

**Call for Proposal (CFP) for Responsible Parties**  
**Content development partner for**  
**UN Women Second Chance Education and Vocational Training (SCE) programme**

Section 1

CFP No. **SCE-001-2020**

**a. CFP letter for Responsible Parties**

UNWOMEN plans to engage an (Responsible Parties) 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 UNWOMEN at the address specified not later than **11.59 PM (CET Time Zone) on 20 May 2020**

The budget range for this proposal should be 400,000 – 500,000 USD

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

Section 1

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

Section 2

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

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

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

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

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

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

**Program/Project:**

UN Women Second Chance Education and Vocational Learning (SCE) Programme

Program official's name: Dagny Fosen

Email: [dagny.fosen@unwomen.org](mailto:dagny.fosen@unwomen.org)

Telephone number: +41 22 917 8974

Issue date: 20 April 2020

**Requests for clarifications due:**

**Date:** 27 April 2020      **Time:** 17:00 Geneva time

via e-mail: [Procurement.HACRO@unwomen.org](mailto:Procurement.HACRO@unwomen.org)

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

**Date:** 30 April 2020      **Time:** 17:00 Geneva time

**Proposal due:**

**Date:** 20 May 2020      **Time:** 11.59 PM (CET Time Zone)

**Planned award date:** 20 June 2020

**Planned contract start-date / delivery date (on or before):** 01 July 2020

## a. UN Women Terms of Reference

### 1. Introduction

#### Background

The Second Chance Education and Vocational Learning (SCE) Programme (2018–2021) aims to develop context-specific, affordable and scalable learning and employment pathways for empowering the world's most disadvantaged women and young women. The programme is being piloted in Cameroon, Jordan, India, Mexico, Chile and Australia and aims to directly benefit 67,000 women and young women from indigenous, refugee, displaced, and low-income groups.

These marginalized women and young women face a combination of key barriers and vulnerabilities that prevent access to relevant educational programmes, including geographic and cultural barriers; gender-based violence, low income, early marriage and childhood pregnancy, conflict and displacement, and poverty and migration.

#### Content

In terms of content curation and development, the **first phase** was completed during the first year of the programme (June 2018–June 2019) when the SCE global and country teams worked with the partner Learning Equality to undertake a survey of existing open source content to complement initial content mapping completed by country teams. As expected, available content suitable for the SCE target group is limited. As a result of the initial curation, 11 content sources (a group of courses and resources from one website/content partner) have been selected and uploaded to Kolibri, a learning platform developed and managed by Learning Equality that provides offline access to learning resources.

As examples of the content curated in this initial phase, resources include entrepreneurship courses from the HP Foundation called HP LIFE, maths and science video lessons from Khan Academy, and videos on practical skills from Sikana. Content is available in English, Spanish, French, Hindi, and Arabic. It falls into four broad categories: life skills ('learning to be'); foundational skills ('learning to learn'); vocational skills ('learning to earn'); and leadership skills ('learning to lead').

The **second phase** involves the development of digital content by implementing partners at the local level. So far:

- in **Mexico**, 13 courses have been designed based on the training needs identified in each location. Topics include digital skills, business and financial literacy, reading skills, study and learning methods, family well-being, life planning with a gender perspective, and leadership, communication, and networking skills.
- in **Cameroon**, resources on entrepreneurship, financial management, ICT, agriculture (beans, cassava, maize), poultry, and tailoring have been developed by the Ministry of Women's Empowerment and the Family (MINPROFF).
- in **Australia**, the partner in Melbourne has created five courses in different handicraft skills and life skills, with a further 70 course topics planned.

The **third phase**, running until June 2021, will focus on the adaptation of local partner content (where available) and the development of new content. **For this, UNW will engage a learning institution as a content development partner to pilot an approach to course development by producing and supporting the production of a selection of high-quality targeted courses for the SCE programme, building on the local partner content and high priority gaps in content.**

### 2. Description of required services and results

#### The need for new content

Country programmes are testing the resources that have been collated thus far, while UNW Geneva continues negotiations on the use of other relevant, multi-lingual, open content. However, the need for more contextualised content is already clear. Much of the globally sourced content is unsuitable for SCE beneficiaries as it does not relate to their cultural, social or economic contexts, and is targeted at people

with higher educational attainment. The SCE programme requires contextualised learning material that directly meets the needs of the women it serves.

UNW therefore seeks to partner with an institution, university and non-profit organization with expertise in developing learning content for this target audience across the six pilot countries. Given that this is a pilot programme, the primary aim of this phase (until June 2021) is not to create as many courses as possible but to develop and test out the approach to course development and content format, in preparation for scale-up post-June 2021.

### **Approach**

The six pilot countries are at different stages in terms of development of targeted courses and the extent to which the development of new content will be able to draw on existing partner content varies. In Cameroon, for example, manuals exist on subjects such as onion and pepper production, income-generating activities and getting started in ICT, but these are aimed at facilitators who use them in hard copy. New online materials aimed at beneficiaries would draw on this information but re-work it substantially.

The approach to developing courses will therefore need to be tailored to each country's situation and the quality and volume of contextualised content already available among local partners. The content development plan will have a capacity building component to allow for further production in the scale-up.

The work will therefore proceed in five stages (with overlap expected):

Stage 1 will involve virtual consultations with country offices and implementing partners and a desk review of existing content, resulting in an inception report that will guide content development in Stages 2 and 3. The report will review the following:

- the availability, relevance and quality of existing local partner content, both video- and text-based. The primary focus of the review will be content related to the three proposed courses (life planning, digital literacy and financial literacy), but an inventory of content on other topics will also be needed.
- the relevance and quality of other curated content that is proving useful
- local capacity (in-house and hired) for production and filming of courses
- the best way of allocating in-person/remote support across the six countries, taking into account the demand for in-person visits, variations in local capacity, resource and time limitations, and the most likely timescale for the relaxation of COVID-19 restrictions.

The content development partner will also review and specify the format in which course materials will be produced, allowing for uploading to both its own open learning platform and the Kolibri platform.

Stage 2 will involve the development of a format or template for three courses on the following topics at beginner's level:

1. Life/ career planning  
Subtopics could include:
  - Career/work planning
  - Confidence building
  - Managing family/relationships in context of working
  - Gender equality
  - Awareness of labour rights
2. Digital literacy  
Subtopics could include:
  - The basics of using a smartphone, PC and tablet
  - Internet basics
  - Assessing the reliability of sources
  - Keeping safe online
  - Social media

### 3. Financial literacy/entrepreneurship

Subtopics could include:

- Managing your money
- Using a bank account
- Deciding which business idea to pursue
- Basics of making and selling
- Basics of marketing

Stage 3 will involve course development across the six countries according to the capacities identified in Stage 1. Some countries will be able to take on course production themselves using local expertise (e.g. film-makers and education consultants) and remote support. Mexico, India and Australia may fall into this category. In other countries (e.g. Cameroon, Chile, Jordan) the content development partner will be expected to provide a higher level of support, carrying out at least some of the production in-country alongside on-the-job training for local partner and UNW staff. It is appreciated that the provision of in-country support and course production itself (discussions with beneficiaries, interviews, filming etc.) depend on the relaxation of COVID-19 restrictions, the timescale for which remains uncertain.

Stage 4 will involve the production of a global version of the three courses. This will feature video footage from across the six countries, showing a mix of cultures and contexts. The primary aim of the global courses is to inspire rather than educate, although they will be a source of learning for many women who are not SCE beneficiaries. They will convey the experiences and voices of women across the programme and will be used for branding/marketing purposes.

Stage 5 will involve the production of a content development plan for scale-up, incorporating lessons learned from Stages 1–4. It should include a revised template (from Stage 2) and guidance on course development.

#### **Course design**

Current thinking on design is for each course to be based around a sequence of short videos, along the lines of a Skillshare or LinkedIn Learning course. It is envisaged that the duration of each course would be around 1 hour. This would consist of approximately 30 minutes of highly chunked video, with integrated reflective activities and exercises which would allow learners to apply their learning to their specific context and to consolidate their understanding.

The rationale behind a video-based spine is to suit the literacy and socio-emotional profiles of many of the beneficiaries (lack of confidence in themselves and their reading/learning ability, lack of belief that they will be able to get a job/earn money) and because most of the topics are related to practical skills, social behaviour or mindset. It is important that beneficiaries see the presenters of the courses as women they can relate to, using their own language and familiar vocabulary. The approach should be to introduce new perspectives and skills that are easy to understand in the women's own contexts and which they can apply directly to their own situations. A didactic tone should be avoided.

The model UNW proposes for course development is one in which beneficiaries and facilitators are not simply consumers of the content but collaborators and co-producers. The approach would be to use selected beneficiaries themselves as the 'teachers' where possible, and for the learning/teaching material to be based on what is known to work among the target audience, wherever possible drawing out and building on what the target audience already knows and does. The subject matter experts from the content development partner would work alongside the subject matter experts from the beneficiary community. The presenters of the material should be from among the beneficiary community, women in whom beneficiaries can 'see themselves'.

Courses will be designed to be studied independently, i.e. with no facilitator or teacher support, although many beneficiaries may need initial digital literacy training in order to access and work through them. The courses will also be usable in a blending learning environment.

Although there may be no online forum in which learners can interact, an important aim of the courses is to make learners feel less alone. The tone throughout should be warm, informal, encouraging, positive and sympathetic.

Content will be hosted on both the Kolibri platform and the online platform of the content development partner. It will therefore need to be available in formats supported by each platform.

Content will be published by UN Women under Creative Commons licensing. UN Women will own and retain copyright.

#### **Languages**

Courses should be produced in the main language of the country as shown below. The content development partner will provide basic guidance on how to produce a translated version of a course (e.g. how to create subtitles in a different language, what materials need to be translated (transcripts, text materials, etc.)), as local partners may need to translate into the secondary languages shown in brackets as well as local languages.

Australia:	English
Cameroon:	French (English)
Chile:	Spanish
India:	Hindi (Marathi, Odiya, English)
Jordan:	Arabic
Mexico:	Spanish

The three global courses will be produced in English only.

#### **Capacity building components**

Building capacity among local partners to create contextualised content in the future is a major element of this proposal. It has three components:

1. In-person, on-the-job training during production of courses for selected countries.
2. Remote support for all countries, especially those who are able to hire local consultants or film-makers and whose need for in-person visits from the content development partner is not as great.
3. Input into UNW guidance (currently in production) on designing and creating simple video-based courses. This would feed into the capacity building plan for the next, scale-up phase of the programme and would be an invaluable resource for UNW and implementing partners.

#### **Certification**

The content development partner will propose options for certification for UNW to consider in the scale-up phase.

#### **Deliverables**

1. An inception report resulting from virtual consultations with country offices and implementing partners and reviewing, for each country:
  - the availability, relevance and quality of local partner content for three courses: 'life/career planning', digital literacy and financial literacy/entrepreneurship
  - the availability, relevance and quality of other curated content on those topics
  - the availability of local partner content on other topics
  - the capacity of local partners to develop courses with support (includes availability of local expertise such as film-makers/education experts; resources to hire local expertise; capacity to guide and support local professionals)
  - the nature of support needed from the content development partner (e.g. from direct, hands-on production with on-the-job training, to working in partnership with a local consultant, to remote, high-level support and quality assurance for an experienced local partner)

The report will include a plan for allocation of in-person/remote support across the six countries, taking into account the demand for in-person visits, variations in local capacity,

resource and time limitations, and the most likely timescale for relaxation of COVID-19 restrictions.

2. A format or template for three courses, including basic guidance, proposing:
  - topics to be covered in each course
  - the structure of the course (suggested footage, activities, resources)
  - interview/script templates for adaptation
  - examples of storyboards
  - quality standards for content matter, usability and accessibility
3. Courses produced:
  - In countries in need of hands-on support, three courses in each (say 9 courses)
  - In countries with capacity to hire local expertise, support for 9 courses
4. Global versions of the three courses using selected video from different countries, in English.
5. A content development plan for scale-up based on lessons learned from deliverables 1–4 and including:
  - A revised template for courses
  - Guidance on using the template to develop courses for use in the scale-up
  - A recommended outline of a course on Leadership in the scale-up phase
6. An outline of options for certification for UN Women to consider in the scale-up phase.

### 3. **Timeframe**

Estimated timeframe	Main activities
July–August 2020	Virtual consultations with country offices and implementing partners Needs assessment on content and capacity Inception report
Aug–Oct 2020	Production of course prototype/template for three courses
Nov 2020–Apr 2021	Country visits (direct support/in-country training) for filming, interviews, creation or refining of content High-level, remote support
Dec 2020 – May 2021	Course production (revisions, editing, formatting)
Apr–June 2021	Production of global courses Uploading of all courses to online platform Preparation of content for uploading to Kolibri Production of content development plan for scale-up Recommendations for certification for scale-up

### 4. **Competencies**

- Licensed and registered pedagogical expertise in developing content for learners with interrupted educational history and backgrounds characterised by economic or social hardship, gender-based violence, poverty, conflict or displacement.
- Proven capacity to develop courses with a video spine (or heavy video component) and simple complementary resources and exercises
- Subject matter experts in the areas listed above, who can work collaboratively with implementing partners, facilitators and beneficiaries to produce effective, engaging contextualised content.
- A method of working that relies on user involvement and user feedback from the start.
- Its own free, open learning platform that can house the content and give user-friendly access on mobiles. A shared sign-on with the SCE portal/Kolibri will be required to allow for seamless logging in (the SCE portal uses Kolibri as an authentication provider and Kolibri uses the OpenID Connect standard to establish a single sign-on). Analytics will also need to be shared.

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

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

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

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

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

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

## Section 2

### CFP No. SCE-001-2020

#### 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 not-for profit institutions with education and content development expertise.
- 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 [Procurement.HACRO@unwomen.org](mailto:Procurement.HACRO@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 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.

**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 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.

**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, 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:

[Procurement.HACRO@unwomen.org](mailto:Procurement.HACRO@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 **(USD)**.
- 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>	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 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

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

## Annex B-2 Template for proposal submission

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

### Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

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

which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

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

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

**Implementation Plan**

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

1.1																			
1.2																			
1.3																			
1.4																			

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

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

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

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

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

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

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost

less.

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

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

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

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

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

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)



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

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

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex B-4**  
**Capacity Assessment minimum Documents**

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

Call for proposal  
Description of Services:  
CFP No.

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework 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**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

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

