

Annex A

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

Section 1

CFP No. **UNW-ECO-CFP-2020-003**

a. CFP letter for Implementing Partners

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

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

The budget range for this proposal should be 310,000 -320,000 US\$

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

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

b. Proposal data sheet for Implementing Partners

Program/Project: Program on Women’s Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) rights in humanitarian settings.

Program official’s name:

Email: Ethiopia.public@unwomen.org

Telephone number:

Issue date: 17 June 2020

Requests for clarifications due:

Date: 26 June 2020 **Time:** CoB (5:30pm)

(via e-mail) Tsgereda.lemma@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 29 June 2020 **Time:** CoB (5:30p.m)

Proposal due:

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

Planned award date: 20 July 2020

Planned contract start-date / delivery date (on or before):
Immediately After the Award.

TERMS OF REFERENCE (TOR)

for

Recruitment of a CSO to implement the program on Women’s Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) rights in humanitarian settings in Ethiopia.

General Information

Project Title: **Program On Women’s Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) rights in humanitarian settings.**

Duty station:	Gambella
Duration	17 months (20 July 2020- 30 November 2020)
Expect start date	Immediately after signing of the agreement

I. Introduction

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. Globally, UN Women works to make the vision of the Sustainable Development Goals (SDG’s) a reality for women and girls and stands behind women’s equal participation in all aspects of life, focusing on five priority areas: women lead, participate in and benefit equally from governance systems; women have income security, decent work and economic autonomy; all women and girls live a life free from all forms of violence and ensure that women and girls contribute to and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and humanitarian action. Placing women’s rights at the centre of all its efforts, UN Women coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts and builds effective partnerships with civil society and other relevant actors.

UN Women Workplan Impact Area 3 “Women and girls live a life free of all forms of violence”, and outcome 3.3 focuses on promoting Favorable social norms, attitudes and behaviors at community and individual levels where **(POWER) - Program On Women’s Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) rights in humanitarian settings** is one of the outputs.

POWER will contribute to UN Women’s overall goal, **every woman, every child, every adolescent girl, everywhere demands her rights to quality SRMNCAH services**, particularly in humanitarian settings. UN Women will utilize its comparative advantage, working on gender equality and through women’s empowerment to address the barriers that are preventing women, children and adolescents from

demanding and realizing their rights to SRMNCAH services and seek to achieve the following outcomes (results) in humanitarian settings:

- Established rights-based national and local SRMNCAH frameworks
- Improved promotion of equal gender norms, attitudes and practices on women's rights to SRMNCAH
- Empowered women and girls to exercise their SRMNCAH rights and seek services.

POWER will be implemented in Gambella regional state in hosting communities and refugee camps where the population is predominantly women, adolescents and children and have increased vulnerabilities in humanitarian context. To ensure that women, children and adolescents have equal access to reproductive health, it is necessary to address the existing gender biases in the social, cultural, institutional, legal and economic structures.

Despite notable improvements in the lives of women, adolescents and children, everyday 830 women die from preventable causes related to pregnancy and childbirth.¹ Women and girls are often more greatly affected in both sudden and slow-onset emergencies, and are at increased risk of sexually transmitted infections (STIs) including HIV, unintended pregnancy, maternal death and illness, and sexual and gender-based violence. Sixty per cent of preventable maternal deaths, 53 percent of under five deaths² and 45 percent of neonatal deaths³ take place in settings of conflict, displacement and natural disasters. The majority of those most at risk of preventable maternal and child mortality are living, or over the next 15 years will be living in fragile or humanitarian settings.

Health challenges are particularly acute among population on the move, those in refugee or temporary camps, and among internally displaced communities and among adolescents. Unequal gender norms, attitudes and practices play a large role in shaping the negative outcomes associated with maternal health and realizing reproductive rights. They limit women and girls from accessing contraception, family planning, and other essential reproductive health services. Only 52 percent of women married or in a union freely make their own decisions about sexual relations, contraceptive use and health care⁴ which is even lower in humanitarian settings. Women often face violence and discrimination and are unable to fully participate in society⁵ and seek out health services. Approximately 15 million adolescent girls (aged 15 to 19) worldwide have experienced forced sex (forced sexual intercourse or other sexual acts) at some point in their life⁶ and this is further exacerbated in crisis contexts. Therefore, there is need for strategic and targeted responses to address the SRMNCAH particularly in humanitarian settings. According to Ethiopian public health Institute (EPHI), the total maternal death in Ethiopia in 2019 was 1074⁷

In line with this, UN Women Ethiopia is planning to implement through qualified CSOs the **POWER program - Program On Women's Empowerment in Sexual, Reproductive, Maternal, Newborn,**

¹ WHO Fact Sheet, 2018 - <https://www.who.int/news-room/fact-sheets/detail/maternal-mortality>

² These data are calculated for 50 fragile states based on the 2015 OECD report on States of Fragility. The maternal mortality data are based on the: Trends in Maternal Mortality: 1990 to 2013. Estimates by WHO, UNICEF, UNFPA, the World Bank and The UN Population Division, 2014.

³ Calculation of the proportion of under-five and neonatal deaths that occurred in 2013 in the fragile states listed in the OECD report was done using the UN IGMe Report 2014 data

⁴ UN Women 2018. Turning Promises into Action: Gender Equality in the 2030 Agenda for Sustainable Development); <https://www.un.org/en/events/endviolenceday/>

⁵ Every Woman Every Child. Saving lives, protecting futures: progress report on the global Strategy for women's and children's health. New York: United Nations, 2015, Countdown to 2015.

⁶ UN Women 2018. Turning Promises into Action: Gender Equality in the 2030 Agenda for Sustainable Development); <https://www.un.org/en/events/endviolenceday/>

⁷ Ethiopian Public Health Institute (EPHI), epidemiological bulletin week 19, May 2020.

Child and Adolescent Health (SRMNCAH) Rights in Gambella in both refugee camps and hosting communities.

II. Description of Required Services

This Call for Proposal is to engage CSO to partner with UN Women Ethiopia in implementing POWER Program On Women's Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) Rights in Gambella in both refugee camps and hosting communities.

Activities include:

- Improve response capacities to gender-related barriers for women to access SRMNCAH services
- Provide technical support to the development of response plans for humanitarian settings
- Build capacity of women's groups, community leaders (including men) and community health workers (CHWs) and health extension workers (HEWs)
- Utilize multimedia channels to conduct increase awareness on cultural issues and barriers to SRMNCAH.
- Increase awareness and community action on SRMNCAH
- Promote women's economic opportunities and livelihood skills and second chance education to empower women to access to SRMNCAH services.
- Conduct community level literacy campaigns on SRMNCAH rights as enshrined in the laws and policies, targeting religious and cultural leaders and women leaders.
- Capacity building with women within social spaces in temporary shelters and host communities
- Support women's rights defenders, networks and coalitions to engage with government and other providers at national and subnational levels for quality SRMNCAH.
- Capacity development for women Rights and selected CSOs and networks for working in humanitarian settings on SRMNCAHR.
- Involving and using women's groups, community leaders, HEWs and CHWs to raise awareness and mobilize communities to create awareness of SRMNCAH services even in emergencies.

Project Target

The project focuses in Gambella Refugee camps and selected hosting communities. Therefore, interventions under this project should target all the refugee camps in Gambella and at least two refugee hosting woredas adjacent the refugee camps. Activities are expected to be implemented in the refugee camps and hosting community focusing on Women's Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) Rights in Gambella both in the refugee camps and hosting communities.

Nature of services

UN Women welcomes proposals from local and International NGOs to provide services to implement the activities stated above. The selected organization will be expected to consult with UN Women to ensure that issues related to Women's Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) Rights are clearly addressed in the activities.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES
<p>Project Output: Rights-based SRMNCAH priorities integrated in draft humanitarian response plans</p> <p>Indicator 1.2.1: Number of action plans that integrate SRMNCAH priorities in humanitarian setting</p> <p>Target: Year: 2021 Value: 1 Baseline: Year: 2019 Value: 0</p>	<p>1.21 Incorporate gender risk and barrier analyses results in actions and informs national health sector plans including budgets</p> <p>1.22 Improve technical and financial response capacities to gender-related barriers for women to access SRMNCAH services</p> <p>1.23 Provide technical support to the development of response plans for humanitarian settings</p>
<p>Output 1.3. Duty bearers have accountability mechanism to track implementation of commitments deliver on SRMNCAH commitments in humanitarian settings</p> <p>Indicator 1.3.1: Number and type of institutions strengthened to track implementation of commitments to address gender barriers to SRMNCAH.</p> <p>Target: Year: 2021 Value: At least 2 Baseline: Year: 2019 Value: 0</p>	<p>1.31 Support the development of result-oriented M&E systems to track the implementation of commitments to address gender barriers in humanitarian settings</p>
<p>Output 2.1. Women, men and boys, including community/religious leaders & local health care workers identify community solutions to promote equal gender norms and practices on women’s rights to SRMNCAH even in humanitarian settings</p> <p>Indicator 2.1.2A: Number of community mobilization/outreach events conducted on the advantages of SRMNCAH services</p> <p>Target: year: 2020 Value: At least 4 events per year Base line: year 2019 Value: 0</p> <p>Indicator 2.1.2B: Number of men, women, boys, girls, community/ religious leaders (m/f), health workers (m/f) engaged</p> <p>Target: year: 2021 Value: At least 50% of targeted population</p>	<p>2.11 Build capacity of women's groups, community leaders (including men) and community health workers (CHWs) and health extension workers (HEWs)</p> <p>2.12 Utilize multimedia channels to conduct increase awareness on cultural issues and barriers to SRMNCAH</p>

<p>Base line: year: 2019 Value: 0</p>	
<p>Output 2.2: Duty bearers and rights holders take to scale proven approaches to address unequal gender norms in humanitarian settings</p> <p>Indicator 2.2.1: Number and type of proven approaches to address gender norms implemented/upscaled in humanitarian settings</p> <p>Target: year: 2021 Value: At least 2 proven approaches per context Base line: year: 2019 Value: 0</p>	<p>2.21 Increase awareness and community action on SRMNCAH</p> <p>2.22 Promote women’s economic opportunities and livelihood skills and second chance education to empower women to access to SRMNCAH services</p>
<p>Output 3.1: Women leaders have skills to advocate for SRMNCAH rights and services</p> <p>Indicator 3.2.1: Number of women groups and networks supported</p> <p>Target: year: 2020 Value: 50 leaders Base line: year: 2019 Value: 0</p>	<p>3.12 Conduct community level literacy campaigns on SRMNCAH rights as enshrined in the laws and policies, targeting religious and cultural leaders and women leaders</p> <p>3.13 Capacity building with women within social spaces in temporary shelters and host communities</p>
<p>Output 3.2: Women’s organizations engage in humanitarian responses to ensure SRMNCAH rights and services</p> <p>Indicator 3.2.2: Number of women’s rights events on SRMNCAH organized at national and local level.</p> <p>Target: year: 2020 Value: 4 Base line: year: 2019 Value: 0</p>	<p>3.21 Support women’s rights defenders, networks and coalitions to engage with government and other providers at national and subnational levels for quality SRMNCAH</p> <p>3.22 Capacity development for Women rights organizations and selected CSOs and networks for working in humanitarian settings</p>

<p>Output 3.3: Individual women have increased awareness and knowledge of their SRMNCAH rights and available services in health care facilities even in emergencies.</p> <p>Indicator 3.3.1: Number of out-reach initiatives conducted to promote better health-seeking behavior.</p> <p>Target: year: 2020 Value: At least 4 events per year Base line: year: 2019 Value: 0</p> <p>Indicator 3.3.2: Number of women accessing SRMNCAH services</p> <p>Target: year: 2020 Value: At least 25% increase Base line: year: 2019 Value: TBD</p>	<p>3.31 Involving and using women's groups, community leaders, HEWs and CHWs to raise awareness and mobilize communities to create awareness of SRMNCAH services even in emergencies</p>
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III. Monitoring, Reporting and Evaluation

The Responsible Party will be guided by the POWER - SRMNCAH rights Results Framework and expected to contribute to measuring, analysis and reporting on the above stated indicators.

IV. Communication and Reporting Obligations

The selected organization(s) is expected to ensure that reporting, analysis and recommendations are evidence-based, engage and support women rights defenders and community groups to ensure women's rights to access SRMNCAH services are ensured in the humanitarian settings.

The selected organization(s) will work closely with UN women personnel during project implementation and provide mid-term and final narrative and financial reports in line with POWER – SRMNCAH rights fund/UN Women guidelines and requirements.

V. Support to Responsible Party

To achieve expected results, the Partner Organization(s) will receive an ongoing guidance and support from UN Women in the field and centrally a comprehensive induction on UN Women's every woman, every child, every adolescent girl, everywhere demands her rights to quality SRMNCAH services (Sexual, Reproductive, Maternal, Neonatal, Child and Adolescent Health Rights).

Qualifications of the Responsible Party

- Legally constituted organization with a valid registration in Ethiopia.
- Experience addressing issues relevant to women rights on Sexual, Reproductive, Maternal, Neonatal, Child and Adolescent Health Rights), women empowerment and gender equality.
- Experience working in humanitarian settings and refugee programs is mandatory.
- Have experts in the area of service is required.
- Previous working experience with United Nations is highly desirable

VI. Institutional Arrangement

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


VII. Budget Request

The proposed intervention size and budget request must fall between a minimum indicative amount of USD 310,000 and a maximum amount of USD 320,000 for the period up to December 2021. Budget proposals should be submitted in USD. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the deadline of submission.

VIII. Time frame

The project will commence upon signature of partnership agreement with the selected organization and will end after 17 months up to November 2021.

This TOR is approved by:

Signature:  _____

Name and Designation: Marie Gorette Nduwayo

UN Women Representative to Ethiopia, AU and UN ECA a.i

Date of Signing: 16 June 2020 _____

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

Call for proposal

Description of Services:

CFP No.

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

Mandatory requirements/pre-qualification criteria	Proponent’s response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ⁸	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) ⁹ .	Yes/No
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

⁸ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

⁹ [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Implementing Partners

Section 2

CFP No. **(UNW-ECO-CFP-2020-003)**

a. Instructions to proponents (Implementing Partners)

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3. A description of the services required is described in CFP **Section 1 - C "Terms of Reference"**.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6. All proposals shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN (name) **Ms.Tsgereda Lemma** , by email at tsgereda.lemma@unwomen.org Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

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

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on **Section 1**. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

6. Amendments to CFP documents

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

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

7. Language of proposal

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

8. Submission of proposal

- 8.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

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

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read: CFP No. _____ (**Women’s Empowerment in Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) rights in humanitarian settings in Ethiopia**) - TECHNICAL PROPOSAL
- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:
CFP No. _____ – (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: Ethiopia.public@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.

When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP

deadline.

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

8.4 Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

9. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

10. Proposal currencies

All prices shall be quoted in (Local currency) ETB

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal above.

11. Evaluation of technical and financial proposal

11.1. PHASE I – TECHNICAL PROPOSAL (70 points)

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

1	Proposal is compliant with the call for proposal requirements	15 points
2	The organizations mandate is relevant to the work to be undertaken in the TORs	20 points
3	The proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully	35 points
	TOTAL	70 points

Suggested table for evaluating technical proposal:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

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

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

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

12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	Annex A-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex A-2 Technical proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-3 Financial proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-4 Format of resume for proposed staff
Part of proposal	Annex A-5 Capacity Assessment minimum Documents

13 Format and signing of proposal

The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

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

14 Award

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

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

14.3 The award will be for an agreement with an original term of one year and 5 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex A-2 Technical proposal submission form

Call for proposal
Description of Services
CFP No.

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

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

CFP No (_____) - (Name of Proponent) - Technical proposal

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

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

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

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

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package.

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

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

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

Technical proposal submission form

The proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” refer to those organizations that submit a proposal pursuant to this CFP.

Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

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

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

Annex A-3
Financial proposal submission form

Call for proposal
Description of Services
CFP No.

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

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

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

CFP No (_____) – (Name of proponent) - Financial proposal

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

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

(Signature)

(Name)

(Name of proponent)

(Date)

(Address)

(Telephone No.)

(Email address)

Annex A-4
Format of resume for proposed staff

Call for proposal
Description of Services:
CFP No.

Name of Staff: _____

Title: _____

Years with Firm: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex A-5

Capacity Assessment minimum Documents

(to be submitted by potential Implementing Partners and submission assessed by the reviewer)

Call for proposal
Description of Services
CFP No.

Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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