

Annex A

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

Section 1

CFP No. 2020-05

a. CFP letter for Implementing Partners

UNWOMEN plans to engage an (Implementing Partners) as defined in accordance with these documents. UN-WOMEN now invite sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 17:00 Bishkek time on 14 September 2020.

The budget range for this proposal should be up to 20'000 USD for provision of services requested in the TOR.

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

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

b. Proposal data sheet for Responsible Parties

Program/Project:

Women Count Programme, JP RWEE

Program official's name: Make Every Women and Girl Count, Joint Project Rural Women Economic Empowerment

Email: Bids.kyrgyzstan@unwomen.org

Telephone number: +996 312 988016

Issue date: 28 August 2020

Requests for clarifications due:

Date: 07 September 2020 Time: 15:00 Bishkek time
(via e-mail) Bids.kyrgyzstan@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 10 September 2020 Time: 15:00

Proposal due:

Date: 14 September 2020 Time: 17:00 Bishkek time

Planned award date:

21 September 2020

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

21 September 2020 - 20 February 2021

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate *to assist Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women*. Since 2001, UN Women (previously as UNIFEM) in Kyrgyzstan has implemented catalytic initiatives on promoting women's economic, political and social rights. In 2012, a full Country Office was established.

The 2030 Agenda has set historic objectives to achieve gender equality and empower all women and girls, and to leave no one behind. Adequate and timely gender statistics are indispensable to support implementation efforts. However, with less than one-third of the data required to monitor gender-specific Sustainable Development Goals (SDGs) indicators available, it is clear that more efforts are needed to achieve these objectives. Harnessing the current momentum and support for effective monitoring of the SDGs and for gender statistics more broadly, UN Women's *Making Every Woman and Girl Count* gender statistics programme (MEWGC) aims to stimulate a radical shift in the way quality data and statistics on key aspects of gender equality and women's empowerment are produced and used. UN Women CO Programme "Accelerating towards rural women economic empowerment" is also well aligned with the Agenda 2030: the programme contributes towards the implementation of 10 targets under 7 sustainable development goals (SDGs).

The strategic planning and administration of public resources at any level of decision-making becomes efficient when needs and rights of the population, in particular vulnerable ones, are properly secured and addressed, and when the public authorities have sufficient capacities to justify their decisions and actions by relevant evidences. On the other hand, population, being sufficiently informed and willing to take use of the available evidence for their own benefit, has more opportunities to participate and influence decision-making and hold the authorities accountable for their actions.

Different communities and groups of men and women in Kyrgyzstan have diverse needs (based on their different roles and responsibilities in society) and unequal access to opportunities and resources, including capacities and means by which they can support various local services financially. The recognition of the importance of equality of opportunities and the empowerment of women is explicitly expressed in the international commitments undertaken by Kyrgyzstan (e.g. signing CEDAW, Beijing Platform), as well as national legal and regulatory framework on gender equality (e.g. adoption of the Law "on state guarantees of equal rights and equal opportunities for men and women", the Law "protection from family violence", National Action Plan (NAP) for achieving gender equality for 2018-2020, including developed NAP for 2021-2023).

The collection and analysis of data disaggregated by multiple forms of vulnerabilities help to examine differences in women's and men's lives, including those which lead to social and economic inequity for vulnerable people, to apply this understanding to national, sectoral and local policy development and service delivery and to achieve positive change for people subject to discrimination based on gender, income, ethnic or religious identity, disability or other factors, which make them vulnerable. Thus, applying qualitative analysis and analysis based on the multiple disaggregation of data at the very early stage and throughout the whole process of implemented reforms removes the probability of eventual policy planning and resource management on the basis of wrong or assumptions and inaccurate/confusing stereotypes.

Gender statistics are the basis of any analysis of socio-economic relations between sexes, they indicate the place and role of women and men in a society, they make possible the formulation of forecasts, defining of targets, monitoring the progress in achievement of gender equality and of broader society development objectives, and they are a valuable tool in raising public awareness.

Given the low levels of understanding and importance given to statistics among policy makers and other stakeholders, combined with growing demand for internationally comparable, reliable, systematic and disaggregated data, the interventions in the area of statistics have to be continued to make a real impact on the culture of decision-making. Different types of users should use official statistics and administrative data at all stages of policy cycle to develop the most relevant, effective and efficient measures and interventions that will have the expected impact on people's life, in particular the vulnerable groups.

2. Description of required services/results [Please elaborate]

The expected knowledge product will consist of a series of thematic and brief multi-dimensional data analyses (hereafter called *analytical briefs*), focused on description of the most relevant analytical determinations of women from different groups. In the context of present assignment areas of concern are determined by the vulnerability factor/dimension. Therefore, the list of **analytical briefs will be developed on the basis of available statistical data and recourses:**

1. Women with Disability
2. Young and Elderly Women
3. Rural Women
4. Women Migrants
5. Victims of Violence
6. Women with HIV
7. Women from Minority groups
8. Women in Science and Innovation
9. Women in Decision-making and in unconventional professions (Law Enforcement, Justice, Economy, Business)
10. Women in Peace and Security

**The list might suffer certain changes (to be justified) depending on the availability of statistical data, qualitative resources and vision of hired experts.*

Thus, the overall objective of the assignment is to provide national stakeholders with brief but clear analysis, through gender lens and other disaggregation dimensions (such as age, employment and/or marital status, education level, urban/rural place of residence, etc.), of statistical data which measure the progress on gender equality and degree of vulnerability, marginalization, advantages and benefits of particular groups of women in Kyrgyzstan, describe the factors and determinants causing such a status, side effects/impact resulted, correlation with linked issues/elements/events/areas, etc. (justified and accompanied by appropriate data tabulations).

The respective analytical briefs may contain: 1) analysis of the current situation with women from the named groups with the available trends base on statistical as well as qualitative studies and researches; 2) policy and institutional frameworks, including international commitments and key national normative documents; 3) special Government programs, strategies, funding (past and current, as well as future planned); 4) repository of key studies, information, platforms that are available in the context of Kyrgyzstan, as well as in Central Asia or ECA region. 5) summary of recommendations and/or practical measures, to be undertaken by the Government and the civil society, aimed to improve the situation of vulnerable categories of women for their better equality with men.

ii) Highlight gaps in data availability and data recommendations from statistics perspective in line with SDGs and other key normative frameworks. The produced texts are expected to serve for baseline analysis during the justification/ formulation of the next gender equality national programme.

As it regards the data to be used for analysis, priority will be given to official and administrative statistical data sources, at national and/or sectoral level, as well as comparative approach (women vs men, young vs elderly, urban vs rural, etc.) will be applied.

The expected knowledge product will lie in the work, expertise and experience of the applying experts and their ability to capture knowledge and transform it into products which can help others to learn. It should creatively and innovatively extract information from prior knowledge, associated with newly produced data of NBS (knowledge basis), and transform it into a tangible artifact in order to present, communicate and teach the targeted audiences on sex-disaggregated data use. The scientific homogeneity of the analytical briefs and their integrity as components of the envisaged product will be ensured by one member of the team of consultants assigned as a team-leader and coordinator of the whole process.

Target groups of the produced analytical briefs are the government institutions, civil society, think-tanks, academia, media and general public.

Scope of Work/Duties and Responsibilities

Under this assignment UN Women Country Office through Women Count Programme and RWEE Project is seeking group of national consultants (up to three people, including a team leader). Under the overall guidance of the RWEE Community Development Specialist and Technical Support Consultant Women Count Programme and Head of the Programme at UN Women in Kyrgyzstan, the team of national consultants will be responsible for the following:

1. To develop 10 knowledge product consisting of a series of thematic analytical briefs based on available data and information from different data sources and research (up to 30 pages each – dependent on the topic and excluding annexes) related to the profile of women from vulnerable groups in Kyrgyzstan (mentioned under *Objectives of consultancy* above), including conclusions and recommendations supporting the evidence-based decision-making in relevant areas of Government activity on gender equality;
2. Develop gender sensitive infographics with main findings for each topic;
3. To present the developed analytical briefs to target audience and conduct discussions of finding.

Tasks and Activities to be performed

The contracted team of consultants, under the overall supervision of Head of the Programmes (National Programme Officer) at UN Women Country Office in Kyrgyzstan and coordination of the team-leader, is expected to:

1. Undertake a desk review:

Analysis of the *available resources* on the topics of the assignment: statistical data base and website (national, regional and global), printed and electronic publications, reports, surveys, research as well as relevant national legislative and policy documents for the topics to be covered by analytical briefs, the results of previous relevant activities undertaken by National Statistical Committee and UN activity, international experience.

[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

2. Prepare the content and outline of the future analytical briefs, as well as the data compilation:

a) Draft a list of issues as part of analytical briefs outline which can be analyzed through gender lens, vulnerability and intersectionality based on the desk review and data availability and agree, based on consensus, with the team of experts: Gender Expert and Data and Research Expert and Project team on the final *topics of Women's Profiles* to be delivered and the structure to be followed by each author;

b) Set the list of *statistical indicators*, correlated variables, dimensions of data disaggregation and time series to be used in the envisaged analyses by topics of analytical briefs. If the need is confirmed, National Committee of Statistics support may be required for additional crosstabulations on the basis of the existing statistical surveys or additional data request from other data producers and providers;

c) Validate the identified topics and indicators for analytical briefs (points a-c above) through consultations with the relevant Project's stakeholders aiming to ensure their relevance, applicability, usefulness and linkage with the county context, policy framework and strategic priorities;

[Each of three consultants responsible for the task per his/her set of topics, Team-Leader responsible for generalization].

3. Develop gender sensitive analytical briefs on identified topics of future Women's Profiles based on available statistical data and resources, considering the following requirements

- Analysis would include core characteristics of analyzed groups of women, differences and similarities inside the targeted groups and in relation with opposite population or/and national averages, evolution in time of the state of affairs, degree of vulnerability, factors and determinants causing such a status, complemented by international (data-based) comparison, conclusions and recommendations, other elements (mentioned under *Objectives of consultancy*);
- The *multiple disaggregation* dimensions, reflecting the intersectionality will be applied during the whole analysis are as follows: age (children, young, adults and elderly), rural and urban, education level, occupational, marital status, level of welfare, others;
- The analytical briefs should represent homogenous parts of one integrated final knowledge product to be communicated to the target audience. Therefore, the *scientific homogeneity* of the analytical briefs and their *integrity* as components of the envisaged product will be ensured by the team leader or coordinator of the whole process;
- For meaningful *learning and knowledge sharing*, expected knowledge product (consisting of thematic analytical briefs) should:
 - ✓ Be aimed to improve the understanding of analyzed issues;
 - ✓ Designed for the target audience, relevant to decision-making needs and based on available data without any bias;
 - ✓ Timely, written in an easily understandable language, data presented in a clear manner using graphical representation;
 - ✓ Validated through a quality assurance process with relevant stakeholders and consistent in presentation;
 - ✓ Contain genuine data-based analysis excluding any overlaps with products on the same topics commissioned by other institutions.
- The size of analytical briefs will be up to 30 pages each excluding annexes, depending on the topic's complexity and evidence availability. Data and indicators to be used for analytical briefs should be consulted with National Statistical Committee, and final Analytical Briefs should be consulted with Ministry of Labor and Social Development, UN Women and delivered as ready (off-the-shelf) materials for dissemination;
- Strong linkage will be ensured to the key recommendations provided by human rights bodies and instruments, such as National Gender Strategy, UPR, CEDAW, VNR, Beijing +25 and others.

The Consultant will ensure a high level of analytical thinking, efficient communication and cooperation with the National Statistical Committee, Ministry of Labor and Social Development, UN Women Country Office and other relevant institutions and are expected to perform a team-work for the successful fulfilment of the formulated tasks. All activities under the present assignment will be correlated to the needs of key-stakeholders and in compliance with the international standards, relevant national and sector policy documents, and will be built on the previous and on-going activities undertaken by the Projects and national counterparts.

3. **Timeframe: Start date and date for completion of required services**

The Project Cooperation Agreement will start on 21 September 2020 with duration until 20 February 2020.

- **Competencies:**

- Technical/functional competencies required;

UN Women plans to engage Implementing Parties, civil society organization (CSO's) that have gender equality and women's rights set as one of the organization's goals in Statute (women's CSOs), that are legally registered in Kyrgyzstan and have specialized knowledge, expertise and track record of working on gender equality and women empowerment.

- Proven experience in research and analytical work, preparation of reports and studies, policy advisory works in the areas relevant to the present assignment and gender equality at general.
- Proven experience of work related to the use of use statistical data, evidences and other sources.
- Proven experience in working with various stakeholders.
- Partnership will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organizations and proposed partners have relevant expertise.
- Languages: Fluent Kyrgyz and Russian. Working level of English.

- Other competencies, which while not required, can be an asset for the performance of services

- Proven experience in management/implementation of projects related to GEWE;
- Experience working with international organizations and government in areas relevant for the present assignment.

Important Notes:

- Each application can only be submitted by a single organization.
- The applicant must be legally registered in Kyrgyzstan as a non-profit organization/association.
- Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management or contractual obligations.
- UN Women will sign contracts with and disburse funds to the applicant organization only.
- Eligible organizations currently partnering with UN Women may apply under this Call for Proposals.

Minimum qualifications of the team key personnel:

TEAM LEADER;

- Master's degree in social studies, gender studies, political sciences, law, human rights, development studies, or other related areas
- Minimum of 10 years experience in developing methodologies and research work, conducting assessments, and similar publications, including analysis of quantitative and qualitative data;
- Minimum of 5 years of work experience with the organization/entity submitting the offer;
- Languages: Fluent Kyrgyz and Russian. Working level of English.

GENDER EXPERT

- Master's degree in social studies, gender studies, political sciences, law, human rights, development studies, or other related areas
- Previous experience in at least 5 relevant research, assessments and or/studies on issues related to gender equality and human rights, and/or related issues;
- Proven experience of work with gender equality and women's empowerment issues in the Eastern Europe and Central Asia
Minimum of 5 years of previous experience in gender analysis;
- Fluent Kyrgyz and Russian. Working level of English.

DATA AND RESEARCH EXPERT

- University degree in statistics, social studies, quantitative and qualitative analysis;
- Minimum of 5 years of previous experience in working with large datasets;
- Minimum of 5 years of previous experience in drawing gender analysis and research;
- Fluent Kyrgyz and Russian. Working level of English.

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

Call for proposal to provide technical assistance to national partners in the process of development of 10 thematic analytical Women's Profiles based on data and qualitative resources.

Description of Services: Analysis of the *available resources* on the topics of the assignment: statistical databank and website, printed and electronic publications, reports, surveys, applied methodologies, as well as relevant national legislative and policy documents for the topics to be covered by analytical briefs, the results of previous relevant activities undertaken by National Statistical Committee and UN activity, international experience and best practices of gender-sensitive data dissemination;

[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

1. Prepare the content and outline of the future analytical briefs, as well as the data compilation:

a) Draft a list of issues as part of analytical briefs outline which can be analyzed through gender lens, vulnerability and intersectionality based on the desk review and data availability and agree, based on consensus, with the team of experts: Gender Expert and Data and Research Expert and Project team on the final *topics of Women's Profiles* to be delivered and the structure to be followed by each author;

b) Set the list of *statistical indicators*, correlated variables, dimensions of data disaggregation and time series to be used in the envisaged analyses by topics of analytical briefs. If the need is confirmed, National Committee of Statistics support may be required for additional crosstabulations on the basis of the existing statistical surveys or additional data request from other data producers and providers;

c) Validate the identified topics and indicators for analytical briefs (points a-c above) through consultations with the relevant Project's stakeholders aiming to ensure their relevance, applicability, usefulness and linkage with the county context, policy framework and strategic priorities;

[Each of three consultants responsible for the task per his/her set of topics, Team-Leader responsible for generalization].

3. **Develop gender sensitive analytical briefs** on identified topics of future Women's Profiles based on available statistical data and resources, considering the following requirements

- Analysis would include core characteristics of analyzed groups of women, differences and similarities inside the targeted groups and in relation with opposite population or/and national averages, evolution in time of the state of affairs, degree of vulnerability, factors and determinants causing such a status, complemented by international (data-based) comparison, conclusions and recommendations, other elements (mentioned under *Objectives of consultancy*);
- The *multiple disaggregation* dimensions, reflecting the intersectionality will be applied during the whole analysis are as follows: age (children, young, adults and elderly), rural and urban, education level, occupational, marital status, level of welfare, others;
- The analytical briefs should represent homogenous parts of one integrated final knowledge product to be communicated to the target audience. Therefore, the *scientific homogeneity* of the analytical briefs and their *integrity* as components of the envisaged product will be ensured by the team leader or coordinator of the whole process;
- For meaningful *learning and knowledge sharing*, expected knowledge product (consisting of thematic analytical briefs) should:
 - ✓ Be aimed to improve the understanding of analyzed issues;
 - ✓ Designed for the target audience, relevant to decision-making needs and based on available data without any bias;
 - ✓ Timely, written in an easily understandable language, data presented in a clear manner using graphical representation;
 - ✓ Validated through a quality assurance process with relevant stakeholders and consistent in presentation;
 - ✓ Contain genuine data-based analysis excluding any overlaps with products on the same topics commissioned by other institutions.
- The size of 10 analytical briefs will be up to 30 pages each excluding annexes, depending on the topic's complexity and evidence availability. Data and indicators to be used for analytical briefs should be consulted with National Statistical Committee, and final Analytical Briefs should be consulted with Ministry of Labor and Social Development, UN Women and delivered as ready (off-the-shelf) materials for dissemination;
- Strong linkage will be ensured to the key recommendations provided by human rights bodies and instruments, such as National Gender Strategy, UPR, CEDAW, VNR, Beijing +25 and others.

[Each of the consultants responsible for the task per his/her set of topics, Team-Leader responsible for generalization].

The expected knowledge product will consist of a series of thematic and brief multi-dimensional data analyses (hereafter called *analytical briefs*), focused on description of the most relevant analytical determinations of women from different groups. In the context of present assignment areas of concern are determined by the vulnerability factor/dimension. Therefore, the list of **analytical briefs will be developed on the basis of available statistical data and resources**:

1. Women with Disability
2. Young and Elderly Women
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4. Women Migrants
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6. Women with HIV
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8. Women in Science and Innovation
9. Women in Decision-making and in unconventional professions (Law Enforcement, Justice, Economy, Business)
10. Women in Peace and Security

**The list might suffer certain changes (to be justified) depending on the availability of statistical data, qualitative resources and vision of hired experts.*

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a **pass/fail rating** on this section. To be considered, proponents **must meet all the mandatory criteria described below**. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in

proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

¹ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

² [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Implementing Partners

Section 2

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

a. Instructions to proponents (Implementing Partners)

1. Introduction

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

2. Cost of proposal

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

3. Eligibility

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

4. Mandatory/pre-qualification criteria

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

5. Clarification of CFP documents

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

6. Amendments to CFP documents

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

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

7. Language of proposal

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

8. Submission of proposal

- 8.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. _____ – (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. _____ – (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: _____

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

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

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

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

9. Clarification of proposals

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

10. Proposal currencies

All prices shall be quoted in (Local currency) Som_

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

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

11. Evaluation of technical and financial proposal

11.1. PHASE I – TECHNICAL PROPOSAL (70 points)

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

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

Suggested table for evaluating technical proposal:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

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

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

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

Proponent B's price is \$20.00.

12. Preparation of proposal

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

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

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically

addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

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

CFP submission (on or before proposal due date):

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

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

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

13 Format and signing of proposal

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

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

14 Award

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

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

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

Annex A-2

Technical proposal submission form

Call for proposal to provide technical assistance to national partners in the process of development of series of thematic analytical Women's Profiles based on data and qualitative resources.

Description of Services: Analysis of the *available resources* on the topics of the assignment: statistical databank and website, printed and electronic publications, reports, surveys, applied methodologies, as well as relevant national legislative and policy documents for the topics to be covered by analytical briefs, the results of previous relevant activities undertaken by National Statistical Committee and UN activity, international experience and best practices of gender-sensitive data dissemination;
[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

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

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

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

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

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

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

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

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

_____ (Seal)
(Signature)

(Printed Name and Title)

(Date)

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

Name:	
Title:	
Address:	
Telephone Number	

Fax Number:	
Email Address:	

Technical proposal submission form

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

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

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

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

	70	TOTAL		
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Annex A-3
Financial proposal submission form

Call for proposal to provide technical assistance to national partners in the process of development of series of thematic analytical Women’s Profiles based on data and qualitative resources.

Description of Services: Analysis of the *available resources* on the topics of the assignment: statistical databank and website, printed and electronic publications, reports, surveys, applied methodologies, as well as relevant national legislative and policy documents for the topics to be covered by analytical briefs, the results of previous relevant activities undertaken by National Statistical Committee and UN activity, international experience and best practices of gender-sensitive data dissemination;
[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

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

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

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

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

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

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

(Signature)

(Name)

(Name of proponent)

(Date)

(Address)

(Telephone No.)

(Email address)

Annex A-4 Format of resume for proposed staff

Call for proposal to provide technical assistance to national partners in the process of development of series of thematic analytical Women's Profiles based on data and qualitative resources.

Description of Services: Analysis of the *available resources* on the topics of the assignment: statistical databank and website, printed and electronic publications, reports, surveys, applied methodologies, as well as relevant national legislative and policy documents for the topics to be covered by analytical briefs, the results of previous relevant activities undertaken by National Statistical Committee and UN activity, international experience and best practices of gender-sensitive data dissemination;
[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

Name of Staff: _____

Title: _____

Years with Firm: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex A-5

Capacity Assessment minimum Documents**(to be submitted by potential Implementing Partners and submission assessed by the reviewer)**

Call for proposal to provide technical assistance to national partners in the process of development of series of thematic analytical Women's Profiles based on data and qualitative resources.

Description of Services: Analysis of the *available resources* on the topics of the assignment: statistical databank and website, printed and electronic publications, reports, surveys, applied methodologies, as well as relevant national legislative and policy documents for the topics to be covered by analytical briefs, the results of previous relevant activities undertaken by National Statistical Committee and UN activity, international experience and best practices of gender-sensitive data dissemination;
[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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

