Greater Western Sydney area and/or with women with refugee background in the Greater Melbourne area

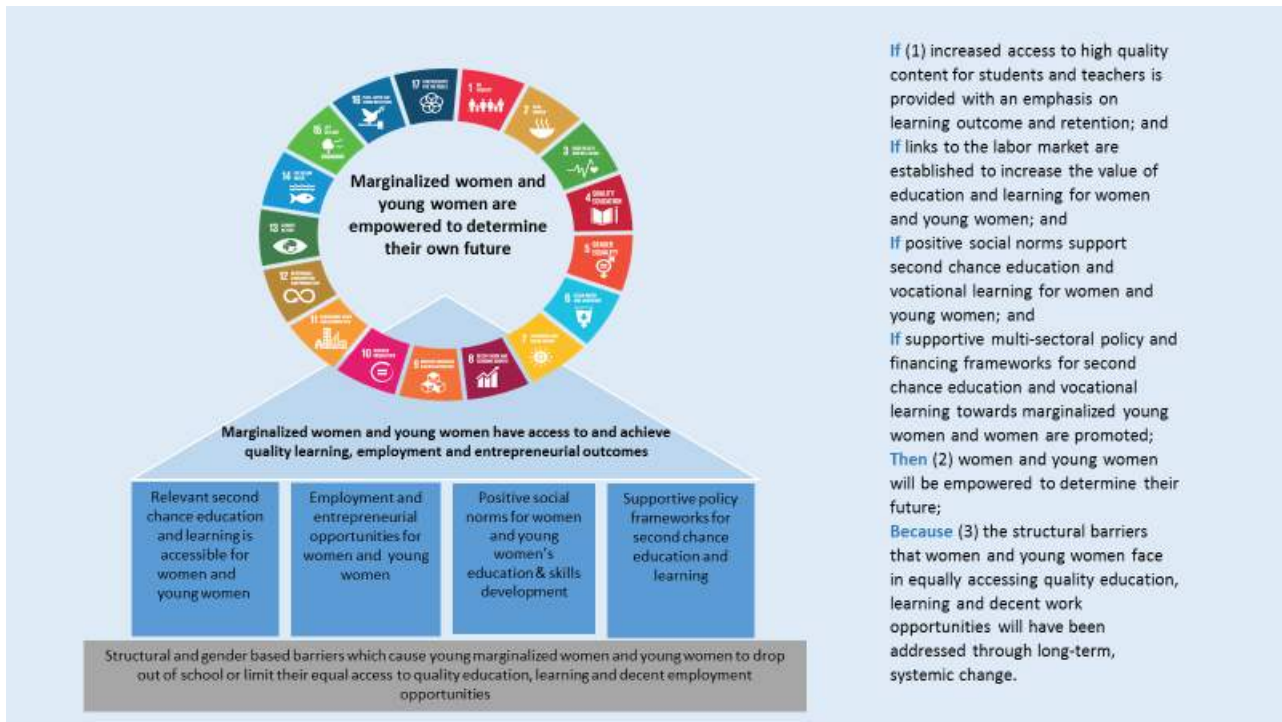
**8. Reporting guidelines**

- Ad-hoc reporting and discussion with the SCE Global Programme Manager on the activity updates;
- Quarterly narrative report highlighting key activities, achievements and any noticeable change in skills and knowledge in the form of case studies;
- Quarterly Financial report as per the rules and procedures of UN Women
- Annual report reflecting qualitative and quantitative change in line with the project outcomes

**9. Technical/functional competencies required:**

- Demonstrated experience in working on the issues of gender equality, women's economic empowerment or second chance education and vocational learning opportunities;
- Already working with women in both or one of the target groups and locations for the SCE programme;
- Has an established physical space where the SCE Programme can be delivered through a face to face modality;
- Has staff to work with the women as case managers, mentors, and learning facilitators using a community-based and participatory approach;
- Evidence that the organization can conduct quality training on and off line and other needed support to the clients of the project or previous experience and expertise of successfully managing projects of same nature within defined timelines;
- Evidence of the organization having grassroots presence and or affiliation with other similar strong qualified organizations in the programme location;
- Demonstrable experience in advocacy initiatives with Government and other key stakeholders;
- Demonstrable experience in policy engagement and research on gender and livelihood issues;
- Record and evidence of organizational culture of accountability, such as a written code of conduct, measures on anti-corruption and sexual harassment policy;
- A track record of delivering quality and timely project results;
- Demonstrated experience documenting and analyzing programme outcomes through Monitoring & Evaluation tools;
- A functioning internal control framework and process to deliver quality and timely project results.

## Section 5: SCE Theory of Change framework





**Annex 1**

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties**  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
**CPF No: SCE Australia-001-2019**

**Proposal/no proposal confirmation form**

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

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject \_\_\_\_\_

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- The requested products are not within our range of services/supply
- We are unable to submit a competitive proposal for the requested services at the moment
- We cannot meet the requested terms of reference
- Your CFP is too complicated
- Insufficient time is allowed to prepare a proposal
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- Other (please provide reasons) \_\_\_\_\_
- \_\_\_\_\_
- We would like to receive future CFPs for this type of services
- We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. \_\_\_\_\_, phone/email \_\_\_\_\_, who will be able to assist.

## Annex 2

### UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties

Second Chance Education and Vocational Learning (SCE) Programme – Australia

CPF No: SCE Australia-001-2019

#### Mandatory requirements/pre-qualification criteria

Applicants are requested to complete this form and return it as part of their submission. Applicants will receive a pass/fail rating on this section. To be considered, applicants 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 applicant'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.

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

<p>1.7 Confirm that applicant has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)</p>	<p>Yes/No</p>
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## Annex 3

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
CPF No: SCE Australia-001-2019**

### Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority to sign Proposal and the Technical Proposal (as per the technical component template described in point 12, of section 3 in the CFP) itself.

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

**CPF No (SCE Australia-001-2019) - (Name of APPLICANT) - Technical proposal**

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

Applicant’s Eligibility Confirmation and Information	Applicant’s Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <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>	

Applicant's Eligibility Confirmation and Information	Applicant's Response
<p>or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If applicant is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)</p>	
<p>6. It is UNWOMEN policy to require that applicants and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Applicant must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the applicant and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.</p>	<p>Confirm Yes _____; No _____</p>
<p>7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the applicant or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.</p>	<p>Confirm Yes _____; No _____</p>
<p>8. Confirm that the applicant is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.</p>	<p>Confirm Yes _____; No _____</p>
<p>9. Confirm that the applicant and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.</p>	<p>Confirm Yes _____; No _____</p>
<p>10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the applicant or its sub-contractors.</p>	<p>Confirm Yes _____; No _____</p>

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

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

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

(Printed Name and Title)

(Date)

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

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

**Annex 4**

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties**  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
**CPF No:** SCE Australia-001-2019

**Financial proposal submission form**

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

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

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

**CPF No ( \_\_\_\_\_ ) – (Name of applicant) - Financial proposal**

- c. The completed Financial Proposal Submission Form constitutes Applicant’s Financial Proposal and fully responds to Request for Proposal No **Error! Reference source not found.** I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name of applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(Email address)

## Annex 5

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties**  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
**CPF No:** SCE Australia-001-2019

### Format of resume for proposed staff

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

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

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

### Employment Record/Experience

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

### References

Provide names and addresses for two (2) references.



## Annex 6

**UNWOMEN Call for Proposal for Implementing Partners/Responsible Parties**  
Second Chance Education and Vocational Learning (SCE) Programme – Australia  
**CPF No:** SCE Australia-001-2019

### **Capacity Assessment Document Checklist**

#### **For Potential Implementing Partners/Responsible Parties**

##### **Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Legal registration	Mandatory	
Rules of Governance / Statues of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

##### **Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

##### **Procurement**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

##### **Client Relationship**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
List of main clients / donors	Mandatory	
Two references	Mandatory	

Past reports to clients / donors for last 3 years		
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