



This project is funded by the European Union

EU-Moldova:
Stronger Together

Strengthened Gender Action
in Cahul and Ungheni districts



This project is co-funded and implemented by UN Women

Call for Proposal (CFP)
to implement local actions that promote gender equality and women's human rights
in the framework of the Strengthened gender action in Cahul and Ungheni districts Project
[Section 1](#)

CFP No. CfP20/001-WIL&EVAW

a. CFP letter for Responsible Parties

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

Proposals must be received by UN WOMEN at the address specified not later than 4:00 pm, Moldova time on July 23, 2020.

The budget range for this proposal should fall between a minimum indicative amount of USD 50,000 and a maximum amount of USD 215,000. The total budget available for this call for proposal is of up to USD 1,1 million.

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>Section 1</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>Section 2</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 Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>

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

b. Proposal data sheet for Responsible Parties

Program/Project: Strengthened Gender Action in Cahul and Ungheni districts

Program official's name: Polina Panainte

Email: polina.panainte@unwomen.org

Issue date: June 23, 2020

Requests for clarifications due: July 8, 2020, Time: 1 pm, Moldova time, via email polina.panainte@unwomen.org

UN Women will organize an online information session on July 07, 2020, 2:00 pm, Moldova time on <https://unwomen.zoom.us/>

Those interested to participate should pre-register by July 06, 4 pm, via email to eva@unwomen.org. Organizations that will submit proposals before July 07, 2020 and following the information session will want to modify their proposal must contact UN Women.

UNWOMEN clarifications to proponents due: July 14, 2020; Time: 6 pm, Moldova time

Proposal due: July 23, 2020; Time: 6 pm, Moldova time

Planned award date: September 15, 2020

Planned contract start-date: October 1, 2020

C. Terms of Reference

Call for Proposal (CFP) to implement local actions that promote gender equality and women's human rights in the framework of the Strengthened gender action in Cahul and Ungheni districts Project

UN Women Terms of Reference

CFP No. CfP20/001-WIL&EVAW

1. **INTRODUCTION**

a. **Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

The work of UN Women in Moldova is guided by its [Country Strategic Note for 2018-2022](#), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), [the Global Strategic Plan of UN Women for 2018-2021](#), the [National Strategy on Gender Equality for 2017-2021 \(NSGE\)](#), the [National Strategy for prevention and combating violence against women and domestic violence for 2018-2023](#) elaborated in line with the Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence (Istanbul Convention). [UN Women Strategy for Moldova 2018-2022](#) focuses on three main areas: 1) strengthening women's participation in politics and decision making, 2) economic empowerment of women and 3) ending violence against women and girls. To achieve progress under these areas, UN Women works with a variety of national and international partners and as part of different national and regional initiatives.

Based on the European Commission Decision ENI/2018/041-302 regarding the Annual Action Programme 2018 in favor of the Republic of Moldova for support for the implementations of the EU-Moldova Association Agreement, UN Women Moldova CO is implementing a three-year project (January 2020 – December 2022) under the name "Strengthened Gender Action in Cahul and Ungheni districts" (hereinafter EVA). The project is implemented in line with and in contribution to the Gender Action Plan II (GAP II) of European Commission "Gender Equality and Women's Empowerment: Transforming the lives of girls and women through external relations 2016-2020", adopted in September 2015.

The project started in January 2020, funded by the European Union, co-founded and implemented by UN Women Moldova Country Office and in partnership with UNICEF. The overall purposes of the EVA is to promote gender equality, women's empowerment through strengthened implementation of gender mainstreaming in local policies and combating gender-based and domestic violence affecting women and children in two focal regions: Ungheni and Cahul.

The principles of gender equality and women empowerment are central to the EVA Project, as women in Moldova continue to face gender inequalities when it comes to the decision making, labor market, the gender pay gap - as the regulatory framework still impedes women to participate in certain occupations and allows for discrimination based on age, disability, marital status, etc.

One of the expected results under EVA project is that gender equality is promoted and mainstreamed in local policy making and decision taking. Thus, it is envisaged to fulfill gender mainstreaming of public policies at local level, through training elected and appointed representatives of the Local Public Authorities (LPAs) on gender equality and gender mainstreaming and its implications for decisions taken by the LPAs; supporting LPAs to contribute to the principles of the European Charter for Equality of Women and Men in Local Life; raising the capacities and knowledge on women's rights of local CSOs which advocate for gender equality; raising awareness and educate continuously the public from selected regions in the culture of gender equality and empower women in local decision-making processes.

Another set of expected results under EVA project refers to a greater access to effective survivor- focused multidisciplinary services for the victims of domestic violence, including sexual violence; and violence prevention programmes piloted in local schools and communities. These should be achieved through a range of interventions, inclusively through strengthening the capacities of the multidisciplinary teams for an effective protection of women/children victims of domestic violence, empowering domestic violence survivors, and using innovative tools to raise the capacities of local civil society to change attitudes and behaviors on gender-based violence.

b. General Overview of services required/results

This Call for Proposal is addressed to Moldovan civil society organizations promoting gender equality, women empowerment, prevention and combating gender-based violence. The proponents are invited to submit proposals under five outputs presented below, to be implemented in Cahul and Ungheni districts for a maximum period of two years. The support offered under this CfP is expected to contribute to the implementation of two national strategic plans, on ensuring equality between women and men and on prevention and combating violence against women and domestic violence. Mostly two directions will be talked; i) on consolidation and fortification of CSOs capacity on gender mainstreaming of the local policies and services; and ii) strengthening the capacities at local level to prevent and respond effectively to violence, through performant multidisciplinary teams, empowered domestic violence survivors and a population opposing domestic violence.

2. DESCRIPTION OF REQUIRED SERVICES/RESULTS

Through this Call for Proposal, UN Women within EVA project intends to sign Project Agreements (PAs) with civil society organizations (Non-Governmental Organizations, Community Based Organizations and Academic Organizations) from Moldova to act as Responsible Parties for initiatives that will contribute to the fulfilling of the following outputs, with the respect for leaving no one behind approach and for the principles for planned interventions:

- Output 1.** To raise the capacities and knowledge on women's rights of local CSOs, which advocate for women's human rights (WHR), gender equality and women empowerment (GEWE).
- Output 2.** To raise awareness and educate continuously the public from selected regions in the culture of gender equality and empower women in local decision-making processes.
- Output 3.** Strengthen knowledge and skills, including in the usage of standards and tools, of the existing multi-disciplinary teams' response to targeting women and children, victims of gender-based violence, including sexual violence, at various stages of violence cycle in the context of the target localities.
- Output 4.** Empower domestic violence survivors in reaching out to employment and income generating activities.
- Output 5.** Raise the capacities and knowledge on women's rights of local CSOs which advocate for zero tolerance to domestic violence.

Organizations are expected to develop proposals under one of these outputs submitting all the mandatory annexes to the proposal (Annex B1.1 –B1.6). An organization can submit several proposals, one per each of the outputs, however only one Agreement will be signed with one organization.

Proposals are expected to show clear contribution to the delivery of following output-level results:

Output 1. To raise the capacities and knowledge on women's rights of local CSOs, which advocate for women's human rights (WHR), gender equality and women empowerment (GEWE).

Under this output financial support will be provided for increasing the capacities of the local civil society (NGOs, community groups, initiative groups, etc.) in implementing local actions that promote gender equality; for the development of local civil society-run community projects that identify and promote the norms and behaviors that challenge traditional roles of women and men; for empowering CSOs to oversee the activity of the LPA; as well as for implementing gender sensitive local actions in line with the European Charter for Equality of Women and Men in Local Life and the National Strategy on ensuring equality between women and men.

Indicative areas of intervention under this output may include **and are not limited to:**

- Building and strengthening networking and partnership of the local CSOs with those from other districts and national ones to build the local CSOs capacity and outreach in the GEWE area;
- Developing and managing (implement, report, monitor, evaluate and learn) community projects to identify and promote positive gender norms that are practiced by the local community residents and institutions on promoting GEWE;
- Developing and implementing monitoring mechanisms for local CSOs to oversee local authorities' performance in the development and implementation of gender sensitive local budgets and action plans;
- Developing tools and networks for civic participation in the decision making at local level to promote a gender-sensitive agenda and strategic documents, by applying LNOB (leaving no one behind) approach;
- Promoting and contributing to the implementation of gender sensitive local actions in line with the European Charter for Equality of Women and Men in Local Life and the National Strategy on ensuring equality between women and men.

In line with the UN Women Strategic Note, the results under this output will be measured by a number of indicators, including but not limited to:

- number of newly created local and national networks and partnerships of NGOs in the WHR and GEWE; number of local actions/projects with a focus on GEWE;
- number of partnerships between CSOs and LPAs (as well as population from target communities); number of local actions plans implemented by CSOs which promote GEWE;
- number of monitoring reports on gender sensitiveness aspects of local budgets and actions plans; number of civic activists involved in promotion of GEWE principles;
- number of local CSOs, community groups working on advocacy for gender equality; number of local CSOs members with better capacities and knowledge in the area of GEWE;
- number of implemented local actions in line with the European Charter for Equality of Women and Men in Local Life and the National Strategy on ensuring equality between women and men.

Output 2. To raise awareness and educate continuously the public from selected regions in the culture of gender equality and empower women in local decision-making processes.

Under this output support will be provided to CSOs to partner and actively engage with local change agents, such as community initiative groups, youth and media groups and CSOs to promote the culture of GEWE.

Indicative areas of intervention under this output may include **and are not limited to:**

- Developing and implementing activities in cooperation with local “change agents”, inclusively representing groups in marginalized/vulnerable situations which will educate the public and create a culture of GEWE;
- Fostering the activities of local community media groups and women, youth organizations or other community groups as change agents to promote GEWE at the community level;
- Promoting women in decision making processes in political, economic and social area, based on existing and innovative practices on women leadership.

In line with the UN Women Strategic Note the results under this output will be measured by number of indicators, including but not limited to: share of local public authorities, from two districts, involved in capacity/skills development events on gender mainstreaming; share of local decisions, by targeted LPAs, which tackles gender equality issues at local level; increase in the number of women participating in decision making process at local level; number of change agents sub-contracted and involved in activities aimed to educate the public on GEWE; number of local community media groups supported to promote GEWE principles; number of events, campaigns and initiatives implemented and promoted by change agents on GEWE at the local level.

Output 3. Strengthen knowledge and skills, including in the usage of standards and tools, of the existing multi-disciplinary teams' (MDTs) response to targeting women and children, victims of gender-based violence, including sexual violence, at various stages of violence cycle in the context of the target localities.

Under this output proponents are encouraged to develop initiatives that would increase the performance of the existing multidisciplinary teams (at community and district level) in tackling different types of violence. Special focus should be put on improving the coordination mechanism between different stakeholders involved in the activity of the MDTs for a more comprehensive and coordinated response; as well as offering support to MDTs to better understand the causes and consequences of domestic violence and to correctly interpret and apply the provisions of the national laws regulating this area.

Indicative areas of intervention under this output may include and are not limited to:

- Developing standards and tools supporting members of MDTs in the response to cases of domestic violence, based on the needs of the victims, best practices and “what works” examples from Moldova and several EU states;
- Strengthening the capacities of members of MDTs and other actors (service providers, rights holders, family and community members, NGOs, decision makers, etc.) in preventing and responding to cases of domestic violence;
- Networking and exchange of lessons and good practices among MDTs from different communities/districts to assess “what works” examples.

In line with the UN Women Strategic Note the results under this output will be measured by a number of indicators, including but not limited to: number of multidisciplinary teams, from two districts, with strengthened capacities to provide specialized services for women survivor of violence; number of tools and standards developed; number of multidisciplinary teams involved in capacity building activities; number of members of multidisciplinary teams applying efficiently national EAW legislation; number of actors (service providers, rights holders, family and community members, NGOs, decision makers, etc.) using the knowledge achieved within capacity building activities.

Output 4. Empower domestic violence survivors in reaching out to employment and income generating activities.

Under this output proponents are encouraged to identify and explore effective support measures for the integration of violence survivors on the labor market. Innovative approaches can be developed and tested to prevent and respond to gender-based violence through women's economic empowerment.

Indicative activities within this output may include and are not limited to:

- Improving the coordination between the employment intermediaries such as national employment agencies/offices, women who have experienced violence and service providers who are assisting them with provision of different services (psychosocial support, legal aid and safe houses) by piloting a referral mechanism at local/district level;
- Building awareness and capacities of relevant local actors (territorial labor agencies, training and re-training centers and NGOs, business start-up supporters and others) on the specifics of extending their services to survivors of violence using social innovation techniques;
- Developing and testing specific training and capacity building models on subjects like individual career counselling, employment skills assessment, on-site training in computer skills, CV writing and interview techniques, access training in specific skills (including ICT and STEM), job placement, financial literacy courses, etc.;
- Developing mentorship/peer-to-peer support programs for women survivors (outliers) and their families, connecting them to women leaders from different fields and other women who have overcome violence through regular networking (capacity development, informing about accessible services, human rights, socialization in women-only spaces, employment opportunities, including ensuring synergies with other ongoing opportunities in the regions etc.);

The results under this output will be measured by a number of indicators, including but not limited to: number of women leaders and women survivors (outliers) involved in mentorship programs; number of women survivors of violence accessing labor market and income generating activities; number of supporting programs developed at the local level; number of relevant actors using social innovation techniques for women the survivors of violence; referral mechanism piloted between employment intermediaries, women and service providers.

Output 5. Raise the capacities and knowledge on women’s rights of local CSOs which advocate for zero tolerance to domestic violence.

Under this output proponents are expected to work with both men and boys, women and girls to change social norms on gender relations and to appropriately accommodate the differences between men and women to reduce the risks of violence. Critical lessons from around the world, including from the EU countries addressing zero tolerance to domestic and gender-based violence could be applied.

Indicative activities within this cluster may include and are not limited to:

- Developing and testing new approaches in changing and challenging gender stereotypical behaviors and norms prevalent in local communities to enhance women’s rights and women’s empowerment;
- Developing community owned activities by women and men designed to challenge gender norms, attitudes and relationship that justify various types of violence, especially violence against women;
- Developing face-to-face educational programs with boys and young men that promote critical reflection on gendered behaviors and norms;
- Engaging men through parenting and couples’ programs, such as the worldwide Men Care campaign and HeforShe that has a violence prevention component;
- Enhancing capacities of local media representatives by disrupting stereotypes and biases towards the non-stereotypical and dignified portrayal of women and by ensuring a more balanced representation of women and men’s roles in society;

The achievement of this output will be measured by a number of indicators, including but not limited to: number of men and young boys, women and girls involved in educational programs and in community owned activities that challenge traditional gender roles; number of men and couples involved in parenting and couple’s programs; number of media outlets/media workers with knowledge in gender equality and sensitive story-telling, number of media representatives using knowledge achieved within capacity building activities to disrupt stereotypes and biases towards the non-stereotypical and dignified portrayal of women; numbers of awareness activities/campaigns conducted by local media; number of media products reporting ethically on gender equality and women’s empowerment, number of media products that reflects GE aspects in selected districts.

SPECIFIC REQUIREMENTS TO THE PROPOSAL

- Proponents should propose interventions that explore innovative ideas to ensure women’s proactive engagement in designing, testing and implementing policies, plans and measures that affect them.
- The proponent as a Responsible Party is expected to make substantial contribution to achievement of the entire Output for which it is putting an offer.
- The proposals should refer to the localities of Cahul and Ungheni districts. The core activities should be implemented but not limited to the following localities: Cahul municipality, commune Andrușul de Jos, commune Larga Nouă, commune Slobozia Mare, commune Văleni and commune Zîrnești (of Cahul district); and Ungheni municipality, commune Pîrlița, commune Manoilești, commune Măcărești, village Rădenii Vechi and commune Zagarancea (of Ungheni district).

- The proponent is required to cooperate with the Local Public Authorities from the localities/districts where the project will be implemented. The existence of a partnership agreement signed with the LPA for the intervention will be considered as an advantage;
- The proponent may partner with other relevant organizations to complement its expertise, outreach capacity and build the capacities of grassroots organizations in the two districts. Partners may be CSOs, but also community-based groups/organizations, individuals, academic institutions or other. Partnerships/Consortiums with local civil society from Cahul and Ungheni districts are compulsory for the national NGOs competing under this Call.
- The proponent should have experience in establishing and nurturing partnerships with local public authorities, non-governmental, media and other stakeholders towards the achieving of set goals.
- Proposals shall include revision of knowledge needs of stakeholders to be involved throughout the implementation, and documentation of lessons learned and good practices within the intervention.
- The proposed intervention size and budget request will have to fall between a minimum indicative amount of USD 50,000 and a maximum amount of USD 215,000. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal. UN Women will sign contracts with and disburse funds to the applicant organization only. The budget of the proposal shall include communication and visibility actions, that shall amount from 10 to 15% of the total budget. The proponent shall follow the [Communication and Visibility Requirements for EU External Actions](#) and the [UN Women Branding Guidelines and Identity Standards](#) throughout the implementation process. Examples of communication and visibility actions may be but not limited to: success stories, video spots, informative sessions, online campaigns, awareness campaigns, etc.

3. Time frame

The proposals are expected to start from October 01, 2020 and be implemented for a period of maximum two years.

4. Competencies

To be considered, proponents must meet all the mandatory criteria described in Annex B-1.

a. Technical/functional competencies required:

- Documented successful track record in the area of work contained in this Terms of Reference;
- Proven in-house expertise in working towards gender equality, women empowerment or ending violence against women and children, as well as delivering results in it;
- Proven experience in management of projects with similar size of the one submitted under this Call;

b. The following competences are considered an asset in proponents' performance:

- Good knowledge of gender equality and women's rights issues, as well as needs of vulnerable groups of women;
- Experience in working at local and community level;
- Knowledge on Moldova's legal framework related to gender equality and EVAWC;

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

Call for Proposal (CFP)

**to implement local actions that promote gender equality and women's human rights
in the framework of the Strengthened gender action in Cahul and Ungheni districts Project**

CFP No. CfP20/001-WIL&EVAW

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 .	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), 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. CfP20/001-WIL&EVAW

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 eva@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN-WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

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

6. Amendments to CFP documents

6.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

7. Language of proposal

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.

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

8. Submission of proposal

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: tender.md@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 national currency – Moldovan lei.

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

1	Proposal is compliant with the Call for Proposal (CFP) requirements	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs (component 1 from Annex B-2)	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 from Annex B-2)	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 accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of maximum 24 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 (CFP)

**to implement local actions that promote gender equality and women's human rights
in the framework of the Strengthened gender action in Cahul and Ungheni districts Project**

CFP No. CfP20/001-WIL&EVAW

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.

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

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

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

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

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

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

(Signature) (Seal)

(Printed Name and Title)

(Date)

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: _____

Annex B-3

Format of resume for proposed staff

Call for Proposal (CFP)

**to implement local actions that promote gender equality and women's human rights
in the framework of the Strengthened gender action in Cahul and Ungheni districts Project**

CFP No. CfP20/001-WIL&EVAW

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 (CFP)

**to implement local actions that promote gender equality and women’s human rights
in the framework of the Strengthened gender action in Cahul and Ungheni districts Project**

CFP No. CfP20/001-WIL&EVAW

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 Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	Mandatory

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	