

Annex B
Call for Proposal (CFP) for Responsible Parties
(For Civil Society Organizations- CSOs; for definition of CSOs, please see the below footnote)¹

[Section 1](#)

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

a. CFP letter for Responsible Parties

UN WOMEN plans to engage a (Responsible Party) as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference.

Proposals must be received by UN WOMEN at the address specified not later than **16:00 EST on 17 June 2020**.

The budget range for this proposal should be USD120,000-USD180,000.

This UN Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<u>Section 1</u> 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	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
<u>Section 2</u> 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	

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

b. Proposal data sheet for Responsible Parties

Program/Project: Global Joint Programme on Strengthening Methodologies and Measurement and Building National Capacities for Violence against Women Data

Program official's name: Regional Capacity Development on VAW Data Initiative for East and Southern Africa

Email: khamsavath.chanthavysouk@unwomen.org

Telephone number: +1 646 781 1234

Issue date: 25 March 2020

Requests for clarifications due: 8 April 2020, 17:00 EST (via e-mail)

UN WOMEN clarifications to proponents due: 17 April 2020, 17:00 EST

Proposal due: 17 June 2020, 16:00 EST

Planned award date: 17 July 2020

Planned contract start-date: 03 August 2020

¹ CSO means Non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. CSO includes but are not limited to community-based organizations (CBOs), nongovernmental organizations (NGOs), youth-led organizations, LGBTI organizations, faith-based organizations and Academic Institutions but the CSO definition does not include business or for-profit associations.

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

Statistics that adequately reflect the lived realities of women and men, girls and boys are indispensable tools for developing evidence-based policies and interventions to achieve gender equality and women's empowerment. Such statistics help understand the issue being addressed, shed light on areas where progress is made, provide evidence of what works and what does not work, and reveal gaps where further efforts are needed. In the past two decades there have been calls for the enhancement of the collection and use of data on violence against women (VAW). As a result, measurement of VAW is high on the international, regional and national agendas. Several recent global developments have put the need for prevalence data on VAW and associated factors high in the agenda: From the identification of a set of nine core VAW indicators by the Friends of the Chair group presented to the Statistical Commission in 2011²; to the Agreed Conclusions of the 57th Session of the UN Commission on the Status of Women (CSW) held during March 2013 that reiterated the need to improve the evidence base on VAW³; to the publication in 2014 of the UN Guidelines for Producing Statistics on VAW⁴; to the inclusion of indicators to measure VAW in the SDGs global indicator framework⁵. Furthermore, it is well recognized that in order to develop effective legislation, policies and programmes and for allocation of budgets to prevent and respond to VAW, it is important to establish an understanding of the extent, nature, causes and consequences of the problem in a particular setting. Most importantly, to strengthen VAW legislation, policy and programming especially in the wake of newer crimes that are surfacing with the technological developments, there are several measurement and methodological issues that need to be addressed to strengthen the quality and the collection of VAW data and statistics benefiting from the innovation and technological advancements.

There remains a significant gap of quality reliable up-to-date data that are collected in line with existing methodological, ethical and safety standards. Comparability of data across countries has improved as national VAW data collection efforts are increasingly using similar standard definitions and approaches. Yet, comparability remains a challenge, especially to produce regional and global estimates. Given these limitations, it is of utmost importance to advocate for the use of data collection methods that are well-tested and well-established and provide internationally comparable, high-quality data. The methodology of the WHO Multi-country Study on Women's Health and Domestic Violence against Women⁶ has become an international gold standard and an example of best practice for VAW measurement, which has been used across regions and has also been adapted to develop specific modules on VAW to be included in surveys in other topics (for example the Domestic Violence Module of the Demographic and Health Survey).

One of the main challenges in implementing VAW prevalence surveys is that these require specific technical capacities, knowledge and experience, with a limited pool of VAW research experts to tap into. Hence, it is critical to strengthen national capacities on VAW data collection, analysis, dissemination and use in line with globally agreed standards as a key pillar in addressing VAW data gaps. It is also imperative that when planning and implementing surveys on violence against women, we adhere to globally agreed ethical and safety principles on confidentiality, survivor protection, methodology and recommendations with a focus on survivor centred approaches.

In response to calls for the enhancement of the collection and use of data on VAW, UN Women and WHO joined forces to deliver a Global Programme on Strengthening Methodologies and Measurement and Building National Capacities for VAW Data, funded by the Department for International Development of the United Kingdom (DFID). The goal of the Joint Programme is to ensure quality comparable data on different forms of VAW are available and collected over time to address national data gaps, and used to inform policy and programmes to end VAW, as committed under the SDGs, CEDAW, and the Beijing Platform for Action.

To support the achievement of the goal, there are three expected outcomes:

- 1) Measurement and methodologies for VAW data collection and use are strengthened and disseminated, including for national, regional and global monitoring and reporting requirements for SDG target 5.2 indicators⁷;
- 2) Capacity of national institutions to collect VAW data in line with globally agreed standards is increased;
- 3) National data on VAW are collected, made accessible and used for advocacy, policy and programming to end violence against women and girls.

This 5-year Joint Programme (2018-2022) brings together the distinct and complementary experience and expertise of UN Women and the WHO, both of whom already contribute to the elimination of VAW in general and the increased availability

² <http://unstats.un.org/unsd/statcom/doc11/2011-5-FOC-GenderStats-E.pdf>

³ <http://www.unwomen.org/-/media/headquarters/attachments/sections/csw/57/csw57-agreedconclusions-a4-en.pdf>

⁴ http://unstats.un.org/unsd/gender/docs/Guidelines_Statistics_VAW.pdf

⁵ <https://unstats.un.org/sdgs/indicators/indicators-list/>

⁶ <http://www.who.int/reproductivehealth/publications/violence/24159358X/en/>

⁷ SDG Indicators 5.2.1. and 5.2.2. specifically require the collection of VAW prevalence data.

of quality VAW prevalence data in particular. It is implemented in close collaboration and coordination with other actors contributing to this field particularly UNFPA, UNSD, UNODC, UNICEF and with the engagement of other stakeholders.

Building on lessons learned from previous efforts by different partner agencies, the Joint Programme seeks to develop and implement a capacity development strategy to enhance capacities of national institutions to collect VAW prevalence data in line with globally agreed standards. It is expected that this will help solve the challenge of the overreliance on external expertise and improve sustained capacities to expand the implementation of surveys in countries with no data as well as repeat surveys over time in those countries that have already implemented a survey previously. A curriculum for building capacity on VAW measurement will be developed, building on previous efforts by WHO and others, including current efforts led by UNFPA Asia Pacific Regional Office (APRO)⁸. A main focus of the Joint Programme is to ensure capacities built will remain in the region/country through the involvement of regional and/or national institutions in the development and delivery of this curriculum and the establishment of a network of experts that can get involved in inter-country collaboration initiatives and that can be a source of technical support and quality assurance in subsequent surveys in their countries. Additionally, the Joint Programme will aim to strengthen not only the capacities of national statistical offices and other stakeholders to collect data, but also the capacities of national partners working to end VAW, to ensure that data that are collected in each specific national context are relevant and used to inform policies and programmes to address VAW. The Joint Programme will emphasize the need to bring to the table all relevant stakeholders from the planning phase until the dissemination and use phases of the research and data collection initiatives. The Joint Programme seeks to contribute to institutionalizing the implementation of these surveys in the national statistical systems and to the collection of data on VAW in a well-coordinated, methodological and ethical sound manner becoming part of the statistical culture.

b. General Overview of services required/results

To strengthen capacity of an institution or consortium of institutions in the East and Southern Africa region⁹ to contribute to enhanced expertise and capacities at national level in that region on the measurement of VAW in alignment with globally agreed standards and principles.

2. Description of required services/results

The partner institution or consortium of institutions will, with UN Women and WHO's support:

1. Participate in the kick-off meeting to discuss the expected objective of the regional capacity program in detail, as well as to develop an agreed upon workplan and work-approach with timelines to implement the program.
2. Conduct a mapping of existing needs, capacities and tools particularly in the region to identify capacity needed to reach the VAW measurement capacity development objectives. The exercise is an analysis of desired capacities against existing capacities which generates an understanding of capacity assets and needs that can serve as input for formulating the capacity development response.
3. Regionalize a training curriculum based on those previously developed by WHO, UNFPA, and other organizations on measuring VAW using survey methodologies and standards that are internationally accepted best practices and that allow to report on globally agreed VAW indicators. A Technical Advisory Group will be established to advice and guide this work.
4. Deliver a pilot training using this curriculum and revise the curriculum based on lessons learned from the pilot training, and inputs from participants and members of the Technical Advisory Group. It should be noted that the selected institution will be expected to organize the pilot training, and arrange relevant logistics including travels and accommodation for course participants, with funding from the Joint Programme.
5. Develop a monitoring and evaluation framework to measure capacity shift pre and post training.
6. Identify opportunities to link this regional VAW measurement capacity development initiative with other related initiatives to build momentum of generating high-quality and reliable data on VAW to amplify the voices of women.
7. Recommend measures and take action towards ensuring the sustainability and institutionalization of the training curriculum for the East and Southern Africa region.
8. Exchange lessons learnt and experience with the similar regional capacity development initiative in the Arab State region.
9. Foster a community/network of VAW researchers in the East and Southern Africa region to support VAW survey initiatives. There needs to be mechanisms to ensure continuation of knowledge and experience exchange within the region, and cross-region.

Deliverables:

- Mapping of needs, capacities and resources to assess existing national capacities in order to inform the design of a training programme on VAW data measurement in the region, and preliminary capacity assessment results prior to inform the pilot training.

⁸ <https://knowvawdata.com/>

⁹ This covers the following countries: Botswana, Burundi, Comoros, Djibouti, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Rwanda, Somalia, Somaliland, South Africa, South Sudan, Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

- A regionally adapted training curriculum on measuring VAW using survey methodologies and standards that are international accepted best practices, and that allow to report on globally agreed VAW indicators, incorporating feedback and inputs from the pilot test and the members of Technical Advisory Group.
- A trainer’s manual to guide the facilitators on the delivery of the training curriculum.
- Validated instruments to measure knowledge and skill shift pre and post training or capacity building activities.
- A pilot training using the curriculum to test the curriculum.
- Identify and recommend potential government, inter-governmental and independent research and statistics institutions for collaboration, south-south learning and advocacy on VAW data.
- Plan to integrate the training curriculum on VAW measurement into the organization’s regular training plan/programme.

Specifications for the training curriculum

The in-person training programme should be between 1 and 3 weeks. Contents should include:

- Basic gender and power concepts and definitions
- VAW types, concepts and definitions
- Introduction to VAW data
- Survey planning, budgeting, and objective setting
- Questionnaire design, adaptation, and testing
- Ethics and safety measures
- Sampling
- Selection and training of interviewers
- Data collection and processing
- Data analysis
- Dissemination and use of data
- Coordination and partnerships
- Data use and data literacy

Targeted audience of the training

- Technical staff from National Statistics Offices
- Staff members of National Women’s Machineries with basic understanding of data and research
- Researchers and/or students from academic institutes who have basic understanding of gender-based violence
- Members of civil society organizations and other institutions that will be involved in VAW surveys

Technical guidance and oversight

UN Women and WHO will provide overall guidance on the initiative. A technical advisory group (TAG) comprising of global, regional, and/or national experts will be set up to guide, provide advice, and accompany the process.

The course curriculum will be built upon existing materials and efforts of other institutions to strengthen and build capacity on the measurement of VAW taking into consideration newer forms of violence. The training curriculum developed will be reviewed by the TAG for quality assurance, ethics and principles, and adherence to the overall objective of this initiative.

3. Timeframe: Start date and end date for completion of required services/results

2020: Development of the training curriculum in English
 2021: Pilot training, and finalization of the training curriculum

Detailed timeline for specific deliverables will be developed and agreed upon with UN Women and WHO at the kick-off meeting.

4. Competencies:

a. Technical/functional competencies required

- Experience and technical expertise in the areas of data collection and analysis, preferably on gender-related issues, sexual and reproductive health, violence against women, or public health; This includes sound knowledge of quantitative research methods, preferably on VAW prevalence studies and all phases of research including planning, design, data collection, statistical analysis, interpretation, report writing and dissemination, as well as very good understanding of ethical and safety principles and requirements throughout all these the phases;
- Experience in conducting participatory, multi-stakeholder training on VAW data collection and analysis;
- Knowledge and understanding of safety and ethical measures in research studies;
- Experience in developing training curriculum and conducting training based on adult-learning and experiential-learning approaches;

- Experience and expertise in the East and Southern Africa region; Institution should be based in the region;
 - Existing organizational plan and institutional capacity (including human resources and funding) to integrate the training curriculum on VAW measurement into the organization's regular training and activities to ensure sustainability.
- b. Other competencies, which while not required, can be an asset for the performance of services**
- Existing partnerships with regional and national institutions (government, civil society, and/or academic) working on VAW data production, analysis and use;
 - Commitment to provide technical support and/or form partnerships with other organizations in the region to nurture capacity development on VAW data measurement.

Proposals will be reviewed under the following overarching criteria:

- The proposal is compliant with the call for proposal's requirement to ensure an even playing field among the competing partners.
- The organization mandate is relevant to the work to be undertaken in the TOR
- 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.

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 ¹⁰	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) ¹¹ .	<u>Yes/No</u>
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

¹⁰ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

¹¹ [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 UN WOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for 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, UN WOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN WOMEN, by email at khamravath.chanthavysouk@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 UN WOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

- 5.1 A prospective proponent requiring any clarification of the CFP documents may notify UN WOMEN in writing at UN WOMEN email address indicated in the CFP by the specified date and time. UN WOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UN WOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.
- 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, UN WOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN WOMEN may, at its discretion, extend the deadline for the submission of proposal.

7. Language of proposal

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

8. 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, UN WOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: khamsavath.chanthavysouk@unwomen.org

- 8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN WOMEN receives their proposal by the due date and time. Proposals received by UN WOMEN after the due date and time 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 UN WOMEN inbox. UN WOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN WOMEN in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 Late proposals: Any proposals received by UN WOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

9. Clarification of proposals

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

10. Proposal currencies

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

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

1	Proposal is compliant with the Call for Proposal (CFP) requirements (B1)	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs (component 1)	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 (components 2, 3 and 4)	35 points
	TOTAL	70 points

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 $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

- 12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN WOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN WOMEN established requirements. Acceptance of such changes is at the sole discretion of UN WOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

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

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

13. Format and signing of proposal

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

14. Award

- 14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN WOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal.
- 14.2 The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN WOMEN will promptly notify the unsuccessful proponents.
- 14.3 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
- 14.4 The award will be for an agreement with an original term of two years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.

Annex B-2

Template for proposal submission

Call for 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 UN WOMEN.

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs ¹²				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

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

I, by signing this Proposal, commit to be bound by this 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).

(Signature)

(Seal)

(Printed Name and Title)

(Date)

¹² "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

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 ST/SGB/2003/13	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	