

Call for Proposal (CFP)

for Academic Institutions or Non-Governmental Organizations

**“Documenting Good Practice on Accountability for Conflict-Related Sexual Violence:
The Sepur Zarco Case”**

CFP No. CFP-2019-003

Section 1 – CFP letter

UN WOMEN plans to engage Responsible Party (Non-Governmental Organizations, Academic Organizations) as defined in accordance with these documents.

UN WOMEN invites sealed proposals from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference. Proposals must be received by UN WOMEN at the email programmeunit.guatemala@unwomen.org not later than 11:59pm EST on 8 March 2019.

This UN WOMEN Call for Proposals consists of six sections and a series of annexes that will be completed by proponents and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UN WOMEN Terms of Reference

CFP forms to be returned (mandatory):

- Annex B1-1 Proposal/no proposal confirmation form
- Annex B1-2 Mandatory requirements / pre-qualification criteria
- Annex B2-3 Template for proposal submission
- Annex B2-4 Format of resumes for proposed staff
- Annex B1-6 Capacity Assessment Document Checklist

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

Call for Proposal (CFP)

CFP No. CFP-2019-003

Section 2: Proposal data sheet

Program/Project: Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The Sepur Zarco Case

Program official's name: Ana Grace Cabrera

Email: programmeunit.guatemala@unwomen.org

Issue date: 25 February 2019

Requests for clarifications due

Date: 28 February 2019 (via e-mail to programmeunit.guatemala@unwomen.org)

Time: 11:59pm EST

UN WOMEN clarifications to proponents due

Date: 6 March 2019

Time: 11:59pm EST

Proposal due

Date: 8 March 2019

Time: 11:59pm EST

Planned award date: March 2019

Planned contract start date: 01 April 2019

Call for Proposal (CFP)

CFP No. CFP-2019-003

Section 3: Instructions to proponents

1. Introduction

- 1.1. UN WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party.
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UN WOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 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, 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.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UN WOMEN Ana Grace Cabrera, Women, Peace, Security, Justice and Humanitarian Action Area Coordinator (Guatemala country office) by email at programmeunit.guatemala@unwomen.org. Proponents 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 proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-1. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2.1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Clarification of CFP documents

- 4.1. 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 outlined on page 1. Written copies of UN WOMEN 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.
- 4.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

5. Amendments to CFP documents

- 5.1. 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.
- 5.2. 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.

6. Language of proposal

- 6.1. 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.
- 6.2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

- 7.1. 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 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: programmeunit.guatemala@unwomen.org.
- 7.2. 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 may be rejected.
- 7.3. 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.
- 7.4. The "Certificate of Proponent's Eligibility and Authority to Sign Proposal" contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.5. Late proposals: Any proposals received by UN WOMEN 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, 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 in accordance with the UN WOMEN Policy and Procedures.

9. Proposal currencies

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

UN WOMEN reserves the right to reject any proposals submitted in another currency 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 (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 proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the 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 affect your evaluation.
- 10.2 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.

11. Evaluation of technical and financial proposal

11.1. PHASE I – TECHNICAL PROPOSAL (70 points)

Only proponents meeting the mandatory criteria will advance to the technical evaluation in which, maximum possible 70 points, may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) 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.

1	Technical description and appropriateness/adequacy of approach. Extra points will be awarded to proposals engaging local partners.	40 points
2	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none">• proposed staffing (number and expertise) for the services to be delivered;• 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	15 points

	evaluation), and other areas of expertise relevant to the services required; <ul style="list-style-type: none"> • relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	
3	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the proponent organization 	8 points
4	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
	TOTAL	70 points

11.2. PHASE II - FINANCIAL PROPOSAL (30 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 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 $(\$10.00/\$20.00) \times 30$ points = 15 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 proponent's own risk and may result in rejection of proponent's proposal.

12.2. Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN WOMEN 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 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 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 may be rejected unless permitted otherwise in the CFP document.

12.6. Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B2.2 hereto)
Part of proposal	Template for proposal submission (Annex B2-3)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B2-4)
Part of proposal	Capacity Assessment Document Checklist (Annex B2-5)

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.

Pre-submission:

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex B2-1 hereto)
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13. Format and signing of proposal

- 13.1. The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.
- 13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

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 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 One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.

CALL FOR PROPOSALS

Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The *Sepur Zarco* Case

This call for proposals is open to academic institutions and non-governmental organisations legally established and operating in the United States, as specified below.

Purpose: Selection of qualified responsible parties for the Programme

Duration: 1 April 2019 – 31 March 2020 (tentatively)

Contract Type: Project Cooperation Agreement

Deadline for submissions: 8 March 2019 by 11:59pm EST local New York time

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is inviting non-governmental organizations (NGOs) and academic institutions working in the areas of international criminal justice, transitional justice, women's empowerment, gender equality, ending violence against women, conflict resolution and peacebuilding to submit proposals.

Terms of Reference

Section 4: UN Women Terms of Reference

Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The *Sepur Zarco* Case

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Peace and Security is a key area of UN Women's work. At headquarters, the Peace and Security Section leads on UN system-wide coordination on Women, Peace and Security, provides technical and financial support to the peace and security work of UN Women field offices, and implements a number of global initiatives that range from training women on mediation, peacekeepers on preventing and responding to sexual violence, and experts on investigation and documentation of international crimes, to rapidly deploying gender advisors to commissions of inquiry, peace talks, and post-conflict planning and financing processes, supporting gender-responsive public service delivery, and linking women in the community and grassroots organizations to police and other actors to ensure better protection.

In Guatemala, UN Women is focused on women's citizenship and governance; the elimination of violence against women; economic empowerment of women; and on women, peace, security, justice and humanitarian action. UN Women has led implementation of Peacebuilding Fund projects in Guatemala, particularly through the Gender Promotion Initiative, "Asserting Women Survivors' Rights", "Empowering Women Survivors" and "Realizing the Transformational Effect of the Sepur-Zarco Reparation Sentence."

II. Research Objective

The Commission for Historical Clarification, CEH, found that sexual violence against women was widespread during the 36-years Guatemalan conflict. The CEH recognized an under registration of conflict-related sexual violence cases. Only 285 of the 1,465 sexual violence cases denounced to the Commission were documented. 99 % of these cases were perpetrated against women. 80 % of them were committed against indigenous women. Further investigations confirmed that sexual crimes against women and girls were systematically perpetrated before, during, and after the massacres. Oftentimes, after the forced disappearance or killing of their husbands, they faced forced displacement, destitution, and further sexual violence, including forced labor and sexual slavery. The CEH estimates that the conflict left some 50,000 widows and 500,000 orphans. One of the areas where sexual violence and other forms of violence against women was used to repress women, punish, subjugate, and inflict shame upon them and their people, breaking their linkages with families and communities, was Sepur Zarco¹.

The Sepur Zarco Grandmothers² broke more than 30 years of silence and became an example to the world by achieving justice for sexual and domestic slavery in conflict. From 2011-2016 the Grandmothers³ fought for justice, leaving behind the shame and the stigma, to become icons of the global search for gender justice and leaders in their communities.

¹ Located between Panzós and El Estor, the Sepur Zarco Farm served as a military outpost for "rest and relaxation" from 1982 to 1988, where women, after the forced disappearance, deprivation of liberty, or killing of their husbands, were forced to serve the soldiers in shifts. They were systematically raped and stigmatized in their communities

² Name given to Sepur Zarco women survivors of sexual and domestic slavery during the conflict

³ 11 of the 12 Mayan women from the Q'eqchi people who initiated the judicial process are still alive.

The groundbreaking case resulted in the conviction of two former military officers of crimes against humanity and granted 18 reparation measures to the women survivors and their community. UN Women seeks to capture the knowledge generated by the Sepur Zarco case and the related good practices and lessons learned, to disseminate this information locally, nationally and globally and to contribute to the understanding of victim/survivor-centered justice and accountability for conflict-related sexual violence.

III. Activities

- Interview key actors of the *Sepur Zarco* case in Guatemala and collect oral historic and documentary data on the legal, social, and political strategies applied;
- Outline what steps were taken to design and develop the multi-level strategies of the case, including awareness-raising and survivors/victims engagement efforts, institutional and judicial reform (if any), and Guatemala's transitional justice developments.
- Identify and document women civil society organizations actions to increase women's access to gender-responsive transitional justice, considering the strength of individual and collective civil society efforts and the state's receptivity to non-state participation in transitional justice processes.
- Identify and document the type of information collected that met court's standards for the case, as well as those that didn't but are still relevant for other transitional justice work, such as reparations, institutional reforms, memory preservation, non-repetition measures, etc.
- Determine if the Sepur Zarco case has had a catalytic effect in the prosecution of other conflict related cases in Guatemala (review of strategies, integration of sexual violence against women).
- Include as part of the process partnership actions with a local women organization with known experience in supporting State institutions in the prosecution of conflict related sexual violence cases.
- Identify, document and promote the application of generated knowledge in academic studies, capacity building, and information, education, and communication actions, including national, regional and global advocacy.

IV. Deliverables

The implementing partner is expected to:

- Provide UN Women with a research plan which outlines activities to memorialize the legal, social and political strategies employed by key actors including the lessons learned, best practices and effects (as outlined in the activity section)
- Provide UN Women with an interim narrative report on activities and findings.
- Publish a final written report, both in Spanish and English;
- Publish an executive summary of the report, translated into Q'eqchi' to make the findings accessible to victims and women survivors of the Sepur Zarco case; and
- Strategically disseminate the report and executive summary, including through electronic means, in collaboration with UN Women and national and international civil society partners.

V. Guiding Principles in Designing the Project

- Evidence-based research, building on lessons learned and recommended practices, to ensure optimal results and use of resources;
- Human rights-based, gender-responsive and feminist approaches that place women at the center of the Sepur Zarco process;
- Application of Do-no-harm and confidentiality standards;
- As feasible, recognition that the collective and concerted efforts involved many national and international actors, catalyzed by the leadership and strength of survivors.

VI. Duration

The investigation works should tentatively start in April 2019 and finish in March 2020.

VII. Institutional Arrangement

The selected Academic institution will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will be undertaken, to identify the most suitable Implementing Partner. The Academic institution will be selected only if it has proven capacity to carry out the proposed activities and submit expected deliverables. This capacity will be assessed by UN Women as per UN Women's manuals.

VIII. Reporting

The selected partner will be the principal responsible party but will work closely with UN Women during implementation. The partner will provide an interim narrative report on activities and findings to-date by 15 November 2018, and all other regular narrative and financial reports in line with UN Women guidelines and requirements.

Annex B2-1

Call for proposals

**Description: Documenting Good Practice on Accountability for Conflict-Related Sexual Violence:
The Sepur Zarco Case**

CFP No. CFP-2019-003

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: UN WOMEN

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
- 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 UN WOMEN has questions to the proponent concerning this NO PROPOSAL, UN WOMEN should contact Mr./Ms. _____, phone/email _____, who will be able to assist

Annex B2-2

Description of Services: Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The Sepur Zarco Case

CFP No. CFP-2019-003

Mandatory requirements/pre-qualification criteria

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

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

Annex B2-3

Call for proposal

Description: Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The Sepur Zarco Case
CFP No. CFP-2019-003

Template for Proposal Submission

Mandatory requirements/pre-qualification criteria

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2.2 and return it as part of their submission. 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.

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

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

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

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

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

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

important part of the agreement between the proposing organization and 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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

Monitoring and Evaluation Plan (max. 1 page)

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

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated. Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend. Use the below table:

Category of Risk	Description	Likelihood	Risk Response

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

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

- Include only costs which directly 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 you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where

money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.

- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
Total Cost for Result 1				

Annex B2-4

Call for proposal

Description of Services: Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The Sepur Zarco Case

CFP No. CFP-2019-003

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with NGO/institution: _____ 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 B2-5

Call for proposal

Description of Services: Documenting Good Practice on Accountability for Conflict-Related Sexual Violence: The Sepur Zarco Case

CFP No. CFP-2019-003

**Capacity Assessment Document Checklist
For Potential Implementing Partners/Responsible Parties**

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
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

Document	Mandatory / Optional	Yes / No
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	Mandatory	

Procurement

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

Client Relationship

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		