

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

Section 1

CFP No. 2020-03

a. CFP letter for Responsible Parties

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

Proposals must be received by UNWOMEN at the e-mail address specified below not later than **17:00** Bishkek time on **10 June 2020**.

The budget range for this proposal should be up to 70'000 USD for provision of services requested in the TOR.

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

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

b. Proposal data sheet for Responsible Parties

Program/Project:

Spotlight Kyrgyzstan

Program official's name:

Spotlight initiative to eliminate violence against women and girls.

Email: Bids.kyrgyzstan@unwomen.org

Telephone number: +996 312 988016

Requests for clarifications due:

Date: 30 May 2020

Time: 15:00 Bishkek time

(via e-mail) Bids.kyrgyzstan@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 2 June 2020

Time: 15:00

Proposal due:

Date: 10 June 2020

Time: 17:00 Bishkek time

Via e-mail: Bids.kyrgyzstan@unwomen.org

Planned award date:

20 June 2020

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

20 June 2020 – 15 December 2020

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

The European Union (EU) and the United Nations have launched the Spotlight Initiative (SI), a multi-year programme aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices (HP). The SI aims to support transformative change on the ground to end VAWG, in numerous countries globally, including the Kyrgyz Republic. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.

The SI in the Kyrgyz Republic will apply a comprehensive set of approaches based on social innovation, Human Rights based approach (HRBA), multi-sectoral inclusive response and survivor-centred principles to the planning, coordination, implementation and monitoring of interventions across the SI's six Outcome Areas. Particular emphasis will be placed on integrating the voices and experiences and solutions of women and girls who face multiple forms of discrimination, in line with the Sustainable Development Goals (SDG) principle of 'Leave No One Behind' (LNOB). Lastly, the SI in the Kyrgyz Republic has sought to reflect on current or common place models of 'conducting business' in order to propose innovative alternatives aligned with commitments to gender transformative and community-led approaches guided by adaptive leadership and a joint-One UN systems management approach.

The goal of the Spotlight Initiative (SI) is for all women and girls, particularly those most vulnerable, to live a life free of violence and harmful practices, including child marriage and *ala kachuu*. It is built around six Pillars developed after an extensive global theory of change exercise: 1) Policies and legislation; 2) Institutions 3) Prevention; 4) Services; 5) Data; 6) Women's movement and civil society.

Under the Pillar 1 the SI Programme provides support to legislative and policy reforms through a holistic review and harmonization of legal and policy frameworks on women's rights that prioritizes understanding of the underlying root causes, risk factors and patterns of inequality within the complexity of policies and laws that that can results in violence. One of important policy documents guiding implementation of national commitments on gender equality is the National Strategy for Achieving Gender Equality in the Kyrgyz Republic. It was adopted in 2012 adopted by Government Decree No. 443 of 27 June 2012 by setting national gender policy priorities until 2020. The strategy was operationalized in five National Action Plan for Achieving Gender Equality (NAP on GE) in the Kyrgyz Republic, and the fifth NAP for the period 2018-2020 completes the timeframe of the National Gender Equality Strategy in 2020. The GES outlines the following five pivotal areas for achieving gender equality: (i) strong, effective institutional mechanisms; (ii) economic empowerment; (iii) an education system that promotes gender equality; (iv) access to justice for women; and (v) gender-equitable political participation.

One of directions of policy work within Pillar 1 of the Spotlight programme aims to support to the *Ministry of Labour and Social Development* (MLSD) in facilitating the process of Gender Equality Strategy (GES) 2012-2020 review and development of the new GES 2030.

2. Description of required services/results

The objective of this Terms of Reference is to provide the expected results and required scope of work in the provision of technical assistance to national partners in the process of review of the current Gender Equality Strategy (2012-2020) and development of the new Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023.

UN Women plans to contract the organization comprised of a group of experts in different areas of gender equality, with an aim of providing technical support to the Ministry of Labour and Social Development (MLSD) in facilitating the process of GES 2012-2020 review and development of the new GES 2030.

The process will be in full ownership of the Inter-ministerial working group (ISWG) under the leadership of MLSD, while the contracted Organization will be tasked to play facilitating role in the process of an extensive and inclusive dialogues between national and local partners on collective reflections on current situation, achievements and examples of 'what works', and in the search of new pathways and approaches that will enable acceleration of the progress on gender equality by 2030.

The two parallel interlinked tasks include:

- **Task I** - conducting a comprehensive and participatory review/evaluation of the implementation of the Gender Equality Strategy 2012-2020 and its National Action Plans
- **Task II** - development of the next comprehensive Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023.

The two tasks to be fulfilled through an integrated approach by ensuring that activities are complementary and reinforce achievement of the objective under this TOR.

Task I - conducting a comprehensive and participatory review/evaluation of the implementation of the Gender Equality Strategy 2012-2020 and its National Action Plans

The process GES Evaluation aims at defining key results achieved, as well as challenges encountered by partners in the process of GES implementation. It will cover the period of 2012-2020 and specifically will focus on the following major blocks (can be added/revised during the process of co-creation of GES review methodology with ISWG and partners):

- Planning process, 'how GES strategic planning has been done', 'how it is integrated as part of sectoral strategic policies planning process', 'whether activities are integral part of sectoral policies planning and budgeting', etc.
- Set of services, envisaged by ministries and agencies for GES implementation – its effectiveness and efficiency, procedures in place to ensure operationalization of services.
- Monitoring framework - set of results and indicators for tracking the progress on GES implementation. To which extent the monitoring framework allows to measure quality and accessibility of sectoral services to promote gender equality and protect women rights, especially those groups experiencing intersectional forms of discrimination, such as HIV positive women, women with disabilities, economically dependent women.
- Coordination procedures, roles and responsibilities defined between the ministries and agencies involved in GES implementation.

In the Task I the organization will undertake the process of review/evaluation of the GES implementation, through the following interrelated actions:

- Conduct a Workshop aiming at elaboration of a comprehensive approach integrating the tasks on GES review and GES development. It should be a workshop, which combines learning and consensus building techniques enabling ISWG members to co-create:
 - a harmonized matrix on Kyrgyzstan national and international commitments on GEWE;
 - setting priorities and for GES review
 - innovative approaches for new GES development
 - action plan for an integrated process of GES review and new GES development
- Based on the findings/agreements of the co-creation workshop, develop a methodological Guide, including at minimum the set of tools (questionnaires and methodological guidelines). The methodology should ensure actions for involvement of civil society activists and women, experiencing intersectional forms of discrimination in the process of review as part of focus groups;
- Undertake desk review with focus on: mapping of GE priorities in sectoral plans and budgets; review of sectoral normative documents stipulating rules and procedures for gender mainstreaming in planning/budgeting/implementation and monitoring processes; review of the processes/ systems of inter-ministerial coordination and partnership on GEWE; lessons learned and documentation of cases of 'what works' in practical works of ministries/agencies that have a positive impact on GEWE;
- Conduct the series of sessions with thematic working teams (at least 5 one day sessions) to review of theories of change for each of the relevant impact areas (WiL, WEE, VAWG, WPS, GRB) to form the conceptual ground for the GES evaluation and informing the next GES development process;
- Define and document practices of civil servants who practically exercise gender equality principles in their work and lives and have evidences of positive changes in promoting equality. The documentation will be done in the form of a Brief Guide to inform the process of new GES priorities setting;
- Prepare the Report on the GES evaluation/review based on collected data and information and its analysis of

Timeframe 3 months – June-August 2020

Task II - development of the next comprehensive Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023

The process of the next GES development will be guided by the principles of participation and ensured ownership through:

- applying an approach of co-creation of next GES by genuine participation of civil society and state partners
- applying innovative approaches with the focus on positive deviance approach to effective implementation of GEWE commitments

Methodology for the next GES development will include new experiential approaches of designing different scenarios/models for ensuring effective results in GEWE commitments implementations. These scenarios will be grounded on the Harmonized approach to GEWE as a synergy of all national and international commitments on GEWE, including Beijing Declaration and BPFA; Agenda 2030 on SDGs; UN SC Resolutions on WPS; CEDAW and other relevant conventions that safeguard the rights of women and girls.

Harmonized GEWE commitments will form a solid conceptual ground in the process of defining the most urgent priorities for the new GES – as a platform for strategic visioning and deciding on areas and strategies, which 'when used together, can bring the transformative change needed to turn existing commitments into a lived reality for women and girls'.

In the Task II the organization will facilitate the process of development of the next comprehensive Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023, through the following interrelated actions:

- Conduct a Workshop with state and civil society partners to facilitate the process of co-creation to:
 - define a Country Vision on GEWE based on shared ideas and inspirations of participants, (incl. brainstorming on gender equality concept, root causes for inequalities, positive experience and practices in promoting and living life of equality);
 - identify critical areas that can be combined in different sets of scenarios on implementation of GEWE commitments in line with the Harmonized approach to GEWE
 - formulate first drafts of GEWE scenarios and translating it into the Gender Equality Strategy (scenarios to be guided by the Country Vision on GEWE, based on a Harmonized approach to GEWE going beyond of sectoral approach)
- Conduct thematic sessions (at least 5) to build on the findings of the workshop and further shaping the content of scenarios on implementation of GEWE commitments.
- Conduct thematic sessions (at least 5) for development the plan of actions for implementation of GEWE scenarios
- Conduct the series of consultations at oblast level (at least one workshop in each province) to verify and validate draft GES scenarios and NAP
- Conduct a workshop and several working sessions (at least 2) for costing and budgeting of GES and NAP
- Elaborate drafts of GES and NAP based on the findings of workshops and working sessions
- Define alternative ways of public discussions on GES/NAP – social media, online tools, etc. Facilitate the process of nation-wide and inclusive processes of national consultations for finalization and endorsement of the GES/NAP by partners. *The scope of such discussions should ensure involvement and meaningful participation of those groups, which are usually left behind of mainstream policy processes.*
- Conduct National Consultations to discuss the scenarios of GES and NAP and validate recommendations – use of different types of presentations on key findings: 1) user friendly for general public; ad 2) technical - containing detailed information to present GES scenarios
- Prepare the Report GES/NAP development process, including the documented process and findings

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

The Project Cooperation Agreement will start on 20 June 2020 with duration until 15 December 2020.

4. **Competencies:**

a. Technical/functional competencies required;

UN Women plans to engage Responsible Party/ies, civil society organizations (CSOs) that have gender equality and women's rights set as one of the organization's goals in Statute (women's CSOs), that are legally registered in Kyrgyzstan and have specialized knowledge, expertise and track record of working on gender equality and women empowerment

- Women's CSOs and civil society organization/associations with proven experience in promoting GEWE issues in the context of sustainable development and peacebuilding
- Proven experience in organising and facilitation of national and local consultations by ensuring inclusive participation of all groups of society
- Proven expertise in conducting gender analysis in the areas of political, social and economic development, EVAWG, sustainable development, peacebuilding, gender responsive budgeting
- Good knowledge of needs of vulnerable and multi-discriminated groups of women and the socio-economic impact of COVID-19 on women and men
- Proven experience in working with various stakeholders through innovative tools and approaches;
- Partnership quality will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organisation and proposed partners have relevant expertise;
- Languages: Fluent Kyrgyz and Russian. Working level of English. Knowledge of Uzbek would be an asset.

b. Other competencies, which while not required, can be an asset for the performance of services

- Proven experience in management/implementation of projects related to women empowerment and/or gender equality;
- Experience working with international organizations or international projects

Important Notes:

Each application can only be submitted by a single organisation.

The applicant must be legally registered in Kyrgyzstan as a non-profit organization/association.

Proposals from more than one organisation or entity must clearly indicate which organisation will take lead responsibility for project management and contractual obligations.

UN Women will sign contracts with and disburse funds to the applicant organisation only.

Eligible organisations currently partnering with UN Women may apply under this Call for Proposal.

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

Call for proposal to provide technical assistance to national partners in the process of review of the current Gender Equality Strategy (2012-2020) and development of the new Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023.

Description of Services: conducting a comprehensive and participatory review/evaluation and development of the new strategy of the implementation of the Gender Equality Strategy 2012-2020 and its National Action Plans.

CFP No. 2020-03

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 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 .	
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

¹ In exceptional circumstances three (3) 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 Partners

Section 2

CFP No. 2020-03

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 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 Bids.kyrgyzstan@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 reserve the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

- 5.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.
- 5.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

6. Amendments to CFP documents

- 6.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

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 Russian with translation into 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: Bids.kyrgyzstan@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 (local currency) **Kyrgyz Som [KGS]** _____
- 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 UN WOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization’s mandate is relevant to the work to be undertaken in the TORs (component 1)	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3 and 4)	35 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:

Points = (A/B) Financial Points

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

12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of 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	Annex B-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex B-2 Template for proposal submission
Part of proposal	Annex B-3 Format of resume for proposed staff
Part of proposal	Annex B-4 Capacity Assessment minimum Documents

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

13. Format and signing of proposal

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney aorganizationorganizationorganizationorganizationorganizationorganization 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 5.5 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex B-2 Template for proposal submission

Call for proposal to provide technical assistance to national partners in the process of review of the current Gender Equality Strategy (2012-2020) and development of the new Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023.

Description of Services: conducting a comprehensive and participatory review/evaluation and development of the new strategy of the implementation of the Gender Equality Strategy 2012-2020 and its National Action Plans.

CFP No.2020-03

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 aligned to the Project Results Framework (enclosed to this CFP).

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 implementing M&E activities in relation to results indicators at the output and outcome levels, 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 and in relation to relevant project results and indicators
- 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/ICT related involved fails to work as projected) and external factors (for example, COVID-19 related measures, like social distancing; or upcoming elections; or political instability, or community resistance, etc). 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 4% 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.

Budget					
Expenditure Category	Quantity	Number of Unit	Unit Cost (KGS)	Total Cost (KGS)	% Total
1. Personnel					
2. Technical assistance and capability building (training, working group meeting, workshop & travel)					
4. Publication (seminar/launching of the report, printing, etc.)			..		
5. Other costs ³					
8. Support Cost (not to exceed 4% or the relevant donor %)					

³ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

Total Cost					
-------------------	--	--	--	--	--

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 to provide technical assistance to national partners in the process of review of the current Gender Equality Strategy (2012-2020) and development of the new Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023.

Description of Services: conducting a comprehensive and participatory review/evaluation of the implementation of the Gender Equality Strategy 2012-2020 and its National Action Plans

CFP No 2020-02

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 to provide technical assistance to national partners in the process of review of the current Gender Equality Strategy (2012-2020) and development of the new Gender Equality Strategy (2021-2030) and its National Action Plan 2021-2023.

Description of Services: conducting a comprehensive and participatory review/evaluation and development of the new strategy of the implementation of the Gender Equality Strategy 2012-2020 and its National Action Plans.

CFP No. 2020-03

Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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