

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

[Section 1](#)

**CFP No. 01/WPEL/2020**

**a. CFP letter for Responsible Parties**

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

Proposals must be received by UNWOMEN at the address specified not later than 5 PM on March 6, 2020.

**The budget range for this proposal should be \$150,000.00 (One Hundred and Fifty thousand United States Dollars) to \$210,000.00 (Two Hundred and Ten Thousand United States Dollars Only).**

**This UN-Women Call for Proposals consists of Two sections:**

[Section 1](#)

- a. CFP letter for Responsible Parties
  - b. Proposal data sheet for Responsible Parties
  - c. UN Women Terms of Reference
- Annex B-1** Mandatory requirements/pre-qualification criteria

[Section 2](#)

- a. Instructions to proponents
- Annex B-2** Template for proposal submission  
**Annex B-3** Format of resume for proposed staff  
**Annex B-4** Capacity Assessment minimum Documents

**Annexes to be completed by proponents and returned with their proposal (mandatory)**

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

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

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

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

**Program/Project: Women Political Empowerment and Leadership Project/Social Norm Change Project**

**Program official's name: Nyasha Chidau**

**Email: [nyasha.chidau@unwomen.org](mailto:nyasha.chidau@unwomen.org)**

**Telephone number: +231778365306**

**Issue date: February 24, 2020**

**Requests for clarifications due:**

**Date: February 26, 2020      Time: 5 PM**

**(via e-mail)**

**UNWOMEN clarifications to proponents due: [if applicable]**

**Date: February 28, 2020      Time: 5 PM**

**Proposal due:**

**Date: March 6, 2020      Time: 5PM**

**Planned award date:**

**March 25, 2020**

**Planned contract start-date / delivery date (on or before):**

**April 1, 2020/December 30, 2020**

a. **UN Women Terms of Reference**

**1. Introduction [Please elaborate]**

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

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women 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. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Women's leadership and political participation is one of UN Women's primary areas of work as mandated in its inception, recognizing the integral role of women in strong and stable democratic processes. Through its Leadership and Governance section, UN Women works to implement Goal 1 of the Entity's Strategic Plan 2020-2024 "Women lead and participate in all areas of decision-making". UN Women's theory of change for women's political empowerment and leadership, based on the achievements of women in politics and lessons learned to date, envisions a four-pronged strategy: (1) support development and implementation of robust legal frameworks and administrative arrangements that promote gender balance and facilitate women's participation; (2) expand the pool of qualified and capable women to run for election; (3) transform gender norms so that women are accepted as legitimate and effective leaders; and (4) support women leaders in gender-sensitive political institutions to attract, promote and retain women leaders, and highlight the constructive contribution they make to decision-making.

Aligned with this strategy, UN Women's West and Central Africa Regional Office (WCARO) in Dakar, Senegal, launched a new, Multi-Country Programme in 2017, spanning four countries in the region: Central African Republic (CAR), Guinea, Liberia and Nigeria. The proportions of women in lower/single houses of parliament in these four countries (CAR – 8.7%; Guinea – 21.9%; Liberia – 12.3%; Nigeria – 5.6%) are below the sub-Saharan Africa average (23.8%) and have largely stagnated. A key component of the Programme, therefore, involves the provision of technical support to political parties – the main vehicle for women's election to office – to enhance their capacity to promote gender balance in politics and become more gender-sensitive institutions by: nominating more women candidates to winnable positions; adopting voluntary, gender-sensitive reforms to internal party processes and statutes; devising and implementing gender-sensitive policies and strategic plans; and devising codes of conduct which sanction discriminatory behavior and harassment, among other strategies.

UN Women received a grant to implement a regional project on Women Political Empowerment and Leadership in Central African Republic, Guinea, Liberia and Nigeria on Women's Political Empowerment and Leadership. The project commenced in 2017 and will run for 4 years until 2021.

The aim of this project is to address the barriers that limit women's full and effective political participation and representation in the four countries of implementation spanning West and Central Africa region. More specifically, focus on building an enabling environment for women to participate in politics by: increasing community and civic understanding of gender equality and women's right to political participation; supporting women political leaders to attain political power, including building their technical capacity to mobilize resources to fund campaigns and participate in political decision-making; providing mentorship support for young women to pursue political leadership opportunities; and by supporting women to build political alliances and networks across sectors and beyond national boundaries.

The two main outcomes of the project are:

I. increased effective participation and representation of women as political leaders at the local, national and regional levels; and

II. improved legislative practices and frameworks for the promotion of gender balance in politics in the Central African Republic, Liberia, Nigeria and the Republic of Guinea.

Predicated on the above, and noting that Liberia in 2017 conducted presidential and general elections that saw all but 5 of the incumbent women retain their seats-4 new females were elected to the House of Representatives, it is an imperative to continue to mobilize all citizens and leaders in Liberia, including men and women to fully embrace women's role in leadership and decision making, adequately represent their constituents, and to ensure that the policy and legislative discourse includes a full consideration of diverse needs and concerns of the population.

As may already be known, women in Liberia gained voting rights in 1946 and notwithstanding all their individual contributions, they remain a minority in the country's politics, leadership and decision making. Their numbers in parliament, 10/103, for example, are a far cry from their nearly 50% share of the population. However, women's participation in Liberia has garnered much attention since the 2005 victory of President Ellen Johnson Sirleaf, the nation's and Africa's first elected

female Head of State. Much has been achieved in terms of the level of advocacy and the nature of the discourse, but much remains to be done.

This is much more a precarious situation currently as there is only 1 woman out of 30 Senators who is up for re-election in October this year.

Research has shown in Liberia that amongst other things, the key challenges remain cultural and social barriers, perception of women's leadership, political party structure, legal framework, political will, women's movement, exposure, and access to resources.

Despite the plurality of media outlets and undeniably improved media environment, women and girls in Liberia have disproportionate or in some cases total lack of access to information as per a Carter Center report on Women Access to Information in Liberia. This is central to the exercise of their basic socio-economic and political rights. Access to information provides the basic tools for citizens – including the most disadvantaged – to receive the rights and entitlements they are promised. Information can be used to empower individuals and communities to change long held belief systems and to hold those in power to account. The exercise of one's civil and political liberties depends greatly on what kind of information they can access.

In the same report by the Carter Center, the primary impediments to women exercising the right to information in Liberia include factors such as illiteracy; lack of awareness of where and how to access information; fear; and insufficient time and mobility. In addition to these and limited economic means and networks, the patriarchal organization of the Liberian society coupled with discriminatory customs and customary laws operating in rural areas places women amongst the most vulnerable and marginalized populations.

Eric Mvukiyeh in his research paper titled 'Can Media Interventions Reduce Gender Gaps in Political Participation after Civil War?' quotes Gine and Mansuri 2011 and Kumar 2001, in 'Evidence from a Field Experiment in Rural Liberia', that while many barriers are embedded in existing power structures and difficult to eliminate in the short-term, others, such as information constraints, can be more malleable since information provision can occur relatively quickly and at lower cost, interventions designed to provide information can increase awareness and promote political participation efficiently.

It is clear that except for urban centers and towns, women are unlikely to have control over land and productive resources and more likely to be vulnerable to violence and exploitation. They are also less likely to have adequate opportunities for quality participation. Communication is therefore an asset for social norm change and for breaking down barriers for women's participation in Liberia.

#### Justification

In October this year, Liberia will conduct elections to fill 15 senatorial seats which will be vacated due to expiration of tenure. The seats will be one from each county of Liberia. This presents an opportunity for women to become engaged in the decision-making process of the country, be it as candidates, campaign and elections staff and volunteers, critical voices, and most importantly, informed voters. All of this is only possible if they have reliable information in a useful form and in timely manner.

Liberian women's contributions to peace, economic and social development over the years becomes negligible if they don't have the information they need about ongoing processes in the country and cannot fully participate.

Despite many interventions related to women's economic empowerment in recent years, there has been limited sustained focus on their political empowerment. The right to vote being fundamental, but the right to participate in an informed and fair way, being crucial has not been fully harnessed. This initiative will overall focus on providing information and messages that will educate women and the public on the value of women's participation in the electoral process and decision making, help them change their minds and perception on women's role in leadership and decision making and view them as contributing partners in the socio-economic development of the country.

Limited information to and for women will mean a risk of their low participation or lack thereof either because they don't know what to do or because the reality of the situation is lost on them.

It is necessary to contribute to women's descriptive and substantive representation, so that women's perspectives can be integrated into policy areas and priorities and so that gender specific interventions such as affirmative action for women in politics are passed and implemented.

In order to bridge this information gap, UN Women with the support from the Government of Canada under its Women Political Empowerment and Leadership project is seeking qualified partner/s (individual NGO or a Consortium of NGOs) to promote social norm change through communication interventions focused on the 15 counties of Liberia ahead of the 2020 Senatorial Elections.

#### b. General Overview of services required/results

**Output 1.1.2:** Increased capacity of political stakeholders and citizens to perceive women as equal, legitimate and effective political leaders.

**Deliverables:**

In addition to the indicative activities and any other innovative activities the partner can develop, the following deliverables are anticipated:

- Development of a detailed activity workplan
- Development production and dissemination of messages in print and electronic formats
- Monthly short narrative progress report
- Quarterly narrative and financial reports
- Knowledge product- Documentary
- Final project report

**2. Description of required services/results [Please elaborate]**

Interested applicants should submit their proposals for a 9-month programme. The selected applicant will use UN Women's knowledge products in addition to any other relevant materials to implement the project. Key indicative activities to be undertaken under this project include:

- Development of messaging on women political participation and selection of appropriate dissemination channels
- Developing, printing and dissemination of IEC materials
- Use of traditional and new media to disseminate messaging (this may include flash mobs, drama, etc.)
- Development and airing of jingles
- Organizing of radio talk shows
- Outreach initiatives
- Complete and detailed documentation of all activities

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

9 Months from March 2020 to December 2020

**4. Competencies: [Please elaborate]**

- a. Technical/functional competencies required;

A brief description of the organization, including its registration details and relevant experience working on issues pertaining to gender, governance and political participation and with varying degrees of education, empowerment, and community participation, particularly in at risk rural areas.

This should also include:

- 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 evaluation), and other areas of expertise relevant to the services required
- b. Other competencies, which while not required, can be an asset for the performance of services
- Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors

**Annex B-1**  
**Mandatory requirements/pre-qualification criteria**  
**[To be completed by proponents and returned with their proposal]**

**Call for proposal**  
**Description of Services:**  
**CFP No.**

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

Mandatory requirements/pre-qualification criteria	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 <sup>1</sup>	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 the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>2</sup> .	
1.8. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

<sup>1</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>2</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

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

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for 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.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [liberia.procurement@unwomen.org](mailto:liberia.procurement@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

- 2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the 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

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

##### 4. Mandatory/pre-qualification criteria

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

## **5. Clarification of CFP documents**

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

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

## **6. Amendments to CFP documents**

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

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

## **1. Language of proposal**

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.

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

## **2. Submission of proposal**

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

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

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

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

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

## **9. Clarification of proposals**

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

**10. Proposal currencies**

10.1 All prices shall be quoted in United States Dollars.

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

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

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

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

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

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

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

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.

Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

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 UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed



in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

- 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 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 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): March 6, 2020**

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

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

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

- 13. 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**

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. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

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

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

## Annex B-2 Template for proposal submission

**Call for proposal**  
**Description of Services:**  
**CFP No.**

### Mandatory requirements/pre-qualification criteria

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

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

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to 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 UNWOMEN.

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

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

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

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

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

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

**Implementation Plan**

Project No:		Project Name:	
Name of Proponent Organization:			
Brief description of Project			
		Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result			
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)	

Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

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

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

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

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

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

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

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.

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

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

<sup>3</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

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

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

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal**  
**Description of Services:**  
**CFP No**

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

## Annex B-4

### Capacity Assessment minimum Documents

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

Call for proposal  
Description of Services:  
CFP No.

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### Administration and Finance

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

#### Procurement

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

#### Client Relationship

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



