

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

### Section 1

CFP No. EU/UN Spotlight Initiative 010-2020

#### 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 5:00 PM on March 14, 2020.

The budget range for this proposal should be \$3000,000.00 - \$361,618.00 United States Dollars Only.

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><b>Annex B-2</b> Template for proposal submission</p> <p><b>Annex B-3</b> Format of resume for proposed staff</p> <p><b>Annex B-4</b> Capacity Assessment minimum Documents</p>
<p><u>Section 2</u></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-2</b> Template for proposal submission</p> <p><b>Annex B-3</b> Format of resume for proposed staff</p> <p><b>Annex B-4</b> Capacity Assessment minimum Documents</p>	

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: UN/UN Spotlight Initiative 010-2020

Program official's name: Pearl Atuhaire

Email: [pearl.atuhaire@unwomen.org](mailto:pearl.atuhaire@unwomen.org)

Telephone number: +231778166168

Issue date: February 27, 2020

**Requests for clarifications due:**

Date: March 2, 2020                      Time: 5:00PM

(via e-mail) [liberia.procurement@unwomen.org](mailto:liberia.procurement@unwomen.org)

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

Date: March 5, 2020                      Time: 10:00 AM  
(UN Women will conduct Open Day Session at 10:00am in the UN Women Conference Room)

**Proposal due:**

Date: March 14, 2020                      Time: 5:00 PM

**Planned award date:**                      March 17, 2020

**Planned contract start-date / delivery date (on or before):**  
March 20, 2020/December 15, 2020

## a. UN Women Terms of Reference

### Introduction [Please elaborate]

Background/Context for required services/results

The European Union (EU) and the United Nations have embarked on a global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) known as the EU/UN Spotlight Initiative. The Spotlight Initiative places all forms of VAWG at the center of efforts to achieve gender equality and women's empowerment (GEWE) in line with the 2030 Agenda for Sustainable Development. It is a new joined-up approach and partnership between the UN and the EU, in collaboration with the government, to deliver on the Sustainable Development Goals (SDGs) in an integrated manner in line with respective mandates. A key component of the programme is to eliminate Sexual and Gender Based Violence (SGBV), and Harmful Practices (HPs) and increase women's and girls' access to Sexual and Reproductive Health and Rights (SRHRs).

Through a comprehensive approach, the Spotlight Initiative will focus its work on eliminating SGBV and HP, and addressing SRHRs, through six key pillars: 1) developing and implementing relevant legislation and policies; 2) strengthening national and sub-national institutions; 3) preventing violence through evidence-based programmes and campaigns; 4) establishing essential services for victims and survivors; 5) ensuring the collection and use of prevalence and incidence data and ; 6) working with civil society organizations and women's movements.

UN Women as part of the EU/UN Spotlight Initiative is leading on Pillar 6 and is implementing Activity 6.3.2: Strengthen institutional capacity of CSOs/Women's Right Organizations in the 5 Spotlight counties in advocacy, collaboration/networks and promote rights of the marginalized groups, including LGBTIQs, disabled, HIV/AIDs at the national and county level.

This activity will be implemented at the National Level as well as in the 5 Spotlight Counties, namely Grand Gedeh, Nimba, Lofa, Montserrado and Grand Cape Mount Counties.

UN Women is putting forth a Call For Proposal to identify and select one partner or a consortium of two or more partners to implement this project and deliver on project activities as reflected in this Call For Proposal.

The Implementing Partner will provide an innovative strategy to **strengthen institutional capacity of CSOs/Women's Right Organizations in the 5 Spotlight counties in advocacy, collaboration/networks and promote rights of the marginalized groups, including LGBTIQs, women and girls with disabilities, women and girls living with HIV/AIDs etc. at the national and county level.**

Liberia has an estimated population of 4.8 million with a little over half being under the age of 18, the rate of SGBV, HPs, female genital mutilation (FGM), child marriage and teenage pregnancy remain prevalent, while access to SRHRs is low. VAWG remains the most widely reported violent crime in Liberia with women and girls facing mostly the brunt of this. Liberia is emerging from a long-protracted period of conflict, which has aggravated incidences of SGBV and HPs. According to the Ministry of Gender, Children and Social Protection (MGCSP), Gender Based Violence (GBV) Data, 1,413 GBV Cases were documented in 2016 and 1,685 GBV Cases documented in 2017. It remains a deep-rooted problem that has impacted and blighted lives of current and future generations and needs urgent and immediate action. VAWG manifests in various forms which includes rape, domestic violence, denial of resources, FGM, child marriage and teenage pregnancies amongst others.<sup>1</sup> According to the MGCSP 2018 GBV Report, a total of 2,105 GBV Cases were reported of which 81% were that of sexual violence. 71% of the cases reported were of female survivors less than 18 years. Rape accounts for 64% percent of all reported GBV cases during that period.

FGM is actively practiced in 11 out of the 15 Counties. HIV/AIDS prevalence rate for women and girls is six times higher than their male counterparts. The root causes of the problems of VAWG, Child Marriage, teenage pregnancies and HPs including FGM are identified as social and cultural norms, poverty, child marriage<sup>2</sup>, high illiteracy rates and weak state preventive and response mechanisms to address the challenges.

<sup>1</sup> SGBV cases reported: 2011=2,383; 2012=2,495; 2013=2,159; 2014=1,392; 2015=1555. Q1 2016 – 303 cases reported (176 rape cases, =58%): Women 15-19 who experienced physical violence (%): 39% (MGCSP); Statistics on FGM: Girls and women from the poorest households are twice as likely to have experienced FGM/C as those from the richest households; Liberia belongs to a moderately high prevalence country (66%, DHS 2007); FGM among women: (aged 45-19) 89%; (aged 15-19) 44%; (aged 15-49) 58% (UNICEF, July 2013 statistical overview as per Liberia DHS 2007); Child marriage: (women 20-24 reporting married before 18 years, %): 49%; Teen-age pregnancy (% of 15-19 years old): 31%

<sup>2</sup> Early sex initiation at 16 years for females contributes to a very high teenage pregnancy rate of 32%. It leads to child marriages, coercion of girls into sexual relationships for financial gain and increased maternal mortality estimated at a ratio of 107/100,000 live births.

There are 1,500 formal CSOs in Liberia registered under the umbrella of the National Civil Society Council of Liberia (NCSCCL) with countless informal organizations. There is a huge gap in institutional and organisational capacity of national counterparts, CSOs and Women Rights Organisations on delivering on gender mainstreaming. This is further exacerbated by the fragmentation within and amongst CSOs. Furthermore, there is the lack of targeted or multisectoral programming, limited coordination, limited knowledge in gender responsive budgeting, lack of skills building and enhanced capacity for targeted advocacy which continue to undermine efforts in holding government and stakeholders accountable at all level of society.

To ensure a coherent, inclusive and empowered CSOs and Women's movement including those representing the youths and vulnerable groups, which can more effectively influence and advance progress on gender equality and the elimination of VAWG , additional and/or enhanced set of skills including evidence-based research and advocacy, policy analysis and political and social dialogue are required to deal with the numerous challenges faced by CSOs. Additionally, there is a need to deal with the fragmentation which makes it difficult for the sector to build collaboration and partnership, constituting a major deterrent towards achieving the common goal of ending SGBV/HPs/ SRHRs.

The EU/UN Spotlight Initiative provides an innovative strategy and mechanism to work with civil society and women's movement groups to further strengthen synergies and dove tail all efforts to eliminate VAWG. The elimination of VAWG cannot be achieved without a strong and empowered civil society and autonomous women's movement.

As part of ongoing intervention under Outcome 6 of the Spotlight Initiative, UN Women seeks to strengthen institutional capacity of CSOs/Women's Right Organizations in the 5 Spotlight counties in advocacy, collaboration/networks and promote rights of the marginalized groups, including LGBTIQs, disabled, HIV/AIDs at the national and county level.

#### **General Overview of services required/results**

There are a number of sociocultural factors that have posed a challenge to the elimination of SGBV and HPs, including FGM in Liberia. Cultural and traditional value systems are a major underlying driver in defining perceptions and attitudes on sexual violence<sup>3</sup>. Reluctance in addressing the more culturally engrained issues of SGBV, HPs, including FGM, have resulted in a significant portion of sexual violence and other forms of VAWG to go unreported/unpunished. Sexual Violence and FGM remain prevalent and practiced in most communities in the identified Spotlight Counties.

The EU/UN Spotlight Initiative leverages previous lessons learned, especially being cognizant of the fact that national, civil society and community engagement and sensitization are key to ensuring their full participation in the implementation of laws, policies and programs that improve their lives and that of their society as a whole. Therefore, the Initiative seeks to strengthen institutional capacity of CSOs/Women's Right organizations in the 5 Spotlight Counties in advocacy, collaboration/networks and promote rights of the marginalized groups including LGBTIQs, disabled, HIV/AIDs, etc. at the national and county level with the aim of ensuring that women and girls live a life free of all forms of violence in their communities.

This Call for Proposal will provide the opportunity for potential partner organizations to apply, wherein UN Women will identify and select one partner or a consortium of two or more partners to implement this project. The selected partner(s) will then be expected to deliver on project activities as reflected in the Call for Proposal.

The implementation of the project activity will be based on the recruitment of a qualified National CSOs Partner with proven capacity to strengthen the institutional capacity of CSOs/Women's Right Organizations in advocacy, collaboration/networks and promote rights of the marginalized groups, including LGBTIQs, disabled, HIV/AIDs, etc. at both the national and county level.

Thus, the project will target a total of 300 CSOs/Women's Right Organizations representatives (50 CSOs/Women's Right Organisations per each of the 5 Spotlight Counties with 50 CSOs/Women's Right Organizations at the National Level).

This project will invest in addressing **Outcome Six** of the Liberia Spotlight Initiative (LSI) under the outcome statement: "A coherent, inclusive, and empowered CSO and Women's movement framework to eliminate violence against women and girls is strengthened and operationalized at the national, subnational and community levels."

**Output: 6.3** Women's rights groups and relevant CSOs representing groups facing multiple and intersecting forms of discrimination/marginalization have strengthened capacities and support to advocate, collaborate and promote networks to monitor and implement issues on multiple and intersecting forms of violence and discrimination.

**Activity 6.3.2:** Strengthen institutional capacity of CSOs/Women's Right Organizations in the 5 counties in advocacy, collaboration/networks and promote rights of the marginalized groups including LGBTIQs, disabled, HIV/AIDs etc at the national and county level in the 5 Spotlight Counties.

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3 Community dialogues conducted in 20 communities (urban and rural) in 10 counties to inform the development of this program

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

Under the overall guidance of the Programme Technical Specialist and direct supervision of the Programme Analyst, EVAWG Pillar, the Implementing Partner/Responsible Party will work towards achieving the following tasks and deliverables:

- Identification of 300 CSOs Representatives (50 CSOs and Women's Right Organisations per each of the 5 Spotlight Counties with 50 CSOs and Women's Right Organizations at the National Level);
- Strengthen institutional capacity of 300 CSOs Representatives (50 CSOs and Women's Right Organisations per each of the 5 Spotlight Counties with 50 CSOs and Women's Right Organizations at the National Level in advocacy, collaboration/networks and promote rights of the marginalized groups including LGBTIQs, disabled, HIV/AIDs etc. at the national and county level;
- Conducting pre and post capacity assessment tests for CSOs and Women's Right Organizations and based on post-test results of the capacity assessment, identify 16 CSOs and Women's Right Organization to receive small grants to do advocacy on SGBV/HP and SRHR issues at the national and county levels;
- Organizing Capacity building training for CSOs and Women's Right Organizations in the five (5) Spotlight Counties;
- Monitoring and reporting on CSOs and Women's Rights Organisations receiving grants and implementing activities on advocacy, collaboration/networks and promotion of the rights of the marginalized groups including LGBTIQs, disabled, HIV/AIDs, etc.;
- Documenting progress made, results and change stories achieved as a result of the trainings and advocacy campaigns, collaboration and networking conducted;

**Deliverables:**

- Inception report and activity plan developed within 1st week of tenure;
- Training Module for CSOs and Women's Right Organisations for advocacy, collaborations and networking on addressing SGBV, HPs and SRHRs;
- Capacity building training for 300 representatives (50 CSOs and Women's Right Organisations per each of the 5 Spotlight Counties with 50 CSOs and Women's Right Organizations at the National Level);
- Progressive Comprehensive Reports (quarterly) on institutional capacity of CSOs and Women's Right Organizations in advocacy, collaboration/networks and promote rights of the marginalized groups including LGBTIQs, disabled, HIV/AIDs etc. at the national and county level;
- Documentation of all follow up coaching and mentoring sessions for CSOs and Women Rights Groups that will be involved in advocacy and promotion of rights of marginalized groups.
- Documentation of print, social and electronic media and high-quality pictures and videos of events produced on a quarterly basis;
- Name and details of 16 CSOs and Women's Right Organization for receiving small grants including work plan and communities/locations for intervention;
- Result Based Narrative Reports capturing change stories, results and evidence of advocacy and promotion of rights of marginalized groups;
- Financial report on capacity building sessions and follow up on advocacy and promotion of rights of marginalized groups on a quarterly and annual basis;

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

- The start date for the implementation of the above activities is March 20, 2020 and the end date is December 15, 2020 subject to quarterly review of progress and delivery of the required services/results.

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

- Technical/functional competencies required;

**2. Reputation of Organization and Staff:**

- Documented successful track record (for newly formed organizations, the personnel to be assigned to the UN Women project should be gender balanced and have a proven track record of 5 years in the subject field including on gender equality and the empowerment of women and girls);

- A proven commitment to results (able to provide records of successful projects);
- Proven credibility in the country or region or in the original country of location, especially credibility in terms of working towards gender equality, women's rights and economic empowerment.
- Other competencies, which while not required, can be an asset for the performance of services

**General Organizational Capability:**

- Strength in working with CSOs networks and coalitions and conducting successful and standard trainings on designing, implementation and monitoring of programs on EAW and Women and Girls SRHRs;
- Record and evidence on advocacy and lobby for change in laws and policies that affect women and girls;
- 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.

**Organizational expertise in the area of specified programme:**

- Evidence that the organization can conduct quality trainings, handholding and other needed support to the clients of the project or previous experience and expertise of successfully managing projects of same nature.

**Accountability and Financial Control:**

- A functioning internal control framework and process to deliver quality and timely project results.

**Grassroots presence/Outreach:**

- Evidence of the organization having grassroots presence and or affiliation with other similar strong qualified organizations in the country;
- CSOs that partner with local Community Based Organisation, especially those of marginalised groups or groups facing multiple forms of violence will be of an added value to the applicant

**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>4</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>5</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>4</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>5</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) and Women's Rights Organisations.
- 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:  
 Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s price is \$20.00. Proponent B receives (\$10.00/\$20.00) x 30 points = 15 points

**12. Preparation of 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):

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>6</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>6</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	

