

Annex A

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

Section 1

CFP No. UNW-ECO-CFP-2020-002

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 by CoB on 08 June 2020.

The budget range for this proposal should be 75,000 – 100,000 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">a. CFP letter for Implementing Partnersb. Proposal data sheet for Implementing Partnersc. UN Women Terms of Reference Annex A-1 Mandatory requirements/pre-qualification criteria	Annex A-1 Mandatory requirements/pre-qualification criteria Annex A-2 Technical proposal submission form Annex A-3 Financial proposal submission form Annex A-4 Format of resume for proposed staff Annex A-5 Capacity Assessment minimum Documents
<u>Section 2</u> <ul style="list-style-type: none">a. Instructions to proponents Annex A-2 Technical proposal submission form Annex A-3 Financial proposal submission form Annex A-4 Format of resume for proposed staff Annex A-5 Capacity Assessment minimum Documents	

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

b. Proposal data sheet for Implementing Partners

Program/Project: Pilot project on “The Collection, Analysis and Use of Citizen-Generated Data for Reporting of the SDGs-5 and gender-specific indicators in other SDGs”

To submit proposal: Email: ethiopia.public@unwomen.org

Telephone number: +251 115170889/ +251118695004/+251 911 647216

Issue date: 11 May 2020

Requests for clarifications due: Five days before deadline

Date: 01/06/2020 **Time:** CoB

(via tsgereda.lemma@unwomen.org)

UNWOMEN clarifications to proponents due: Four days before deadline

Date: 02/06/2020 **Time:** CoB

Proposal due:

Date: 08/06/2020 **Time:** CoB

Planned award date:
29/06/2020

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

Immediately after the award

TERMS OF REFERENCE (TOR)

for

The recruitment of the services of a CSO/s to implement the pilot project on “The Collection, Analysis and Use of Citizen-Generated Data for Reporting of the SDGs-5 and gender-specific indicators in other SDGs”

General Information

Project Title: **Pilot project on “The Collection, Analysis and Use of Citizen-Generated Data for Reporting of the SDGs-5 and gender-specific indicators in other SDGs”**

Duty station: Home based

Duration 1 year (June 2020 – May 2021)

Expect start date Immediately after signing of the contract

I. Background

The demand for gender statistics has been increasingly recognized as being an essential element to the process of achieving the sustainable development the world envisioned to reach by 2030. Progress towards the Sustainable Development Goals (SDGs) can only be a reality where adequate emphasis is given to gender equality considerations. In such regards, the role gender statistics plays in supporting evidence-based decision making in promoting and protecting the rights of women and girls is undeniable. Gender statistics is about identifying, producing, disseminating and analyzing statistics to understand how gender issues differently affect individuals and society. Thus, data is critical and essential to determine and track progress and guide implementations in the direction we want. However, the situation of gender statistics in Ethiopia is relatively in its infant stage where the data available on gender fails to meet the data need to deliver on the broader GEWE agenda of the SDGs and Agenda 2063. Regardless, the challenge in relation to gender statistics is only part of the bigger challenge the National Statistical System (NSS) faces in producing statistics to fill data gaps in national, regional and global SDGs indicator frameworks.

As a global champion of gender equality and women’s empowerment UN Women launched a global Flagship Programme Initiative (FPI) titled “Making Every Woman and Girl Count: Supporting the monitoring and implementation of the SDGs through better production and use of gender statistics” (MEWGC). Launched in September 2016 during the 71st Session of United Nations General Assembly, the FPI aims to address the following: (i) Weak policy space and legal and financial environments due to limited political will and understanding of the importance of quality gender statistics; (ii) Technical challenges, particularly with regard to sensitive, methodologically demanding or emerging issues/areas; and (iii) A confluence of limited data dissemination and communication capacities of National Statistical Systems (NSS) and limited ability of governments and other stakeholders to utilize and advocate for gender statistics to inform decisions, research, advocacy, policies and programs. The idea is to affect a radical shift in the production, availability, accessibility and use of quality data and statistics on key aspects of gender equality, women’s empowerment and women’s rights. UN Women Ethiopia Office has adopted the FPI to its context and is implementing the stated program since January 2019 together with the Central Statistics Agency of Ethiopia. As part of its programme, UN Women is harnessing all available data sources to fill the data gap to deliver on the SDGs, in general and, gender statistics, in particular.

In this vein, integrating alternative data sources into the production and dissemination of “official” statistics for sustainable development such as Citizen-Generated Data (CGD) which are part of those data defined as driving complementary or non-traditional sources of data is critical. Production and compilation of gender statistics from the non-traditional sources is a useful source to monitor SDGs indicators and other gender-related frameworks. This source of data provides the contextual dimension of gender indicators which is complementary to the traditional data sources from the usual National Statistical System.

However, the potential driving forces for CGD, who are Civil Society Organizations in Ethiopia has for long been functioning under a restrictive legal environment where their capacities to serve as alternative data sources has been greatly impacted

and diminished. Taking this fact into consideration UNW has started to work on enhancing the capacity of CSOs. UN Women has conducted a Seven-days Training of Trainers (ToT) on the collection, analysis and use of CGD for reporting of SDG 5 and gender-specific indicators in other SDGs to its CSO partners with the aim of building their capacity to generate and analyze data involving citizens for evidence-based advocacy and lobbying.

As part of its continuous effort to enhance the capacities of CSOs in this regard, UN Women in consultation with its Advisory group is planning to initiate a pilot project on Citizen Generated Data where a Call for Proposal will be posted to undertake the task with the objective of enhancing the capacity of civil society organizations to produce, disseminate and use citizen-generated data to create demand for transparency and accountability from the community and to track progress on GEWE commitments.

II. Description of required services

The organization/s will deliver a comprehensive program that will enhance the capacity of civil society organizations to produce, use and disseminate citizen-generated data to track progress on the implementation of the Sustainable Development Goals and to ensure accountability with regards to gender equality and women’s empowerment commitments. This includes the following main tasks:

- Conduct a baseline assessment among CSOs to assess the level of awareness and use of CGD, and identify data gaps with regards to accelerating, monitoring, reporting and accountability towards the SDGs with focus on gender-related targets and indicators.
- Develop a guideline on CGD including standardized tools, methodologies and approaches for the production, dissemination and use of CGD.
- Develop and implement a comprehensive capacity building program guided by a standardized training manual on CGD and evidence-based advocacy by taking in consideration the outcome of the baseline assessment and the use of the guideline.
- Hold a dialogue forum that brings together key stakeholders in the national statistical system including data producers and data users on existing data gaps and the role of CGD in filling such gaps.
- Set up a community of practice on CGD that links data producers and data users regularly to share good practices and experiences on gender statistics.
- Adopt existing gender equality and women’s empowerment accountability frameworks to Ethiopian CSOs context, develop an accountability tool and pilot test its applicability in selected CSOs.

III. Project Target

The geographical focus of the project will be at the Federal level and selected regions depending on where CSO/s have programmatic interventions.

IV. Nature of Services

UN Women welcomes proposals from CSOs/NGOs to provide services to implement the aforementioned tasks under the following proposed results framework:

Outcome 1	Strengthen the production of gender statistics to enable the monitoring of national policies and reporting commitments under the SDGs
Expected output	Planned activities
Output 1.1. Capacity of the national statistical system (NSS) strengthened to produce and compile the minimum set of gender indicators under each tier to address national data gaps and monitor the SDGs, including that of non-traditional actors producing and using citizen-generated data Indicator 1.1.1A: Number of assessments conducted on the gender data gap Target: Year: 2020 Value: 2 Note: Gender data gap identified and addressed. Baseline: Year: 2019 Value: 1	1.1.1. Develop a guideline on CGD including standardized tools, methodologies and approaches for the production of citizen generated data and support its endorsement by the CSA 1.1.2. Conduct a baseline assessment on citizen generated data, assess the level of awareness and use of CGD, and identify data gaps with regards to accelerating, monitoring, reporting and accountability for GEWE related SDGs 1.1.3. Facilitate user-producer workshops on CGD with a focus on gender statistics 1.1.4. Train CSOs to improve the use and

<p>Indicator 1.1.1B: Number of user-producer dialogue forums and workshops</p> <p>Target: Year: 2021 Value: 3 Year: 2020 Value: 2</p> <p>Baseline: Year: 2019 Value: 1 Source: Performance report</p> <p>Indicator 1.1.1C: Number of trainees with adequate skill and knowledge to roll-out data generation and analysis from a gender perspective</p> <p>Target: Year: 2021 Value: 250 Year: 2020 Value: 200</p> <p>Baseline: Year: 2019 Value: 175 Source: Pre and post training assessments</p>	<p>applicability of CGD and evidence-based advocacy, and the reporting on the SDGs to ensure accountability and demand transparency</p> <p>1.1.5. Set up a community of practice on CGD that links data producers and data users regularly to share good practices and experiences on gender statistics</p> <p>1.1.6. Adopt the gender accountability framework to the context of CSOs and assess the performance on GEWE using the accountability tool</p> <p>1.1.7. Document successes achieved and lessons learnt with regards to CGD</p>
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V. Implementation Modality, Monitoring, Reporting and Evaluation

Roles of the Entity:

The Organization/s will be responsible to the effective utilization of funds to undertake the tasks under the proposed results framework. It will be responsible to design and implement the overall program proposal that includes the abovementioned key tasks as a main component.

Under the overall guidance of UNW, the organization/s is/are expected to contribute to measuring, analysis and reporting of the above stated indicators based on evidence. It will document lessons learned and best practices that will contribute to the monitoring and evaluation process. It will provide quarterly, mid-term and final narrative and financial reports in line with UN women guidelines and requirements.

Roles of UN Women and the CSO AG:

To achieve expected results, the Partner Organization/s will receive a comprehensive induction, ongoing guidance and support from UN Women. UN Women will be responsible to timely transfer of funds to the implementing partner/s and providing guidance and technical support to the partner/s to duly met its narrative and financial reporting obligations.

VI. Qualifications of the implementing partner

- Legally constituted organization with a valid registration in Ethiopia.
- Experience working on data generation, analysis and dissemination is mandatory.
- Experience in engaging in community-based initiatives, projects, and programmes.
- Have experts in the area of service required.
- Experience in supporting national and global planning processes, conducting policy dialogues, and engaging in evidence-based advocacy is considered as an advantage.
- Experience in results-based project management.
- Previous working experience with United Nations is highly desirable.

VII. Institutional Arrangement

The selected organization/s will sign a Partner Agreement with UN Women. A thorough selection process will take place to identify the potential partner/s. The selection process will be based on proven capacity to deliver on the proposed outputs/activities by the selected organization/s. The organization's capacity will be assessed by representatives from UN Women.

VIII. Budget Request

The proposed intervention size and budget request must fall between a minimum indicative amount of USD 75,000 and a maximum amount of USD 100,000. Budget proposals should be submitted in USD. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the deadline of submission.

IX. Time frame

The project will commence upon signature of Partner Agreement with the selected organization/s and will end after one year with a possibility of extension.

This TOR is approved by:



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

Date of Approval: 04 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 ¹	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) ² .	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

¹ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

² [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-2020-002

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 Tsgereda Lemma, Executive Associate by email at 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: ethiopia.public@unwomens.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.

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.

- 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

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 USD.

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
	TOTAL	70 points

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

Proponent B's

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	Annex A-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex A-2 Technical proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-3 Financial proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-4 Format of resume for proposed staff
Part of proposal	Annex A-5 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 one year 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) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list 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

Proponent's Eligibility Confirmation and Information	Proponent's Response
	Yes _____; No _____
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"> • Nature of the proposing organization • Overall mission and purpose of the organization • Core programs/service and target population • 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 	
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"> • Organization's approach (how does the organization deliver its projects/programs/services) • 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 • Overview of Organization's capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the organization, including gender elements. • Proposed staffing (number and expertise) for the services to be delivered 	
		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

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy within six months;	

Administration and Finance

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

Procurement

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

Client Relationship

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