

# Call for Proposal (CFP) Template for Implementing Partners (For Civil Society Organizations- CSOs)

## Section 1

CFP No. UNW-ECO-CFP-2020-001

### a. CFP letter for Implementing Partners

UNWOMEN plans to engage an (Implementing Partner) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than (time) **5:30pm Ethiopia standard time (GMT+3) on 29 May 2020.**

The budget range for this proposal should be 150,000 USD – 175,000 USD.

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> <ul style="list-style-type: none"><li>a. CFP letter for Implementing Partners</li><li>b. Proposal data sheet for Implementing Partners</li><li>c. UN Women Terms of Reference</li></ul> <b>Annex A-1</b> Mandatory requirements/pre-qualification criteria	<b>Annex A-1</b> Mandatory requirements/pre-qualification criteria <b>Annex A-2</b> Technical proposal submission form <b>Annex A-3</b> Financial proposal submission form <b>Annex A-4</b> Format of resume for proposed staff <b>Annex A-5</b> Capacity Assessment minimum Documents
<u>Section 2</u> <ul style="list-style-type: none"><li>a. Instructions to proponents</li></ul> <b>Annex A-2</b> Technical proposal submission form <b>Annex A-3</b> Financial proposal submission form <b>Annex A-4</b> Format of resume for proposed staff <b>Annex A-5</b> Capacity Assessment minimum Documents	

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

[Tsgereda.lemma@unwomen.org](mailto:Tsgereda.lemma@unwomen.org)

### b. Proposal data sheet for Implementing Partners

Program/Project: **Integrated and Sustained Economic Empowerment Initiatives for Women and Female Youth in Ethiopia**

Program official's name:

Email: [Ethiopia.public@unwomen.org](mailto:Ethiopia.public@unwomen.org)

Telephone number: +251-115170886

Issue date: 11 May 2020

Requests for clarifications due: seven days

Date: 22 May 2020 Time: CoB

(via e-mail) [Tsgereda.lemma@unwomen.org](mailto:Tsgereda.lemma@unwomen.org)

UNWOMEN clarifications to proponents due: [if applicable]

Date: 25 May 2020 Time: CoB

Proposal due:

Date: 29 May 2020 Time: 5:30 PM (Ethiopia standard time, GMT+3)

Planned award date: **On or before 29 June 2020**

**c. UN Women Terms of Reference**

**1. Introduction [Please elaborate]**

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

A global champion for women and girls, UN Women supports UN Member States, as they set global standards for achieving gender equality and works with governments and civil society organizations to design laws, policies, programmes and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. Aligned to the global, regional initiatives and country priorities, UN Women Ethiopia, through its Women Economic Empowerment (WEE) Program, creates opportunities for women/female youth and their institutions.

The year 2020 marks a milestone for accelerating implementation of global commitments for gender equality. Like other countries, Ethiopia has achieved considerable progress in bridging gender gaps and supporting initiatives to leverage the empowerment of women. Even with the promising improvements, a more coordinated efforts are required to address gender gaps in economic spheres. For instance, the Gender Parity Index of labor force participation in urban areas is about 93 percent, which is due to women's/female youth engagement in unpaid care and domestic works, discrimination and challenges in accessing job market, skill/educational level limitations, etc. One out of three female youth in the labor market are not employed and, out of the employed ones, 54 percent are in the informal sector. Women are also being paid lower wage than their male counterparts for similar work. According to CSA surveys and other studies, several factors such as, access to finance, limited size of the available credit to effectively run business, place of sales and marketing of products, high interest rate coupled with limited financial literacy, business skills and social skills are found to be the key bottlenecks for women/ female youths engaged in businesses.

Although, women farmers and female youths contribute more than 50 percent of farm labours (FAO, 2011), their impact in agriculture remains largely unrecognized and they enjoy limited access to resources, markets for their produces and updates on economic opportunities (CSA, 2017) and hold less bargaining power on household resources. Due to limited access to extension services, information on climate changes, climate smart agricultural practices and inputs with almost not access to formal financial services, women produce less than their male counter parts with the same size plot. The current COVID-19 outbreak is another key challenge which is differently affecting the women and female youths.

Currently WEE Program Unit of UN Women Ethiopia is implementing two interventions, namely, Joint Program on Women Economic Empowerment (JP RWEE) and Gender Transformative Climate Smart Agriculture and Agribusiness (CSAAB) Program. JP RWEE has been implemented since 2014 in partnership with FAO, WFP, IFAD and Ethiopian government in two regions (Oromia and Afar). The second program, started in 2019 is piloted in Oromia and will be expanded to Amhara, SNNPR and Tigray based on the best practices and lessons to be drawn from the pilot phase. It has been

implemented in partnership with Ministry Of Women, Children and Youth Affairs, Ministry of Agriculture (with directorates of Rural Land use and Administration, Women, Children and Youth Affairs and others), Agriculture Based Research and institutions and their regional counterparts, CSOs mainly SOS Sahel Ethiopia, Society for Women and Aids in Africa – Ethiopia (SWAA-E) and others.

As the rural and urban economy are interdependent; supporting economic integration, networking and collaboration between rural women and urban women enterprises/cooperatives, promoting enabling environment and capacitating key development partners are among the key strategies that UN Women is perusing to sustain results. Likewise, number of development partners, CSOs and UN Agencies and other organizations are working on Women Economic Empowerment initiatives and have been exerting efforts to bring about changes in the livelihood of women.

To this end, several training materials aimed at building businesses, marketing, financial literacy and social skills of the women have also been developed and used for many years. However, as time change, the behavior, learning capacity, attitude and interest of trainees require revisiting the existing manuals and updating several issues. Among others, ensuring gender responsiveness and target the training contents and approach to youth's as well as rural targets learning needs are key. Moreover, there is a need to have a platform where rural women/female youths and urban women/female youths in business can share experience, network and discuss their collective issues with concerned bodies including the government and private sectors.

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

UN Women Ethiopia is looking for an experienced Implementing Partner (IP) - Local Civil Society Organization (CSO) - who will be responsible for identifying, documenting and producing revised training materials/manuals on WEE with focus on Basic Business Skill and Training of Trainers (TOT) manuals/tools. The IP will also conduct trainings to experts and target women/female youths on basic business skill and life skills with business development services (BDS) to model women enterprise/cooperatives as well as support economic integration/networking between urban, semi urban and rural women/female youths.

#### **2. Description of required services/results**

The Project on Integrated and Sustained Economic Empowerment Initiatives in Ethiopia aims at reaching more targets and areas with higher level impacts by supporting gender responsive and inclusive capacity building approaches by development partners and promoting socio economic integration /networking between rural and urban women and female youths , their enterprises /cooperatives . The specific objectives include:

1. To identify and document existing key training and capacity building materials (manuals and tools) on WEE
2. To revise two training manuals (TOT and BBS Training manuals) with all necessary training aids, tools in gender responsive and inclusive manner so that it can be used in different parts of the country; taking into account business functions in urban and rural contexts,

time, age and education diversity

3. To build the capacity of targeted women and female youths residing in rural, urban and peri-urban areas to enable them practicing agri-business and other businesses effectively
4. To create a regular platform between targeted rural and urban women cooperatives and/or enterprises

Thus, the local CSO is expected to deliver on the below intermediate results:

**Output 1:** Training of trainers (TOT) manual revised to acceptable standard and produced in 300 copies,

**Output 2:** BBS training annual with all training aids developed to acceptable standard and produced in 500 copies,

**Output 3:** Learners manuals produced for TOT and BBS trainees in 300 and 1000 copies respectively,

**Output 4:** Thirty-six training experts (18 from the CSO and 18 from UN Women Partners) have obtained adult training skills through the TOT on the revised manual

**Output 5:** 500 Women targeted by UN Women Ethiopia obtained basic business and life skills through piloting/testing phase and further mentoring of the trainers using the BBS and life skills training manuals

**Output 6:** 500 women including returnee's migrant domestic works received hygiene and sanitation trainings and supplies.

**Output 7:** Market linkages, contract farming and networking enhanced between urban and rural women cooperatives and enterprises in Addis Ababa and UN Women targeted kebeles in Sululta, Gelan and Legetafo and Legedadhi administrative areas,

**Output 8:** Three selected Climate Smart Agriculture and Agri- business (CSAAB) Program target enterprises/agri-business cooperatives provided with effective business development services as model practices to other targets and organizations.

3. **Timeframe: Start date and end date for completion of required services/results** The project will commence upon signature of partnership agreement with the selected organization and will end after one year unless it is agreed otherwise.

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

- a. Technical/functional competencies required;

UN Women Ethiopia Office is looking for an experienced and committed Local CSO-Implementing Partner with proved record of working on results in the specified areas of work described under deliverables. Organizational experience and proven track record/credibility of transformative and sustainable women economic empowerment approaches; specifically on providing business development services, developing useful training manuals/tools on Basic Business skills, Entrepreneurship, marketing, life skills and related and current availability internal expertise (staff capacity) on delivering trainings to trainers, to women and female youth with different educational status including illiterates ,returnee migrant domestic workers etc.

b. Other competencies, which while not required, can be an asset for the performance of services:  
Gender responsive staffing /personnel, relevant experience in partnerships with UN  
Women and/or other UN agencies, governments, NGOs, and other development actors.

This TOR is approved by:



Signature: \_\_\_\_\_

Name and Designation: Marie Goretti Nduwayo  
Representative to Ethiopia, AU and UNECA, a.i  
UN Women Ethiopia

Date of Signing: 7 MAY 2020

**Annex A-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 three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
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> .	Yes/No
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)	Yes/No

<sup>1</sup> In exceptional circumstances three 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 Implementing Partners

## Section 2

CFP No.: **UNW-ECO-CFP-2020-001**

### a. Instructions to proponents (Implementing Partners)

#### 1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3. A description of the services required is described in CFP **Section 1 - C "Terms of Reference"**.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN 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 120 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 (name) Tsgereda Lemma , by email at [Tsgereda.lemma@unwomen.org](mailto:Tsgereda.lemma@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### 2. Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

#### 3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex A-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 A-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 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 partners' references for delivering what is 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

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 1**. 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. 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

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 advertised publicly, all amendments will also be posted on the advertised source.

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

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. 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 simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. \_\_\_\_\_ – (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. \_\_\_\_\_ – (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: \_\_\_\_\_

- 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.

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.



8.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in the Technical Proposal submission Form below must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

7.4 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**

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**

All prices shall be quoted in local currency

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.

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 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 requirements	15 points
2	The organizations mandate is relevant to the work to be undertaken in the TORs	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	35 points
	<b>TOTAL</b>	70 points

**Suggested table for evaluating technical proposal:**

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

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

Formula for computing points:  
Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s

price is \$20.00. Proponent B receives  $(\$10.00/\$20.00) \times 30$  points = 15 points

## 12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.
- 12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of 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/goods 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 A-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex A-2</b> Technical proposal submission form  <b>sent in a separate email – clearly marked with clear subject line referencing the CFP number!</b>
Part of proposal	<b>Annex A-3</b> Financial proposal submission form  <b>sent in a separate email – clearly marked with clear subject line referencing the CFP number!</b>
Part of proposal	<b>Annex A-4</b> Format of resume for proposed staff
Part of proposal	<b>Annex A-5</b> Capacity Assessment minimum Documents

**13 Format and signing of proposal**

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.

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

## Annex A-2

### Technical proposal submission form

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

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

**CFP No ( \_\_\_\_\_ ) - (Name of Proponent) - Technical proposal**

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal No ( \_\_\_\_\_ )

Proponent’s Eligibility Confirmation and Information	Proponent’s Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	
6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	Confirm  Yes _____; No _____
7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm  Yes _____; No _____

Proponent's Eligibility Confirmation and Information	Proponent's Response
8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.	Confirm  Yes ____; No ____
9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm  Yes ____; No ____
10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm  Yes ____; No ____
11. Confirm proponent has read and understood the Terms and Conditions stated in the UN Women Partner agreement template (Document attached)	Confirm  Yes ____; No ____

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.

\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

## Technical proposal submission form

The 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 confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and technical capacity and Governance and management arrangements for the intervention.

Section	Points	Criteria	Proponent's Response
1	15	Proposal is compliant with the Call for Proposal (Cfp) requirements	
2	20	<p>The Organization's mandate is relevant to the work to be undertaken in the TOR</p> <ul style="list-style-type: none"> <li>• Nature of the proposing organization</li> <li>• Overall mission and purpose of the organization</li> <li>• Core programs/service and target population</li> <li>• Organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	
3	35	<p>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:</p> <ul style="list-style-type: none"> <li>• Organization's approach (how does the organization deliver its projects/programs/services)</li> <li>• Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities</li> <li>• Overview of Organization's capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation</li> <li>• Overall governance/management structure of the organization, including gender elements.</li> <li>• Proposed staffing (number and expertise) for the services to be delivered</li> </ul>	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

**Annex A-3**  
**Financial proposal submission form**

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

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (currency)

**The entire Price Proposal must be placed in a separate email/attachment**

When submitting by email, the email subject line should read:

**CFP No ( \_\_\_\_\_ ) – (Name of proponent) - Financial proposal**

- c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to call for Proposal I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name of proponent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(Email address)

**Annex A-4**  
**Format of resume for proposed staff**

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

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

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

Years with Firm: \_\_\_\_\_ 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 A-5

### Capacity Assessment minimum Documents

**(to be submitted by potential Implementing Partners 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	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 within six months;	

#### **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	