**Call for Proposal (CFP) for Responsible Parties**

**(For Civil Society Organizations (Women CSOs) In Somalia**

**Description of Services: Result Activity 1.2.2.** Conduct awareness-raising campaigns targeting traditional authorities, religious leaders, clan elders, grassroot organizations, women peace advocates and youth networks on women’s role in conflict prevention and resolution

**CFP No. CFP/SOM/2020/002**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage civil society organization (Women CSOs and Women CBOs) in Somalia as defined in accordance with these documents. UN-WOMEN now invites proposals from qualified Women organizations for providing the requirements as defined in the UN-WOMEN Terms of Reference. Proposals must be received by UN WOMEN at the address specified not later than **4:59 pm (Local time in Somalia) on Wednesday 10th October 2020. Please note all timings are local Mogadishu, Somalia Time.**

**The budget range for this proposal should be** 50,000-80,000

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by CSOs and CBOs and returned with their proposal (mandatory)** |
| **Section 1**  | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties
2. Proposal data sheet for Responsible Parties
3. UN Women Terms of Reference

**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 |
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| 1. Instructions to CSOs
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|  **Annex B-2** Template for proposal submission |  |
|  **Annex B-3** Format of resume for proposed staff **Annex B-4** Capacity Assessment minimum Documents |  |

Interested CSOs may obtain further information by contacting this email address:

julius.otim@unwomen.org.

1. **Proposal data sheet for Responsible Parties**

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| **Program/Project: Women Peace and Security (WPS)**  | **Requests for clarifications due:** |
|  | **Date: 4th October 2020** | **Time: 2:00pm Local time in Somalia**  |
| **Program official’s name: Julius OTIM**  | **(via e-mail:** **julius.otim@unwomen.org****) \* For clarification only not proposal submission** |
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| **Email:** julius.otim@unwomen.org  | **UNWOMEN clarifications to proponents due:**  |
| **Issue date: 30 September 2020**  | **Date: 6th October 2020** | **Time: 10:00am**  |
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|  | **Proposal due:** |
|  | **Date: 8th October 2020**  | **Time: 4:59pm**  |
|  | **(via e-mail)** **Somalia.cfp@unwomen.org** |
|  | **Planned award date: 10th October 2020** |  |
|  |  |  |
|  | **Planned contract start-date / delivery date (on or before): October 2020** |

1. **UN Women Terms of Reference**

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| 1. Introduction

Incrementally **Background/Context for required services/results**UN Women (UNW), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts while building effective partnerships with civil society and other relevant actors.The programme supports the Federal Government’s Roadmap on Inclusive Politics (e.g., Reconciliation); it also aligns with the five pillars of the Somalia Development and Reconstruction Facility and Benchmark 1 as well as the National Development Plan (Pillars Security, Resilience, Gender and Human Rights). It is fundamental to the National Reconciliation Framework guiding the Somali reconciliation process and calling explicitly for women and youth’s participation.The Somalia Programme on Women, Peace and Reconciliation is implemented by UN Women as the lead UN entity in coordination with the Federal Government of Somalia (FGS) through the Ministry of Women and Human Rights Development (MOWHRD). The objective of this programme is to create an enabling environment to promote participation and inclusion of women in decisions and efforts related to conflict prevention and resolution, women’s safety and security. The programme is contributing to the elimination of violence against women (EVAW), and also promotes the socio-economic recovery of women.The programme has 3 inter-related outcomes which are aligned to the UN Women Somalia Country Program Strategic Note (2017-2020: (i) Women’s leadership and participation in peacebuilding, conflict prevention and reconciliation is increased at community, federal and state levels; (ii) Positive coping mechanisms are promoted for marginalized women and girls at risk of involvement in violent extremism, and (iii) Positive social norms, attitudes and behaviors are promoted at community and individual level to raise awareness on and prevent elimination of violence against women and girls.Across Somalia, due to a clan-based society, male-dominated power structures, negative cultural barriers, women are either excluded from formal decision making or operate through a patriarchal filter. Protracted widespread instability, insecurity, and recurrent armed confrontations, in addition to pre-existing structural gender inequalities, continue to have a negative impact on women and girls in Somalia.For the implementation of the Somalia National Reconciliation Framework to be successful, it needs to be implemented through an inclusive and participatory approach which includes meaningful participation of women in formal peace processes, structures, and decision-making. Enhancing women’s role and participation in leadership and decision-making is critical to promoting and sustaining inclusive peace. With the implementation of this programme, the peace building process will benefit from a more robust and inclusive process that mainstreams diverse opportunities and actions to improve, build and sustain peace while promoting ownership and responsibility for peace promotion across community stakeholders including women and adolescent girls. Finally, Somalia’s complex conflict dynamics, prevention and resilience strengthening necessitates women’s improved role and participation in conflict resolution and peace and reconciliation processes to change long-held patriarchal structures and beliefs that hamper women’s leadership and weaken their capacity to protect themselves from SGBV.  |
| 1. **Description of required services/results**

Through this Call for Proposals (CFP), UN Women seeks proposals from registered Women CBOs and Women CSOs working in Somalia with a track record in gender, women peace and security, community mobilization and media engagement to design and implement interventions that are aimed at increasing peacebuilding and conflict reconciliation efforts of women through the promotion of positive portrayal of women in community mobilization and capacity building support to potential women peace advocatesOrganizations with track record in gender, women peacebuilding, community mobilization and media engagements are invited to submit proposals to design and implement quick impact interventions that will engage and facilitate women networks, gender advocates and non-state actors to effectively promote women’s peacebuilding efforts through well-organized social and community-based campaigning and by profiling women leaders. The call also requires services for strengthened capacities of women movements at grassroots levels; Provision of capacity building and training programs for women CSOs, women peace advocates, traditional authorities, religious leaders, clan elders, youth networks and women forums on effective advocacy for women’s representation at all levels. The envisioned proposals will contribute to the following results under the Strengthening of Women’s’ Capacities as Agents for Change in Peacebuilding, Reconciliation and Ending Violence against Women programme.**Outcome 2: Enhanced Women’s leadership and participation in peacebuilding, conflict prevention and reconciliation is increased at community, federal and state levels.****Output 1.2:** Women-led CSOs and gender equality advocates are capacitated to lobby for women’s meaningful participation as agents of change in national reconciliation and conflict prevention and resolution.**Output 1.3:** Women’s voice and agency strengthened, and communities are mobilized to address and prevent violence against women and girls.Output 1.2 & 1.3 will entail the following. * Identify and mobilize Somali women leaders as Agents of Change (Peacebuilders)
* Establish a WPS coordination platform with a linkage to the women Charter platforms in peace and mediation, experience-sharing workshops at federal and member-state levels
* Train Somali women leaders, traditional authorities, religious leaders, clan elders and youth networks to participate in national reconciliation and conflict prevention processes.
* Facilitate dialogues between religious leaders, Clan leaders and Women Leaders in establishing community peacebuilding initiatives.

**3. Timeframe: Start date and end date for completion of required services/results** A term of two and a half months starting date being 15th October - December 2020. |
| 2. Timeframe: Start date and end date for completion of the Project. * The project is to last tentatively from 15th October 2020 – 30th December 2020.
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| * **Competencies**
* **Technical/functional competencies required.**

The Call for Implementing Partners is open to Women CSOs and Women CBOs in Somalia. Applications are encouraged particularly from women’s organizations which focus on:* Extensive experience to implement interventions that aim at transforming social norms so that women are recognized as legitimate and effective leaders in Peacebuilding and Conflict Reconciliation.
* Demonstrated experience in implementing projects related to women’s participation in peacebuilding/conflict resolution and women’s participation in politics and leadership
* Experience in working with stakeholders (established women’s CSOs and networks), the government (including the Ministry of Women and Human Rights Development, Ministry of Constitution, Ministry of Interior, Federal Affairs and Reconciliation and National Electoral Commission), Justice and Security sectors, traditional authorities, religious leaders, clan elders and UN on advocacy and awareness-raising activities on women’s equal political participation, engagement in constitutional review, and inclusion of women’s participation measures into electoral legal framework development processes;
* Prior experience in engaging with media houses and capacity to establish virtual platforms for advocacy, communication and outreach; .
* Applicant organization must have the capacity to establish unified voice of women CSOs and experience in leading grassroot movement building.
* Experience in implementing United Nations funded projects is an added advantage.
* Focus on disadvantaged groups, including those with disabilities, living in poverty or otherwise especially excluded, and ensuring responsiveness to diversity;
* Coordination and multi-sectorial partnerships, including among government organizations, nongovernmental organizations, women’s and other civil society groups;
* Commitment to sharing knowledge, by documenting, evaluating and disseminating results, and working with UN Women staff.
* Priority placed on sustainability of results.
* Applying partners must introduce a section for knowledge management to showcase how they will mobilize, disseminate and ensure action from knowledge generated from this project.
* **Other competencies, which can be an asset for the performance of services:**
* Applicant organization must have been in existence for at least 5 years in Somalia.
* The organization must be duly registered as a non-profit organization in Somalia.
* The organization must have the required organizational structures and facilities including well equipped offices
* The organization must have an appreciable and credible financial management system;
* The organization must have undergone a financial audit over the past 3 years and can avail the audit reports
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 **Section 2**

1. **Instructions to CSOs (Responsible Parties)**
2. **Introduction**
	1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
	2. UN-Women is soliciting proposals from Women Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
	3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
	4. UN WOMEN may, at its discretion, cancel the services in part or in whole.
	5. CSOs 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.
	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.
	7. Effective with the release of this CFP, all communications must be directed only to UN WOMEN, by email at julius.otim@unwomen.org CSOs must not communicate with any other personnel of UN WOMEN regarding this CFP.
3. **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 CSOs, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement.

1. **Eligibility**

3.1 CSOs must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See below for further explanation. CSOs 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 CSO’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.

1. **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 envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in CSO’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 CSOs will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, CSOs must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

1. **Clarification of CFP documents**

5.1. A prospective CSOs 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 CSOs, 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 CSOs 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**
	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.**
	2. Supporting documents and printed literature furnished by the CSOs 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 CSOs.
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 CSOS. (**Email subject line: CFP/SOM/2020/002 (Name of CSOs) – PROPOSAL**).

All proposals should be sent by email to the following secure email address: somalia.cfp@unwomen.org

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. CSOs 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 CSOs 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 CSOs 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.

1. **Proposal currencies**

 10.1 All prices shall be quoted in United states Dollar (USD).

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 CSOs 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.

1. **Evaluation of technical and financial proposal**
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		1. Only CSOs 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.

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| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements  | 10 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 35 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)** | 25 points |
|  |  |  |
|  | TOTAL | 70 points |

**11.2 PHASE II - FINANCIAL PROPOSAL** (**30 points**)

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

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

Example: CSO A’s price is the lowest at $10.00. CSO A receives 30 points. Proponent B’s price is $20.00. CSO B receives ($10.00/$20.00) x 30 points = 15 points

1. **Preparation of proposal**
	1. You are expected to examine all terms and instructions included in the CFP documents.

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

* 1. CSO’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 CSO understands and confirms acceptance of UNWOMEN stated requirements. The CSO 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 CSO’s proposal will be deemed as accepted by the CSO. The terms “CSO” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
	2. Where the CSO is presented with a requirement or asked to use a specific approach, the CSO 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.
	3. The terms of reference in this document provides a general overview of the current operation. If the CSO wishes to propose alternatives or equivalents, the CSO 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.
	4. 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.
	5. CSO’s proposal shall include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

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

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

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

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

1. **Format and signing of proposal**

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the CSO 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.

1. **Award**

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

 14.2 The selected CSO 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 [ 2 and a half months]

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

CSO are requested to complete this form and return it as part of their submission. CSOs will receive a pass/fail rating on this section. To be considered, CSOs 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 CSO’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.

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| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 1. Confirm that the services being requested are part of the key services that the CSO has been performing as an organization. This must be supported by a list of at least two references for which similar service is currently or has been provided by the proponent.
 | Provide here details of the related experience as per the requirements. |
| * 1. Confirm CSO is duly registered or has the legal basis/mandate as an organization
 | Yes/No |
| * 1. Confirm CSO as an organization has been in operation for at least four (4) years[[1]](#footnote-1)
 | Yes/No |
| * 1. Confirm CSO has a permanent office within the location area.
 | Yes/No |
| * 1. CSO 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 CSO 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 or any other entity (government and other organizations) The CSO 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 or any other organization.  | Yes/No  |
| 1.7 Confirm that CSO has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[2]](#footnote-2). | Yes/No |
| 1.8 Confirm that CSO 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  |

**Annex B-2**

**Template for proposal submission**

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

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

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| **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 successfully implement 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 institutions, etc.
2. Overall mission, purpose, and core programmes/services of the organization
3. Organizational approach-how does the organization deliver its projects, e.g., gender sensitive and responsiveness, protection of women’s rights, etc.
4. Length of existence ad relevant experience
5. Overview of organizational capacity relevant to the proposed engagement with UN Women, e.g. technical, governance and management and financial and administrative management.

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

This section should articulate the CSO’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 CSO. 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.

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| **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.

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| **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

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| **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

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

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

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

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

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)**

**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](https://undocs.org/ST/SGB/2003/13)Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;  | Mandatory |

**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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

1. In exceptional circumstances three (3) years of history registration may be accepted, and it must be fully justified. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-3)