



Call for Proposal (CFP) Template for Responsible Parties (For Civil Society Organizations- CSOs¹)

Partners for UN Women Philippines

Section 1

CFP No. CFP/PHL/2020/003

a. CFP letter for Responsible Parties

UNWOMEN plans to engage (Responsible Parties) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 2359 H (11.59 PM) (Philippine Standard Time) on 7 August 2020, Friday.

The budget range for this proposal should be not greater than USD 85,000.

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"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p>Annex -1 Mandatory requirements/pre-qualification criteria</p>	<p>Annex-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex-2 Template for proposal submission</p> <p>Annex-3 Format of resume for proposed staff</p> <p>Annex-4 Capacity Assessment minimum Documents</p>
<p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex-2 Template for proposal submission</p> <p>Annex-3 Format of resume for proposed staff</p> <p>Annex-4 Capacity Assessment minimum Documents</p>	

Interested proponents may obtain further information by contacting this email address: Salila Klongboonjit <salila.klongboonjit@unwomen.org>

b. Proposal data sheet for Responsible Parties

Program/Project: Women and Girls at the Center of COVID-19 Prevention: Delivery of Cash for Work and Messages on COVID-19 Awareness and Prevention in Mindanao

Requests for clarifications due:

Date: Friday, 31 July 2020

Time: 5 PM PST

Email: <salila.klongboonjit@unwomen.org>

Via email: <salila.klongboonjit@unwomen.org>

¹ Defined as Any non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSO includes but are not limited to community-based organizations (CBOs), non-governmental organizations (NGOs), faith-based organizations and Academic Institutions but the CSO definition does not include business or for-profit associations.

Issue date:

UNWOMEN clarifications to proponents due:

Date: Monday, 3 August 2020 **Time: 5 PM PST**

*(responses to individual requests for clarifications will be provided on a rolling basis and within 48 hours)

Proposal due:

Date: Friday 7 August 2020 **Time: 5 PM PST**

Planned award date:

Friday 4 September 2020

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

7 September 2020



c. UN Women Terms of Reference

Delivery of cash for work opportunities and messages on COVID-19 awareness and prevention to women in Mindanao

1. Introduction

The outbreak of the new coronavirus (COVID-19) was first reported in Wuhan, China on December 31, 2019. Since then a global pandemic has been declared, with countries across the globe mobilizing to respond to the health crisis and manage the significant socio-economic impacts. This unprecedented crisis unfolds against many existing challenges: Asia and the Pacific is the most disaster-prone region in the world, and it is facing the ever-pressing threats of climate change, many large protracted crises and conflict, and issues around mobility and migration with the region hosting approximately 33 million migrant workers. Within this regional context a specific multi-country approach enables targeted focus on countries with large numbers of the most vulnerable populations and ongoing complex humanitarian emergencies. Bangladesh, Indonesia, Myanmar, and the Philippines are amongst the most affected in the region by major and complex humanitarian emergencies, such as natural disasters, conflicts, and disease outbreaks, with frequent disasters and high-volume human impacts.

The COVID-19 pandemic in the region is unfolding amid existing inequalities in access to health and weak health infrastructure. The health crisis is also unfolding amid persistent gender inequalities in the region: owing to structural inequalities and discriminatory gender norms, women account for only 18 per cent of parliamentarians (20.63% in Bangladesh, 11.31% in Myanmar, 17.39% in Indonesia, and 27.96% in the Philippines),² women's employment is concentrated in the informal labour sector with limited protection, and women experience unacceptably high levels of intimate partner violence (IPV). More than 37 per cent of women in South Asia, 40 per cent of women in South-East Asia, and up to 68 per cent of women in the Pacific have experienced violence at the hands of their intimate partners.³

In the first months of COVID-19, we already see that gender inequalities and discriminatory social norms that existed in all countries before the pandemic are exacerbated in this crisis. These gender inequalities will have profound impacts on the lives of women and girls in the region. Due to these existing inequalities COVID-19 will impact women and girls disproportionately to men and boys, and will also affect women's resilience in mitigating the effects of the outbreak. This also calls for programming to be centered on respect for human rights across the spectrum, including economic and social rights, and civil and political rights, as fundamental to the success of the public health response.

Given that prevention and response mechanisms to the COVID-19 pandemic are increasingly localized due to government measures such as travel/movement restrictions and border closures, Civil Society Organisations (CSOs), particularly those led by or representing women, play a critical role in enacting context-specific measures to protect communities from contracting or transmitting the virus. UN

² <https://data.worldbank.org/indicator/SG.GEN.PARL.ZS>.

³ Ending Violence is our business: Workplace responses to intimate partner violence in Asia and the Pacific. UN Women, 2019.



Women recently launched a rapid survey of women’s CSOs in Asia and the Pacific region to assess the impact COVID-19 was having on their organisations and the women they seek to protect. While CSOs have highlighted difficulty reaching out to women (particularly survivors of violence, women migrant workers, women and girls in IDP/refugee camps, and other vulnerable groups) they are trying to leverage the use of technology to help continue providing vital services, such as referral services, emergency aid, information distributions, hotlines, livelihood/economic supports for women in the field, that are instrumental in protecting women and preventing further spread of COVID-19 in communities. It is essential that funds are maintained for women’s organisations in the COVID-19 emergency prevention and response strategies and that their capacities are developed to integrate a human rights-based approach within the community priorities set forth by women.

More than 37 percent of women in South Asia, 40 percent of women in South-East Asia, and up to 68 percent of women in the Pacific have experienced violence at the hands of their intimate partners.⁴ Emerging evidence from this pandemic paints a picture where this is increased. Lockdowns and quarantine measures placed by many countries mean that millions of women are confined with their abusers, with limited options for seeking help and support. The Indonesian Women’s Association for Justice Legal Aid Institute reported a three-fold increase in referral cases from the National Commission on Violence Against Women since the work from home order due to COVID-19.⁵ In the context of existing humanitarian emergencies the situation is even more complicated, for example, in Rohingya refugee camps, women’s rights activists have indicated that since the lockdown began they have had increasing domestic violence and sexual abuse reports but because of restrictions on communications, aid workers are finding it difficult to remotely coordinate support and protection services.⁶ In the case of domestic violence, there is an imbalance of power and control where women’s decision-making capacity is severely undermined, this has the potential to increase susceptibility to not receiving appropriate care if the survivor needs to be tested or treated for COVID-19 or their inability to access essential prevention information.

In Asia and the Pacific, the unequal distribution of unpaid care and domestic work between women and men is a major barrier to gender equality and women’s empowerment. Women and girls spend more time than men and boys on unpaid care and domestic work, ranging from 1.7 times as much in New Zealand to 11 times in Pakistan.^[1] In the Philippines and Bangladesh, initial results from UN Women surveys indicate COVID-19 has increased the burden of both unpaid care and domestic work for women significantly.⁷ Where health care systems are stretched by efforts to contain outbreaks, care responsibilities are frequently transferred onto women, who usually bear responsibility for caring for ill family members and the elderly.^[2] In this context, women care givers are acting as the primary frontline health workers in their homes, often without any PPE, and therefore are at increased risk of exposure and transmission of the virus within households. The disproportionate childcare duties that women shoulder also increases their risk of transmission since children may be infected by the virus and yet show no symptoms. In order to suppress household transmission, women’s unpaid care work in households needs to be addressed in prevention and control measures. The most marginalized women such as those in poor rural areas or IDP camps are placed in a particularly vulnerable position

⁴ Ending Violence is our business: Workplace responses to intimate partner violence in Asia and the Pacific. UN Women, 2019.

⁵ Eco-Business, [COVID-19 and the Increase in Domestic Violence in Asia Pacific](#), April 2020

⁶ Human Rights Watch, [Bangladesh: COVID-19 Aid Limits Imperil Rohingya](#), April 2020

⁷ Ibid.



as they struggle to achieve basic hygiene and protection due to the limited access to clean water or the prohibitive costs of items such as masks or hand sanitizers.

The Philippines, where the first death outside of China was reported, is experiencing a dire shortage of medical equipment and an underequipped health force. Frontline healthcare workers, a majority of which are women,⁸ are at great risk, and at least 17 frontline coronavirus medics have already died in the Philippines.⁹ Outside the role of medical frontliners, women at the local level (barangays), such as barangay health workers, cleaners/sweepers and other volunteers are mobilised to augment the workforce expected to carry out tasks of local government units to distribute relief goods, enlist families for social amelioration, monitor, assist and attend to PUMs, PUIs and even family members of COVID-19 positive patients as they all need to self quarantine/isolate. They are also expected to be at the checkpoints and even assist/coordinate transfers of patients to various health facilities. If not equipped with proper protective gears and information - they are very much at risk from contracting the virus and spreading it as well. At the same time, the Philippine government's oppressive approach to the public health emergency criminalizes urban areas' many poor and destitute for violating quarantine protocols that are impossible for them to follow, while putting them at risk of infection in cramped detention centers. Over 42,000 arrests were made in the first 11 days of the quarantine due to alleged violations.¹⁰ As this situation continues to escalate, urgent interventions are needed to prevent the spread of the virus and to encourage community-centered policies.

Given these, UN Women will implement a 11-month project based on the following theory of change:
If:

1. Women have access to life-saving information, resources, services and skills that will reduce the spread and the negative socio-economic impact of COVID-19 in communities at risk;
2. Women's groups and networks are able to influence and contribute to gender-responsive policies on COVID-19 and its prevention, and continue to provide protection and prevention services;
3. National and regional platforms are strengthened to inform inclusive and gender-responsive measures to prevent the spread and negative socio-economic impact of COVID-19;

Then The disproportionate gender-based risks and negative impact of COVID-19 on women, including those who are the most marginalized and in particularly vulnerable situations will be reduced

Because Specific needs and concerns of women will be addressed in prevention of COVID-19 and gender -responsive policies will ensure the most marginalized groups will be covered.

2. Description of Required Services/Results

⁸ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1955369/>

⁹ <https://www.cnn.com/2020/04/01/homepage2/philippines-nurse-intl-hnk/index.html>

¹⁰ <https://www.aljazeera.com/news/2020/04/poverty-punished-philippines-tough-virus-pandemic-200413063921536.html>



Contribution to the UN Women Output: Women have access to life-saving information, resources, services and skills that will reduce the spread and the negative socio-economic impact of COVID-19 in communities at risk.

1.1 Support cash-for-work opportunities for women such as the production of essential goods and provision of essential services to stem the spread of COVID-19, including masks, hand sanitizer, personal protective equipment, food production, and secure a basic income at the same time, and link these essential services to organizations producing hygiene kits or providing health services in communities;

1.2 Develop and disseminate messages on COVID-19 awareness and prevention including through virtual capacity strengthening workshops to women advocates to acts as community health ambassadors; and,

1.3 Develop storytelling, radio and digital campaigns with prevention messages on COVID-19 from the perspective of women and girls, including to address misogyny and hate speech and advocate for shared care burdens

Indicators:

- No. of women receiving cash transfers, in-kind support, or income from cash-for-work opportunities that report being empowered in household decision-making

Baseline year: 300 (2020) Target: 750 women

More or less, here are the proposed strategies in delivering the above results:

1. Identification of target areas is crucial in the implementation of this project¹¹. Some possible selection criteria could be as follows¹²:
 - *Significant* existence of women's livelihoods/ microenterprises *impacted by COVID-19* as baseline requirement
 - Adjacent or accessible to NGOs or social enterprises that can support women's livelihoods¹³
 - Significant 4Ps or SAP beneficiaries (indicating 'poorest of the poor' households or impacted by COVID-19)
 - Local government with gender and development policies/ programs/ services

Implementation will be at the barangay level hence invited/ selected local governments should provide barangay level data/information.

2. Selection of areas will be discussed with the following:
 - Provincial/ municipal/ city government (administrator, social welfare, livelihoods, gender and development offices, among others)
 - NGOs or social enterprises supporting women's livelihoods/microenterprises adjacent or accessible in the pre-selected areas

¹¹ Pre-selection will be based on the information provided by UN Women's partners and networks' stakeholders or partners at the provincial/ municipal/ city level. It is crucial that UN Women's partners and networks' have existing partnerships or collaborations with local governments to support project implementation.

¹² Weights to be identified later on.

¹³ As much as possible the selection of the target area should be related to the implementation of Output 2 wherein a target area should be adjacent or accessible to a women's organization to support project implementation, monitor progress and eventually, take on the women beneficiaries as part of their own organization or network. The supporting organization can definitely support Output 2 and 3 given their experience in supporting the implementation of Output 1.



Area selection will be evidence-based. Pre-selected province/ municipality/ city will provide information based on the selection criteria.

3. After area selection, identified areas will be visited by LGU and NGO/ social enterprise teams for consultation to further identify women's needs and capacities.

Considering that one of the selection criteria is *significant* existence of women's livelihoods/ microenterprises impacted by COVID-19 as baseline requirement, inception visit will identify NGO/ social enterprise members or stakeholders that were previously involved in economic activity but were unable to continue due to care work, restrictions to mobility either due to disability or restrictions brought about by issuance of quarantine passes, or lack of access to the supply chain to continue home-based livelihoods.

Aside from this, information on access to basic social services will be gathered. Identified potential partner-beneficiaries will be asked if they have been enrolled in government programs and services such as 4Ps, PhilHealth, SSS and Pag-ibig. Such information will be forwarded to local authorities to support women's enrollment in these programs to support social protection whilst continuing their economic activity¹⁴. Other information such as access to information, children's access to education, spouses/ partner's access to employment or livelihoods, other family members living and being supported by the identified potential partner-beneficiaries within the household will be asked. Due consideration also will be given to determine shared domestic responsibilities and, whenever possible, risks of domestic violence – these will follow the usual 'do no harm' principle in undertaking the profiling. Profiles of identified partner-beneficiaries from the inception visit will be part of the database that will be monitored throughout the project; the usual data privacy protocols will be ensured.

The inception visit will also clarify that not all women in a particular area will benefit from the cash for work element of the project¹⁵. Priority will be given to partner-beneficiaries that were already members of NGOs/ social enterprises as they have the initial capacities to continue livelihoods/ economic activities – however, true to the principle of 'leaving no one behind,' it is expected that these identified partner-beneficiaries will have a multiplier effect in their communities as they mentor these women to support the expansion of economic activities in their area¹⁶.

Aside from the selection of partner-beneficiaries, there will be also a scoping of the enabling environment of the selected area. Considering the profiles of partner-beneficiaries, selected area will still be assessed in terms of the following possible indicators:

- Access to basic government infrastructure such as the barangay hall, health center, evacuation or isolation areas, as well as access to water, electricity, information (mainstream and below-the-line) and communications (including internet connection)
- Access to supplies and materials necessary for the continuation of impacted women's livelihoods
- Number of gender-based violence reported in the area and existence of barangay women and children's desks, and other services (referral system with health institutions, peace and order, etc.)
- Existence of a disaster risk reduction and management system
- Health data and existence of barangay health workers present in the area
- Local government hotlines for emergencies, health, safety, among other necessary services
- Presence of military or police or paramilitaries in the area

¹⁴ Based on previous studies on women's livelihoods and microenterprises, health and other social protection services are the least of the resources saved for by women. Hence, when health problems arise, for example, the little profit or income from women's livelihoods will be used for addressing such problems.

¹⁵ There should be a clear set of messaging in this regard.

¹⁶ There is a need to maintain safety health protocols in the context of COVID-19 such as wearing of masks, physical distancing, good personal hygiene, among others.



After this phase, it is possible that initially selected areas will be confirmed or de-selected for project implementation.

4. Once the selected areas have been confirmed, project implementation will commence. Partner NGOs/ social enterprises will identify its partner-beneficiaries, also with a clear set of criteria and considerations in project management (e.g., manageable number of partner-beneficiaries in an area considering COVID-19 restrictions). Prior to this, partner NGOs/ social enterprises will, more or less, identify the enterprises that will undertaken by the women partner-beneficiaries given the COVID-19 goods and services needed in the area. They will inform the host local government of its identified partner-beneficiaries and begin project implementation.

Host local government should likewise ensure that its hotlines are in place and functional in time for the project launch.

Initial project implementation will, more or less, involve the following:

- Public information on the project using printed materials to be distributed at the household level, public announcement systems (megaphones roaming around the area, posters in common areas or along sidewalks), Facebook page where project information could be accessed as indicated in printed materials¹⁷, among others based on the profiling of selected area. Public gatherings will be avoided.
- Aside from this, public information will highlight also the particular role of women in the prevention of COVID-19 and the value of shared domestic responsibilities to ease the burden of COVID-19 impact at the household level.
- Information or capacity development interventions for partners at the community level (e.g., target barangay health workers) to underscore gender and COVID-19 prevention messages.
- Home visits with partner-beneficiaries to handover starter pack for women's livelihoods, including various project information materials.
- Creation of 'phone trees' to serve as women's collective information sharing and support during project implementation. Phone trees will also support women's access to local government hotlines which they can test during the project launch.

5. Continuing project implementation activities will, more or less, include the following:

- Weekly public information campaigns particular role of women in the prevention of COVID-19 and the value of shared domestic responsibilities to ease the burden of COVID-19 impact at the household level¹⁸.
- Bi-weekly home visits to check on women partner-beneficiaries progress and conditions, including gathering issues in relation to project implementation and other needs. Included would be training, coaching, mentoring on producing the COVID-19 related goods and services, provision of additional supplies and materials for production as well as public information materials. Visits will also build capacities of women to become community health ambassadors, interfacing with barangay health workers and other frontliners, carrying messages in relation to COVID-19 prevention and information dissemination.
- Product pick-ups for cash payments¹⁹ and distribution to organizations or companies.
- Regular 'phone tree' push messages for collective information sharing and support during project implementation. Leverage the system for early warning, shunning fake news and problem-solving.

¹⁷ Yet to be explored would be partnerships with the private sector – telecommunications company – to launch as well as 'power' the area for the weekly information campaigns.

¹⁸ Weekly information campaigns powered by a telecommunications company will enable a 20 to 30-minute empowerment messages to strengthen women's role as community health ambassadors and information on women's roles to prevent COVID-19 at the household and community levels.

¹⁹ To be explored if cash payments could be done via digital wallet platforms or online banking in partnership with the private sector.



- Bi-weekly host local government meetings to inform project progress and forward women partner-beneficiaries' issues and concerns. Possibly hold virtual interface with partner-beneficiaries to strengthen local governance.
 - Bi-weekly sharing of project progress in terms of health status of the selected areas, collective profits, final recipients of women's products, among others.
6. Before the end of the project, several project activities will be undertaken, which will more or less, include the following:
- End-line profiling of the partner-beneficiaries, partner NGO/ social enterprises, local governments, taking off from the inception results.
 - Determining results – outputs and outcomes - at the household, community and local level.
- Forge agreements (MOU) to continue or sustain project gains between partner NGO/ social enterprises and local governments.

It is expected that the project will be implemented in Maguindanao in Mindanao. Selection of areas will be based on the organization's presence/ constituency as well as accessibility, security and communication connectivity considerations.

3. Timeframe

Identification and selection of target areas (which includes development of area selection criteria)	July 2020
Profiling of women partner-beneficiaries (which includes development of profiling tools, identification of COVID-19-related goods and services to be undertaken by the women, among others)	August 2020
Inception with host local governments, among partners at the local level	September 2020
Project launching activities to include public information, home visits, etc	
Cash for work interventions, home visits, public information campaigns, interface with the women partner-beneficiaries and local government	September 2020 to March 2021
End-line profiling of women partner-beneficiaries and host local government	April 2021
Project closing such as harvesting results and lessons, forging agreements with host local government and possibly group of women partner beneficiaries	April to May

4. Competencies

In the selection of partners, the following competencies will be considered:

- Legally constituted organization with a valid registration in the Philippines.
- Minimum 5 years in the field of addressing gender issues such as women's economic empowerment, gender advocacy or gender-responsive humanitarian response.



- Previous experience in delivering humanitarian response; experience in livelihoods, economic empowerment, cash for work is desired.
- Previous experience in constructive collaboration with local/ sub-national/ national governments is required.
- Active presence in digital platforms such as websites, social media, is desired.
- Working experience with the United Nations or other international development organizations is desired.

Partner should also comprise of the following:

- Team leader:
 - Bachelor's degree in social sciences, politics, human rights, gender or other related fields.
 - Minimum of 7 years of relevant experience of working in the area of gender-responsive humanitarian response; women's livelihoods/ economic empowerment/ cash for work experience, desired.
 - Knowledge and experience in gender advocacy, awareness raising and information, education and communication (IEC); experiences in humanitarian contexts, desired.
 - Fluent in Filipino and English; knowledge of local languages in Mindanao, desired.
- Team members:
 - Bachelor's degree in social sciences, politics, human rights, gender or other related fields.
 - Minimum of 2-3 years of relevant experience of working of gender-responsive humanitarian response; women's livelihoods/ economic empowerment/ cash for work experience, desired.
 - Knowledge and experience in community organizing/ development and/or addressing, gender issues in humanitarian contexts, among others.
 - Knowledge and experience in innovative platforms for engaging communities, especially women and girls, into action (e.g., digital platforms).
 - Fluent in Filipino and English; knowledge in local languages in Mindanao, desired.

Carla Zubat

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

Call for proposal

Description of Services: *Delivery of cash for work opportunities and messages on COVID-19 awareness and prevention to women in Mindanao*

CFP No. CFP/PHL/2020/003

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 ²⁰	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) ²¹ .	Yes/No
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

²⁰ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

²¹ [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. CFP/PHL/2020/003

a. Instructions to proponents (REs)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [<salila.klongboonjit@unwomen.org>](mailto:salila.klongboonjit@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-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-1**. UN-WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

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

6. Amendments to CFP documents

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

7. Language of proposal

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

8. Submission of proposal

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

All proposals should be sent by email to the following secure email address: cfp.roap@unwomen.org with copy to salila.klongboonjit@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 proposal

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 Philippine Peso (PHP)

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 (component 1)	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3 and 4)	35 points
TOTAL		70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s price is \$20.00.

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

12. Preparation of proposal

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

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a

response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	Annex-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex-2 Template for proposal submission
Part of proposal	Annex-3 Format of resume for proposed staff
Part of proposal	Annex-4 Capacity Assessment minimum Documents

12.7 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 initialed 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 [10 months] with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex-2 Template for proposal submission

Call for proposal

Description of Services: *Delivery of cash for work opportunities and messages on COVID-19 awareness and prevention to women in Mindanao*

CFP No. CFP/PHL/2020/003

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex-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.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		..		
5. Other costs ²²				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

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

²² “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, 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-3

Format of resume for proposed staff

Call for proposal

Description of Services: *Delivery of cash for work opportunities and messages on COVID-19 awareness and prevention to women in Mindanao*



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-4
Capacity Assessment minimum Documents

(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal

Description of Services: *Delivery of cash for work opportunities and messages on COVID-19 awareness and prevention to women in Mindanao*

CFP No. CFP/PHL/2020/003

Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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



