

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

Section 1

CFP No. (WEE /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 invite sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than **17.00 EAT on 28th August 2020**.

The budget range for this proposal should be USD 100,000. – 150,000

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 B-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>

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

b. Proposal data sheet for Responsible Parties

Program/Project: Realizing Gender Equality through Empowering Women and Adolescent Girls

Program official's name: Michael Jerry

Email: cfp.tanzania@unwomen.org

Telephone number: N/A

Issue date: 10th August 2020

Requests for clarifications due:

Date: 21st August 2020 **Time:** 17:00 EAT

(via e-mail: michael.jerry@unwomen.org)* **For Clarification only not for proposal submission.**

UNWOMEN clarifications to proponents due: [if applicable]

Within 48 hours after receiving a request for clarification

Proposal due:

Date: 31 August 2020 **Time:** 17:00 EAT

Planned award date:

Within the period: 10th-15th September 2020

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

15th September 2020

1. Introduction

a. Background/Context for required services/result

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women has a universal mandate that encompasses a normative, an operational/programmatic as well as a coordination role, all of which are closely linked with its unique structure. At the core of its mandate, UN Women plays a leading role in supporting governments in delivering on their gender equality and women's empowerment (GEWE) commitments in the Sustainable Development Goals (SDGs). In Tanzania, UN Women supports strengthening of women's leadership and meaningful participation in political and governance systems, women's economic empowerment, ending violence against women and girls, and gender statistics to contribute to tangible differences in their lives.

In Tanzania, UN Women works with other UN agencies within one UN system for delivery as one, under the overarching United Nations Development Assistance Plan 2016–2022 (UNDAP II) which is aligned with and contributes to Tanzania's national priorities and commitments. As one of the UNDAP outcomes, UN Women contributes to inclusive and gender-responsive economic growth by supporting outputs including: *1) Relevant MDA and selected LGAs have strengthened capacities to review and implement evidence-based economic policies and plans to be business-enabling, environmentally sustainable and gender-responsive; 2) Relevant institutions have enhanced capacities to provide gender-responsive, market-oriented, quality programmes, products and services; and 3) Micro, small, medium and large enterprises, in particular those led by women and youth, have strengthened capacities to increase productivity, add value to their products and access markets.* UN Women also supports advocacy initiatives to increase and improve women's participation in the economy; and supports to enhance capacities of women and female youth farmers to apply environment-friendly and adaptive techniques and practices for their livelihood activities.

In line with the UNDAP II as well as internationally agreed normative standards, UN Women Tanzania's Strategic Note (SN) for the period 2017-2021 lays out agency's unique role and comparative advantage in supporting national stakeholders in advancing gender equality and the empowerment of women by strengthening women's leadership and participation in political and governance systems, gender statistics, implementation of global gender norms and standards, ending violence against women and girls, and women's economic empowerment. To promote women's economic empowerment including income security, decent work and economic autonomy, UN Women's interventions address: policy and strategy-level support including enhancing capacities of policy makers and the Local Government authorities in implementation of policies and strategies in selected economic sectors; removing financing barriers and capacitating women to invest in climate smart agriculture; and promoting opportunities and capacities of women farmers to move up the value chain and green agricultural supply chains.

To contribute to delivering the UNDAP II and its aligned Strategic Note of UN Women Tanzania, UN Women and UNFPA in Tanzania are launching a 3-year Joint Programme, entitled "Realizing Gender Equality through Empowering Women and Adolescent Girls", in Ikungi District of Singida Region and Msalala District of Shinyanga Region by support from the Korea International Cooperation Agency (KOICA).

The Joint Programme supports ongoing efforts and commitment by the Government of the United Republic of Tanzania, in alignment with the Agriculture Sector Development Plan (ASDP) II, National Plan of Action to End Violence Against Women and Children (NPAVAWC 2017/18 – 2021/22) and the Village Land Act, to advance gender equality and end poverty by improving women's economic empowerment, agricultural transformation, ending all forms of violence and harmful practices against women and children, and strengthening village land use planning.

The objective of the programme is to enhance social and economic status of women and adolescent girls in both districts by: 1) empowering women and female youth farmers economically; and 2) enhancing capacity of the sub-national actors and community to prevent and respond to gender-based violence (GBV), including harmful practices.

Expected results of the programme are outlined as below:

Outcome 1: Women and female youth farmers empowered economically

- Output 1.1: Increased capacity of women and female youth farmers to apply Good Agricultural Practice (GAP) in sunflower and horticulture farming for higher yields
- Output 1.2: Increased collective marketing capacity of women and female youth farmers
- Output 1.3: Enhanced land tenure security and economic agency of women and female youth within the enabling households and the wider community

Outcome 2: Enhanced capacity of sub-national and community to prevent and respond to Gender Based Violence (GBV) including harmful practices

- Output 2.1: Strengthened capacities of local institutions and service providers to prevent and respond to gender-based violence including harmful practices
- Output 2.2: Women and adolescent girls have the entrepreneurship skills and capabilities to prevent and respond to gender-based violence including harmful practices

In these two outcome areas, UN Women is responsible for delivery of Outcome 1, largely in Ikungi District and at a smaller scale in Msalala District, in addition to supporting Police Gender and Children's Desks at Ikungi District and Singida Region.

The joint programme is expected to directly benefit about 2,350 adult women (above 24 years old), female youth (15 – 24 years old) and adolescent girls (12 – 14 years old) in both districts. Among these age groups, UN Women targets adult women and female youths over 15 years old for their economic empowerment activities. In addition, a total of 6,000 women and men in four villages (Mnang'ana, Kipumbwiko, Irisya and Munyu) located in Ikungi District will benefit from the land tenure security intervention that will support the villages to develop the village land use plans and to acquire Certificates of Customary Rights of Occupancy (CCROs). Overall, outreach campaigns designed to promote economic agency and land rights of women and prevention and response to all forms of gender-based violence are expected to reach more than 40,000 people in both regions.

At the upstream level, UN Women and UNFPA will collaborate with the Ministry of Health, Community Development, Gender, Elderly and Children, President's Office – Regional Administration and Local Government (PORALG), Ministry of Land, Housing and Human Settlements Development and Ministry of Agriculture, Tanzania Police Force and other stakeholders. At the sub-national level, both agencies will work with the Ikungi and Msalala District Councils and selected non-government organizations (NGOs).

b. General Overview of services required/results

The selected agricultural commodities for Outcome 1 interventions are sunflower and horticulture in Ikungi District in Singida Region and only horticulture in Msalala District in Shinyanga Region. Particularly in terms of the sunflower components, UN Women's interventions will be undertaken

only in Ikungi District of Singida Region. Three Target villages and beneficiaries in Ikungi District for sunflower interventions will be supported through three AMCOS.

No.	District/ Region	Villages	Sunflower Intervention Target Beneficiaries
1	Ikungi/ Singida	Mnan'gana Village at Sepuka Ward	Mnang'ana AMCOS
2		Kipumbuiko Village at Dung'unyi Ward	Dung'unyi AMCOS
3		Munyu Village at Irisya Ward	Munyu AMCOS

Currently, the majority of the members of these three AMCOS are men, with low participation of women as seen below. The project will address this gender gap by promoting new women membership and leadership that will be elaborated in the next section.

	AMCOS	Male	Female	Total
1	Mnang'ana AMCOS	136 (92%)	12 (8%)	148 (100%)
2	Munyu AMCOS	66 (73%)	24 (27%)	90 (100%)
3	Dung'unyi AMCOS	37 (74%)	13 (26%)	50 (100%)
	Total	239 (83%)	49 (17%)	288 (100%)

To deliver different interventions of the programme, UN Women will apply different implementation modalities in collaboration and partnership with several partners including Government entities having pertinent mandates and NGOs having technical expertise in respective intervention/thematic areas of the project. For the overall composition of the project and potential respective responsible parties, please find the Results Framework of the Joint Programme in the Annex I. For implementation of integral part of the project, UN Women intends to partner with a sunflower-specialized non-governmental organization (NGO), as a responsible party for sunflower components of the project in Ikungi, to undertake a full set of interventions regarding sunflower from market assessment, capacity building of target AMCOS for their production and marketing and to establishing a warehouse.

The key expected results are:

- Output 1.1: Increased capacity of women and female youth farmers to apply Good Agricultural Practice (GAP) in sunflower farming for higher yields
- Output 1.2: Increased collective marketing capacity of women and female youth farmers

2. Description of required services/results

This project aims at empowering women and female youth farmers economically through agriculture. In terms of the sunflower production and marketing, the project will collaborate and support the overall AMCOS with undertaking soil tests and providing good agricultural practice (GAP) training to all male and female members and constructing a warehouse to improve their individual and collective productivity and marketing. However, the project explicitly intends to promote women's new membership and leadership in the AMCOS for women sunflower producers to equally participate and benefit from the cooperative structure. For that purposes, in the given limited budget, the project will provide farming inputs only to existing and new women members

in AMCOS¹. In addition, for the purpose of self-sustainable supplies of improved seeds for the all AMCOS members, the project will support on provision of training on Quality Declared Seeds (QDS) production to selected farmers from 3 AMCOS in collaboration with the Tanzania Official Seed Certification Institute (TOSCI).

KEY TASKS

The selected organization will be responsible for implementing identified activities under Output 1.1 and Output 1.2 of the project.

Output 1.1: Increased capacity of women and female youth farmers to apply Good Agricultural Practice (GAP) in sunflower farming for higher yields

Under the Output1.1, selected activities to be implemented by the organization as below:

- 1.1.1 Undertake a market identification assessment of horticulture in Singida, Dodoma, Arusha & Dar es Salaam markets to assess buyers, their demands and its seasonality;
- 1.1.2 Facilitate conducting the soil test (for all AMCOS members), needs assessment of farming inputs and a contractual arrangement of bulk purchase (for existing and new women members of AMCOS) of improved seeds, organic fertilizers and pesticides with reliable input suppliers – arrange a local procurement of organic fertilizers for agroecological practice;
- 1.1.2.5 Facilitate training of selected farmers on Quality Declared Seeds (QDS) production
- 1.1.3 Train on Good Agricultural Practices (GAP) including conservation and agroecological farming and harvest and postharvest handling of sunflower

Output 1.2: Increased collective marketing capacity of women and female youth farmers

Under the Output1.2, selected activities below:

- 1.2.2 Support the 3 Sunflower AMCOS to develop and implement their market-driven production and marketing plans as a group (planning session);
- 1.2.5 Construct one sunflower warehouse at Mng'ana Village to enhance collective marketing and reduce postharvest loss
- 1.2.7 Conduct basic entrepreneurship training with access to finance information and follow up business and financial management mentorship

In addition, to review AMCOS' current constitution and membership/leadership conditions and to set the target of new women members and leaders with gender-inclusive procedures and provisions, UN Women will collaborate with the Ikungi District Cooperative Officer (DCO) and District Agriculture, Irrigation and Cooperative Officers (DAICOs). Activities below to mobilize the sunflower warehouse board and to strengthen the organizational capacity of AMCOS are to be undertaken by the District Council, as UN Women's partner. In this regard, the selected partner organization is expected to closely collaborate with the DCO and District/Ward Extension Officers to ensure project sustainability, coherence and strengthening DC's capacity.

Activity 1.2.6: Formulate Warehouse Board and Horticulture Collection Center Committee in Ikungi District;

¹ The partner needs clear communication of the gender equality and women's empowerment objective of the project with the AMCOS members from the outset of the implementation. For the rest of members, these AMCOS already have group loans from TADB to procure their inputs and implements. The project will support QDS training for selected farmers of AMCOS to explore and support sustainable supplies of improved seeds.

Activity 1.2.8: Promote women's new membership and leadership roles in the sunflower AMCOS in Ikungi District.

PARTNERSHIP CYCLE & DELIVERY PHASES

Building a partnership and delivery of the tasks specified above for the project will consist of four key phases namely, a) Call for Proposal and selection of the partner; b) partner agreement; c) implementation & reporting; and d) coordination, M&E.

a) Call for Proposal & selection phase:

- Using this TOR as the basis for the proposed work, UN Women goes through the Call for Proposal process according to the *Procedure for Selecting Programme Partners*.
- UN Women goes through procedures of review and selection of applicants' proposals, capacity assessment of the selected partner, and the project appraisal committee.

b) Partner Agreement:

- UN Women generates the UN Women Partner Agreement with the selected partner.
- UN Women and the selected organization sign on the initial 1-year-agreement

c) Implementation & Reporting:

- The Programme Partner implements the project and executes the budgets as per the workplan agreed with the UN Women.
- Cash will be advanced to the project, according to the planned activities in the quarters
- On a quarterly basis, the Programme Partner shall submit a progress report of key results achieved and financial expenditure to UN Women to qualify for the next quarter disbursement from UN Women
- Cash shall be disbursed quarterly based on UN Women's review and approval of the quarterly progress and financial report from the Programme Partner.

d) Coordination, Monitoring & Evaluation:

- UN Women Programme Manager will be based in UN Women sub-office in Singida Region and provide technical and managerial advice in close collaboration with the Programme Partner and will coordinate harmonization and coherence between different interventions of the project implemented by different Programme Partners, to achieve one goal of the project.
- UN Women team will conduct regular monitoring of the project implementation onsite solely and once a year jointly with the KOICA and UNFPA.

DELIVERABLES:

Below are the expected deliverables during project implementation over a one-year period under the initial one-year agreement:

- 1) Quarterly progress narrative and financial report in the given templates;
- 2) Soil test conducted for all member farmers of AMCOS;
- 3) Soil test results reports delivered to all member farmers of AMCOS;
- 4) Planning sessions delivered with the 3 AMCOS for their production and marketing plan, guided by the market assessment report;
- 5) Production and marketing plans developed as groups;
- 6) Needs assessment report of farming inputs including improved seeds, organic fertilizers and pesticides for the existing and new women members of AMCOS;
- 7) Contracts made with reliable input suppliers for bulk purchase of inputs identified for the existing and new women members of the AMCOS;
- 8) Contracts made with buyers for farming, if any;
- 9) Farming inputs purchased and distributed to the existing and new women members of the AMCOS;
- 10) Locally procured and distributed organic fertilizers for agroecological farming practice;
- 11) Market identification assessment report on sunflower in Singida, Dodoma, Arusha and Dar es Salaam including input suppliers and buyers, demands specifics and seasonality;

- 12) Training of selected farmers on Quality Declared Seeds (QDS) production in collaboration with the Tanzania Official Seed Certification Institute (TOSCI);
- 13) Brief training reports on the above;
- 14) Training on Good Agricultural Practice (GAP) delivered to all AMCOS members including conservation and agroecological farming and postharvest handling;
- 15) Brief training reports on the above;
- 16) A Sunflower Warehouse built in Mngang'ana Village, Ikungi District;
- 17) Basic entrepreneurship training, access to finance, business and financial management mentorship sessions delivered:
 - Capacity development to farmers on financial management and business development and management aspects;
 - Facilitate financial institutions and credit providers to introduce financial products that are suitable for smallholders; link to Youth and Women Development Funds
 - Ensure establishing women groups' and individual bank accounts or any other appropriate platforms including mobile saving and payment for groups' collective production and sales; and/or raising capital via VICOBA/VSLA model
- 18) A brief training report on the above.

BUDGET

Please provide the activity budget breakdown by quarters for a period of 1 year in your proposal as per the attached template.

3. TIMEFRAME: Start date and end date for completion of required services/results

The service will start on the date of signing of the partner agreement and run for a year with possibility of renewing the partner agreement for the Year 2 and 3 of the three-year Joint Programme. While indicative timeframe is as below in accordance with the KOICA project timeframe and production calendar of sunflower in Ikungi District in Singida Region, it is encouraged for the proposed organization to develop a workplan in the proposal.

2020

1. July – August 2020:

- Call for Proposal process
- Receipt and review of submitted proposals by a technical evaluation committee
- Undertake a risk-based capacity assessment of the selected partner

2. September 2020:

- UN Women's Project Appraisal Committee on 10 September
- Partner Agreement generated and signed with UN Women

3. Quarter 4 (October – December 2020):

October

- Soil test conducted for all member farmers of 3 AMCOS and results delivered to all farmers
- Host planning sessions to support 3 AMCOS to develop and implement their market-driven production and marketing plans as a group;
- Conduct needs assessment of farming inputs for existing and new women members of AMCOS
- Make an order of bulk purchase of improved seeds, organic fertilizers and pesticides with reliable input suppliers – arrange a local procurement of organic fertilizers for agroecological practice

- Undertake a brief market identification assessment of sunflower in Singida, Dodoma, Arusha & Dar es Salaam markets to assess input suppliers, buyers, their demands and its seasonality

November – December

- Farming inputs delivered and distributed to the existing and new women members of the AMCOS;
- Train on Good Agricultural Practices (GAP) including conservation and agroecological farming and harvest- and postharvest handling for sunflower AMCOS;
- Prepare construction of a sunflower warehouse including the subcontract process
- Continued advisory and extension supports to target groups in collaboration with the District and Ward Extension Officers who are in partnership with UN Women
- Work with the Warehouse board formulated by the District Council for maintenance and operation plan

2021

Quarter 1 (January – March 2021)

- Construct one sunflower warehouse in Mwang'ana village to enhance collective marketing
- Training of selected farmers on Quality Declared Seeds (QDS) production in collaboration with the Tanzania Official Seed Certification Institute (TOSCI);
- Continued advisory and extension supports to target groups in collaboration with the District and Ward Extension Officers who are in partnership with UN Women
- Conduct basic entrepreneurship training with access to finance information and follow up business and financial management mentorship Collaborate with the Collection Center Committee to maximize operating the Collection Center

Quarter 2 (March – June 2021)

- Finalize construction of one sunflower warehouse in Mwang'ana village
- Collaborate with the Collection Center Committee to maximize operating the Collection Center
- Continued advisory and extension supports to AMCOS in collaboration with the District and Ward Extension Officers who are in partnership with UN Women

ACTIVITIES	2020						2021								
	Q3 (7 – 9)			Q4 (10 – 12)			Q1 (1 – 3)			Q2 (4-6)					
Call for Proposal															
Project Appraisal Committee & Partner Agreement signed															
Conduct the soil test for all members of 3 AMCOS															
Host planning sessions for 3 AMCOS to develop and implement their market-driven production and marketing plans as a group															
Conduct needs assessment of farming inputs for existing and new women members of AMCOS															
Make an order of bulk purchase of improved seeds, organic fertilizers and pesticides with reliable input suppliers & Arrange a local procurement of organic fertilizers for agroecological practice															
Undertake a brief market identification assessment of sunflower in Kahama, Singida, Dodoma, Arusha & Dar es Salaam markets to assess input suppliers, buyers, their demands and its seasonality															
Farming inputs delivered and distributed to the existing and new women members of the AMCOS;															
Train on Good Agricultural Practices (GAP) including conservation and agroecological farming and															

harvest- and postharvest handling for 3 sunflower AMCOS;												
Prepare construction of a sunflower warehouse including the subcontract process												
Continued advisory and extension supports to target groups in collaboration with the District and Ward Extension Officers who are in partnership with UN Women												
Work with the Warehouse board formulated by the District Council for maintenance and operation plan												
Construct one sunflower warehouse in Mng'ana village to enhance collective marketing												
Training of selected farmers on Quality Declared Seeds (QDS) production in collaboration with the Tanzania Official Seed Certification Institute (TOSCI)												
Conduct basic entrepreneurship training with access to finance information and follow up business and financial management mentorship												
Collaborate with the Warehouse Board to maximize operating the Warehouse												

Assessment Criteria:

The submitted technical and financial proposals will be assessed according to the criteria listed in the attached **UN Women PAC appraisal checklist**. Of particular relevance is whether the results

framework, activities and strategies in the applicant's proposal respond to this TOR and the programme results framework highlighted in the annex.

I. Competencies:

- a. Technical/functional competencies required;

The selected organization must demonstrate in its technical proposal that it meets the following criteria:

- II. Having a legal status under the laws of the United Republic of Tanzania.
- III. Having technical expertise and experiences in implementing a project and providing technical assistance for increasing sunflower production and productivity, collective marketing, reducing postharvest loss, establishing and operating a Warehouse and strengthening sunflower agricultural entrepreneurship in Tanzania.
- IV. Having a network and market information/data systems along the sunflower value chain in Tanzania from input suppliers, producers, traders, processors and buyers to maximize target farmers' access to markets of inputs and outputs.
- V. Having policy level expertise and engagement with the Government with regards to sunflower production, marketing and markets.
- VI. Having a capacity and experiences in providing capacity strengthening and extension services to sunflower producer groups, particularly women farmers, in collaboration with the Local Government Authorities.
- VII. Administrative capacity to handle and manage the financial and programme aspects of the expected assignments under this ToR.
 - a. Other competencies, which while not required, can be an asset for the performance of services
- VIII. Comprehensive experience in implementing economic growth development projects through agribusiness-market related solution in edible oil value chain.
- IX. Having working experiences as an implementing partner of UN 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:
CFP No.

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

Mandatory requirements/pre-qualification criteria	Proponent’s response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least 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 ²	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) ³ .	
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

Section 2

CFP No. (To be filled in by UN Women)

a. Instructions to proponents (Responsible Parties)

² In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

³ [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

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

2. Cost of proposal

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

3. Eligibility

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

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

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

6. Amendments to CFP documents

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

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

1. 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.

2. 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.tanzania@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 (Tanzania Shillings (TZS))

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) x 30 points = 15 points

12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

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

- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent’s proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

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

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 [number of months/year(s)]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:
CFP No.

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.

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 ⁴				
6. Incidentals				
7. Other support requested		--		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

⁴ “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:
CFP No

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:
CFP No.

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework 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	