

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

### Section 1

CFP No. UNW CFP Reference # NPL-CFP-2020-01

#### a. CFP letter for Responsible Parties

UNWOMEN plans to engage an (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 UNWOMEN at the address specified not later than 12.00 pm on 22 June 2020

The budget range for this proposal should be [USD 175,000 – USD 200,000]

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

Interested proponents may obtain further information by contacting this email address: [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)

#### b. Proposal data sheet for Responsible Parties

Program/Project:

**Requests for clarifications due:**

**Date: 15 June 2020                      Time: 5.00 pm**

Program official's name:

(via e-mail) [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)

Email:

**UNWOMEN clarifications to proponents due: [if applicable]**

**Date: 17 June 2020                      Time: 5.00 pm**

Telephone number:

**Pre Bid Meeting Date : 15 June 2020 Time: 11.00 am**

**Proposal due:**

Issue date:

**Date:    Time:**

**Planned award date: 1<sup>st</sup>  
July 2020**

a. UN Women Terms of Reference

## Comprehensive relief package for women and excluded groups in the COVID-19 context

### TERMS OF REFERENCE

#### I. Background

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women 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 centre of all its efforts, UN Women will lead and coordinate efforts of the United Nations System to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society and other relevant actors. Under the framework of the current UN Women Nepal Country Office (NCO) Strategic Note 2018-2022, UN Women in Nepal continues its work to strengthen women's leadership and participation in national and local level decision-making processes and empower women economically by supporting women from the most vulnerable and excluded groups

With the continuing spread of the COVID-19 pandemic, countries around the world are facing an extraordinary challenge wherein a health-related humanitarian crisis has evolved simultaneously into a socio-economic crisis. This has led to an unprecedented cessation of economic activities and erosion of income opportunities for millions, especially those in the informal sector. The International Monetary Fund (IMF) has announced that the world economy is in recession. Early estimates suggest that almost 25 million jobs will be lost<sup>1</sup>; and over half a billion people will be pushed back into poverty<sup>2</sup>. There is emerging evidence that the compounding complexities of the development and humanitarian crisis is likely to have disproportionate effects on women/girls, as well as those at-risk and vulnerable groups<sup>3</sup>; as pre-existing gender and socio-economic inequalities are further exacerbated during this crisis and in its aftermath.

Although as compared to other neighbouring countries, the number of confirmed cases in Nepal is relatively low;<sup>4</sup> the gendered impacts of COVID-19 have begun to manifest. Women are overrepresented in health and social sector services on the frontline; and as a disproportionate majority of those in the informal economy – likely to be hit hardest by the economic downturn. This includes but is not limited to self-employed, domestic and care workers, female headed

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<sup>1</sup> ILO. 2020. COVID-19 and the world of work: Impact and policy responses. Available here:

[https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/briefingnote/wcms\\_738753.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/briefingnote/wcms_738753.pdf)

<sup>2</sup> The Guardian, 'Coronavirus could push half a billion people into poverty, says Oxfam Report.' 9 April 2020. Available here: Coronavirus could push half a billion people into poverty

<sup>3</sup> IRC/CARE. 2020. Global Rapid Gender Analysis for COVID-19. Available here:

<https://www.rescue.org/report/global-rapid-gender-analysis-covid-19>

<sup>4</sup> Government of Nepal. Ministry of Health and Population. Health Sector Response to Coronavirus Disease (COVID-19). SitRep.

households, home-based workers, women migrant workers. Further the lockdown and enforced mobility restrictions, put women at greater risk of gender-based violence especially domestic and intimate partner violence. Women's unpaid and care burden will further increase, including taking care of children, elderly and family members who are sick. In addition, women, especially those from marginalized communities – such as single women, women living with HIV/AIDs, women with disabilities, women whose work is relegated to the margins and often invisibilized such as sex workers and women without identity documents – as well as those who are gender non-conforming are likely to face more barriers in accessing safety nets and other public services in the community.

## II. Justification

UN Women recognizes that ongoing efforts to save lives, need to be accompanied by efforts to save livelihoods. Further, drawing on the work of feminist organizations, UN Women recognizes that recovery and well-being in the face of a crisis such as this, requires a collective, rights-based response that prioritizes the needs of those made most vulnerable in crisis. Respect for human rights across the spectrum, including economic and social rights, and civil and political rights, is fundamental to the success of the humanitarian - public health focused response.

In this context, UN Women Nepal Country Office (NCO) has adopted a developmental lens to respond to the current humanitarian crisis across its programming areas. In taking a development approach to a health and humanitarian crisis, UN Women will focus its efforts on the immediate needs of the most marginalized women; at the same time that we anticipate the longer-term effects that will play out in the lives of women – in terms of socio-economic hardships, and also the gender inequalities that will persist to compound these hardships.

The Government of Nepal has announced a range of measures including the distribution of relief packages. Local government units are mapping vulnerable households to ensure that relief measures can be targeted to them, including food aid, which will be distributed as per the size of families, and with special priority for expecting mothers, orphans, the disabled or those with chronic illnesses. Further, the government also announced a 10% discount on rice, flour, dal, salt sugar and oil supplies.<sup>5</sup>

However early reports show – that single women, those who are gender non-conforming, people with disabilities, indigenous people are facing significant challenges in accessing the government's relief packages. These issues have also been re-iterated by diverse women's groups during interactions organized by the Gender in Humanitarian Action (GIHA) Task Team, co-chaired by UN Women.

In acknowledging the complexities that mark women's lives, and in recognizing that the current crisis is likely to exacerbate existing fault-lines – create more vulnerabilities, intensify exclusions, and push those in the margins, further behind – UN Women Nepal will adopt a comprehensive rights-based approach to support women from the excluded groups, to compliment ongoing efforts of the GoN. Informed by the key principles of ILO's Social Protection Floors Recommendation, 2012 (No. 202) – the comprehensive package will be rights-based, will include a diversity of methods and approaches, ensure protection of rights and dignity of beneficiaries, non-discrimination, gender equality and will be responsive to special needs.

The proposed intervention will contribute to the second pillar (Protecting People: Social Protection and Basic Services) of the United Nations framework for the immediate socio-economic response to Covid-19. The UNDS has pledged its commitment to work with government and private sector

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<sup>5</sup> <https://www.nepalitimes.com/latest/nepal-covid-19-relief-package/>

partners to secure affordable healthy food options for children, women, and families as well as vulnerable populations. The framework also calls for action to support national authorities, civil society, and women’s organizations to ensure basic essential services such as maternal health care, sexual reproductive health care and services for survivors of GBV.

In this context, UN Women seeks to partner with two different women’s rights organizations/consortium to deliver the comprehensive support package in four provinces, namely 2, 3, 5 and 7. Each organization/consortium can apply for either of the following:

<b>Option 1</b>	<b>Provinces 2 and 7</b>
<b>Option 2</b>	Provinces 3 and 5

**III. Objectives**

The initiative will support 500 women and excluded groups per province, with the aim to:

1. Address women’s practical needs as the crisis evolves – in terms of food and non-food items
2. Address specific gender-based vulnerabilities/barriers such as gender-based violence, unpaid and care work, and lack of access to information, services and resources
3. Strengthen women’s networks for political engagement and advocacy to challenge deep seated gender discriminatory norms and harmful practices

**IV. Key Components**

***(a) In Kind Support***

The package will provide in-kind support to address the following needs of women and their households

1. **Access to food** – to address the immediate food insecurity of households, through the direct provision of rations/food supplies. Emphasis will be placed on facilitating access, through household level distribution, given the challenges around mobility, and in accessing markets. The provision of food rations per households should be done as per GoN and relevant UN guidelines.
2. **Access to energy** – linked to food security is the need for clean energy including for cooking. This need will be addressed through the supply of induction cookers, utensils and LPG cylinders. This will be accompanied by efforts to link these households to new and renewable energy sources, including solar energy as the pandemic is contained.
3. **Access to essential supplies** – to address the immediate needs of households to maintain COVID related health and hygiene standards, essential supplies such as soaps, medicines, masks, sanitizers, sanitary napkins will be provided.
4. **Access to information/ communication** – existing evidence suggests that women especially those from excluded groups have limited access to information. To address this gap, access to mobile phones, data cards will be facilitated.
5. **Additional support for rural women** – for women engaged in subsistence agriculture/ livestock management, additional support will be made available in the form of animal/poultry feed, seeds, so that they can continue to sustain their livestock and small farms/kitchen gardens
6. **Access to essential health services**— women will also be supported with information on essential health services including psycho-social support, trauma counselling, GBV related support

7. **Access to financial services** – In the short and medium term, women especially those engaged in small/micro businesses will be linked with financial services; and supported to access small grants/ financial support as they become available
8. **Access to digital services** – in the current context, the reliance on digital platforms has grown exponentially. As part of its comprehensive package, women’s access to e-platforms including activation of mobile banking services will be facilitated, through training and accompaniment support

**(b) Support to cash-based intervention**

This component (in-kind support) will be aligned to UN Women’s ongoing efforts to provide cash support to women from the most excluded groups, in partnership with the World Food Programme in select locations

- 1) Coordination support to secure permission from the local government to implement cash-based support programmes
- 2) Support selection of households from working LGUs eligible for cash-based support programmes, selected responsible party will draft the eligibility criteria for cash-based support programmes and finalise in consultation with UN Women. In case the selected women beneficiaries do not have bank account, support women beneficiaries to open bank account in the nearby bank.
- 3) Sensitize communities on the objective of cash- based support programme, eligibility criteria for the support and targeted utility of cash provided to the beneficiaries.
- 4) Submit the post support monitoring report on impact of cash-based support.

**(c) Movement building**

While addressing the critical challenges posed by this pandemic, it is important to recognize that this crisis provides us with an opportunity to strengthen women’s voice and leadership across all preparedness and response efforts. Building on feminist principles on inter-dependence, solidarity and collective engagement, this initiative will also support women’s organizations and networks in their political engagement and public advocacy efforts. This will entail technical support to local and provincial governments to integrate a gender perspective in local development plans, relief packages, socio-economic recovery interventions as well as policy advocacy on right to quality public services including universal public healthcare services, universal social protection such as unemployment support, social housing and universal basic income. Further women’s groups/grassroots women’s organizations will also be supported to monitor quality of services being provided, including at the quarantine centres.

To avoid duplication and to facilitate a consistent, coordinated and coherent response, this initiative will also be linked to the work of other agencies (UN as well Development Partners) through the inter-agency clusters on health, education, food security, nutrition, and protection; the Working Group on Social Protection and the humanitarian task team on Cash; and with the IDPG-GESI Working Group.

<b>V. Target Group/Constituency</b>
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The initiative should target **500 people from excluded groups per province**. This can include sexual and gender minorities, single women, adolescent women and girls, women with disabilities, women living with HIV/AIDS, pregnant and lactating women, Muslim women, indigenous women, Dalit women, Ethnic women, women migrant workers and returnees, sex workers, domestic workers,

trafficked women, homeless/destitute women, women involved in wage work and daily labour, including home-based workers, , women street vendors, waste pickers, conflict affected women.

## VI. Scope of the assignment

Activity	Description	Quantity/unit	Periodicity	Remarks
<b>1. In kind Support – food and non food</b>				
<b>Procure and distribute food items</b>	Rice-30 kg; Lentils-3 kg, Salt-1 kg, Cooking oil-2 ltrs; Cereals-1kg; Sugar-2 kg)	500 households per province	Monthly basis for 3 months	This is for an average HH of 5 persons
<b>Procure and distribute non-food items/essential supplies</b>	Soap-6pcs, Detergent-1 kg, Sanitary pad (cotton pad)-: 12 pcs  Basic medicine such as Paracetamol (30 tablets), Dettol (1 bottle) , Cotton (1 roll) and ORS ( 6 packets)	500 households per province	Monthly basis for 3 months	This is for an average HH of 5 persons.  <i>The agency must ensure that all packaged and non-food items (medicines) are verified for their expiration dates. All such purchases should have a minimum validity of six months, and the agency must provide an undertaking that the verification has been conducted</i>
<b>Procure and distribute energy saving /solar energy equipment</b>	1 LPG  and  1 induction cook-stoves	500 HH per province	One time	
<b>Procure and distribute seeds/vermi-compost to rural women households</b>	Seed bag (50gm of Brinjal, 50gm of Chili, 50gm of Radish Seed, 50gm of bitter gourd)	Minimum 300 HH per province -	One time	This should be distributed to rural women farmers and HH with kitchen gardens

	Vermi Compost (Organic Fertilizer) (2 Pkt = 4 Kg per HH)			
<b>Procure and distribute mobile phones and data cards</b>	1 standard/basic mobile phone (not exceeding NPR 3000 per set)  1 data card (of NPR 500)	500 HH per province	One	
<b>II. Essential services and information</b>				
<b>Provide online training to counsellors and engage them to provide counselling support to women at the community level through telephone and online platforms</b>	Online training to counsellors	25 persons per province	Eight 2-hour sessions in a period of two months  Half day refresher training on counseling in subsequent months	
	Counselling services to the community (through telephone or internet)	Minimum 25-20 survivors per district per month	Need based	
<b>Produce and broadcast radio programmes on psycho-social counselling targeting community women and air on local FM channels</b>		1 weekly programme per project district	Weekly	

<b>Provide accompaniment support to FHH to access digital services and financial services /government support</b>		500 HH per province		
<b>III. Support to cash-based intervention</b>				
<b>Coordination support to secure permission from the local government to implement cash-based support programmes</b>			On-going	
<b>Support selection of households from working LGUs eligible for cash-based support programmes, selected responsible party will draft the eligibility criteria for cash-based support programmes and finalise in consultation with UN Women.</b>  <b>In case the selected women beneficiaries do not have bank account, support women beneficiaries to open bank account in the nearby bank.</b>			One time per cycle	
<b>Sensitize community members on the objective of cash- based support programme, eligibility criteria for the support and targeted utility of cash provided to the beneficiaries.</b>		Two awareness raising programmes per district in local language	Two per district during project period	
<b>Submit the post support monitoring report on impact of cash-based support</b>			One time per cycle	The report should include at least five human interest stories from among



				the supported households.
<b>IV. Movement building</b>				
<b>Provide technical support to local governments to integrate a gender perspective in local development plans, relief packages, socio-economic recovery interventions</b>		Each LGU selected for the project	Ongoing	
<b>Organize meetings/dialogue platforms with local stakeholders including government representatives</b>		Minimum two meetings per LGUs	Intermittent	These meetings should be conducted in line with WHO and GoN guidelines, keeping in mind physical distancing and hygiene protocol. Physical meetings should be planned only after lockdown is lifted, with not more than 15 persons
<b>Conduct monitoring of quarantine sites from a GESI perspective as per checklist developed by UN Women</b>		Minimum 10% of quarantine facilities in the district	Monthly	The
<b>Orient core staff on conducting monitoring visits and documenting findings</b>		One half day session	One time	
<b>Prepare monthly status updates on key GESI issues at the LGU/district level as per template agreed upon with UN Women</b>		LGU	Monthly	

## VII. Expected outputs

**Output-** Excluded groups have strengthened leadership capacity, voice and agency to demand accountability and transparency for inclusive governance and access to justice at the federal and local levels advancing the implementation of SDG 5 and 16

**Indicator-** Number of women from excluded women's group (female headed household and other excluded groups) who received comprehensive relief package and livelihood support.

## VIII. Geographic locations

The initiative will be rolled out on a pilot basis in eight LGUs in four different provinces (2, 3, 5 and 7) in collaboration with women's organizations, initially targeting 500 women and gender and sexual minorities in each province. The rationale for selection of LGUs and districts should be included in the proposal. To avoid duplication with UN Women's ongoing initiatives the following LGUs in provinces 2 and 7 **should not be included** in the proposal:

District	LGUs covered by another UN Women initiative
Dhanusa	Dhanusadham and Mithila
Sarlahi	Malangawa
Kailali	Bhajani, Godawari, Gauriganga, Ghodaghodi

## IX. Time frame

Six months - July 2020 to December 2020

## X. Reporting requirements

The partner agency will be required to submit a narrative and financial report on a quarterly basis, and one project completion report

## XI. Guiding Principles

The implementation of the proposed activities should be guided by the following principles.

- Result based programme management
- Human rights-based approach
- Cultural diversity, social inclusion and gender sensitivity
- Strategic partnership
- Knowledge sharing and resource mobilization
- Do not Harm

## XII. Eligibility criteria

- Proven technical competencies in application of human rights-based and feminist approaches to advance gender equality and for ensuring their voices and needs as rights-holders
- Demonstrable organizational experience of forming and supporting networks of excluded

- groups, including in the specific provinces
- Sound knowledge and technical expertise on gender in humanitarian action
  - Demonstrable experience in implementing programmes on gender equality and women's empowerment, and in formulating result-oriented programme, monitoring programme based on indicators and quality reporting
  - Proven organizational experience in building strategic partnerships, connections and networks with relevant partners, including government agencies, community based organizations, CSOs at the provincial local level
  - Demonstrable commitment to working with women, girls, other genders that are economically, socially, culturally, or otherwise excluded, excluded and/or marginalized.

### **XIII. Team composition**

In order to manage and coordinate the intervention in an effective and timely manner, the partner agency/consortium is requested to establish a management team in charge of day-to-day management and operations of the training as well as communication and coordination with UN Women. The management team will consist of but not limited to the following core members: (1) One Team Leader with progressively responsible experience in programme management and gender in humanitarian action (2) Two provincial coordinators (3) One Monitoring and Documentation Officer and (3) One Finance Officer .

The agency/consortium can propose other relevant and justifiable human resources in addition to the management team in order to manage and coordinate the assigned tasks and responsibilities in an effective and timely manner. Agencies are required to provide detailed job descriptions, and qualifications and experiences of the proposed human resources. Qualifications and experience of additional human resources will be evaluated as the overall capacity of human resources of the partner agencies.

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

**Call for proposal**

**Description of Services: Comprehensive relief package for women and excluded groups in the COVID-19 context**  
**CFP No. UNW CFP Reference # NPL-CFP-2020-01**

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 <sup>6</sup>	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>7</sup> .	
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

<sup>6</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>7</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. UNW CFP Reference # NPL-CFP-2020-01

#### 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 consortiums 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 [technical-bid.np@unwomen.org](mailto:technical-bid.np@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 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: [technical-bid.np@unwomen.org](mailto:technical-bid.np@unwomen.org)

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

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

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

## **9. Clarification of proposals**

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

**10. Proposal currencies**

10.1 All prices shall be quoted in (local currency) NPR\_\_\_\_\_

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

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

**11. Evaluation of technical and financial proposal**

**11.1 PHASE I – TECHNICAL PROPOSAL (70 points)**

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by 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 ( <b>component 1</b> )	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 ( <b>components 2, 3 and 4</b> )	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:  
 $Points = (A/B) \times 30$  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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

13. 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 six months i.e July 2020 to December 2020 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

**Description of Services: Comprehensive relief package for women and excluded groups in the COVID-19 context**  
**CFP No. UNW CFP Reference # NPL-CFP-2020-01**

#### **Mandatory requirements/pre-qualification criteria**

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)**

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

#### **Component 2: Expected Results and Indicators (max 1.5 pages)**

This section should articulate the proponent's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.

2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

**Component 3: Description of the Technical Approach and Activities** (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

**Component 4: Implementation Plan** (max 1.5 pages)

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

**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.

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

<sup>8</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

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

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

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal**

**Description of Services: Comprehensive relief package for women and excluded groups in the COVID-19 context**  
**CFP No. UNW CFP Reference # NPL-CFP-2020-01**

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

Description of Services: Comprehensive relief package for women and excluded groups in the COVID-19 context  
CFP No. UNW CFP Reference # NPL-CFP-2020-01

#### 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 <a href="https://www.un.org/womenwatch/dsg/2003/13">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### Administration and Finance

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

#### Procurement

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

#### Client Relationship

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

