

Call for Proposal (CFP) for Responsible Parties (For Civil Society Organizations (Women CSOs) In Somaliland)

Description of Services: Result Activity 1.4.1. Women receiving training and legal empowerment to strengthen their agency through women organisations and community.

CFP No. CFP/SOM/2020/001.

a. CFP letter for Responsible Parties

UNWOMEN plans to engage civil society organization (Women CSOs) in Somaliland 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 UNWOMEN at the address specified not later than **4:59 pm (Local time in Somalia) on 15 September 2020.** Please note all timings are local in Somalia.

The budget range for this proposal should be 70,000-90,000

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

Interested CSOs may obtain further information by contacting this email address: abdikadir.noor@unwomen.org.

a. Proposal data sheet for Responsible Parties

Program/Project: Joint Rule of law Programme for Somaliland

Program official's name: Abdikadir Ahmed Noor

Email: abdikadir.noor@unwomen.org

Issue date: 20 August 2020

Requests for clarifications due:

Date: 7 September 2020 **Time:** 2:00pm Local time in Somalia
(via e-mail)

UNWOMEN clarifications to proponents due:

Date: 10 September 2020 **Time:** 10:00am

Proposal due:

Date: 15 September 2020 **Time:** 4:59pm
(via e-mail)

Planned award date:
October 2020

Planned contract start-date / delivery date (on or before):
October 2020

a. **UN Women Terms of Reference**

1. Introduction

Incrementally

Background/Context for required services/results

One of the key priority areas of UN Women Somalia program is to support the government and other institutions in strengthening the rule of law and access to justice for women. The UN Joint Rule of Law Programme for Somaliland builds on the lessons learnt from the Phase I Joint Rule of Law Programme (2015-2018) that focused mainly on supporting the Government of Somaliland to improve the rule of law services in Hargeisa and select population centres. The phase 1 of program, which integrated support to mobile courts, legal aid, law scholarships, prison and courts has contributed to expanded legal profession, increased access to the formal legal system thereby strengthened public confidence in the system, mainly in the urban areas. This programme seeks to extend the focus to the 'difficult to reach' rural areas to promote access to justice and enhance the protection of rights of women and girls. The programme will build on the existing and ongoing initiatives will incrementally support the Government of Somaliland to develop and pilot new national models for the delivery of quality legal aid and justice services to make the access to justice for all specifically for hard to reach population in the regions which can be sustained across the whole of the jurisdiction through a bottom up approach. This proposed new approach will put people at the centre of justice and security systems that serves their needs and is close to them, seek much closer working relations between formal and traditional justice and policing services and it will expand coordination with the civil society organization specifically women's organizations, engage local communities in leveraging on accountability through participation and social audits, responsiveness and respect for basic rights at all levels. The key element is the engagement of the local communities through constructive partnership and dialogue. Combining elements of 'top down' and 'bottom up' approaches, the programme will synergise with ongoing decentralization efforts including the higher judiciary initiatives for empowering Regional Appeal Courts and Attorney General's Office with appropriate administrative and financial powers; and the Ministry of Interior efforts to provide accountable, basic rights-respecting civilian policing services to selected communities. In sum, the five outputs will support and enable the Government to:

- Improve quality as well as scaling up of basic rights respecting justice and policing services (including traditional as well as formal arrangements).
- Enhance public space for partnership and accountability of justice institutions.
- Develop and pilot parole and probation services to help the management of scarce corrections facilities; and
- Enhance security sector governance.
- And generally, to adopt an increasingly holistic and coordinated approach to the rule of law and security sector that is at the heart of sustainable development, just, tolerant, equitable, open and socially inclusive society.

The Joint Programme, which consist of UNSOM (non executing entity), UNDP, UN WOMEN and UNODC brings together the expertise and builds synergy in support of the program. The program is critical in the context of National Development Plan-II(NDPII) and the 2030 Agenda for Sustainable Development Goals for impactful change, effective and fit for purpose institutions, inclusive and just policy formulations. The current challenges facing security, justice and human rights in Somaliland are set out in the Government of Somaliland's National Development Plan II 2017-2021,as well as various baseline studies and In sum, access to responsive, rights-respecting and confidence inspiring policing, justice and correction services remains a significant challenge across the jurisdiction, especially for women in the rural areas. To overcome the challenges the Rule of law is recognized as a priority in the national development plan (NDP II) and is declared by the President to be one of his top three national priorities.

Moreover, State provision of policing and justice services is reportedly weak in some of the rural population centers. People rely mostly upon informal, traditional arrangements, resulting mainly from historic problem-solving by the elders responsible for the security of their rural villages and pastoral area. Such approaches often tend to focus on family and clan relationships rather than the rights and responsibilities of individuals and tend to vary from region to region. Procedures and outcomes can fall well short of basic standards, especially with regard to the rights of disadvantaged and vulnerable people, notably women, girls and those from minority clans or outside clan groupings.

Regarding women, third-party monitoring reports from the Joint Rule of Law Programme and the 2016 Rule of Law Baseline Survey indicate high levels of gender inequality across the region. Cases of SGBV are widespread and committed with impunity. They are under-reported, as survivors fear stigmatization and greater abuse. Some aspects of traditional dispute resolution can entail serious violations of the basic rights of women and girls therefore the program will seek to promote and enhance right to access to justice and due process and right to information and right to participate in public affairs.

1. Description of required services/results

The programme supports the women in their drive for realization of rights as citizens. The Civil Society Organizations (CSOs), in particular women's organizations, play a crucial role in the promotion of women's rights, gender equality and specifically, women's access to justice, which are key for the provision of services that are essential in the establishment of coordinated mechanisms to adequately respond to the needs women survivors of violence. . Additionally, women's organizations are instrumental - in terms of their networks, outreach, and innovation - to facilitate the required behavioral and attitudinal changes that tackle structural barriers to gender equality and ending VAWG in Somaliland regions.

The UN Women Somalia Country Office is seeking to engage a women CSO working on women access to justice, women's rights with focus on ending violence against women and support to disadvantaged groups and minorities with experience/presence of networks for contributing to achieving the following result:

Sub output 1.4. capacity of women agency and rule of law institutions in the regions in judicial administration, processes and SGBV cases strengthened and Activity result 1.4.1. Women receiving training and legal empowerment to strengthen their agency through women organisation and community (women associations established in the regions to shape laws and security).

- Strengthening women's voice and support establishing women associations in Somaliland regions to advocate and support the government to shape the laws and enhance women's safety and security in the regions.
- Conduct and Consolidate regional level mechanisms of dialogues and exchange of ideas among civil societies, government, community, and between women CSOs and government towards Women's empowerment and their involving the rule of law institutions (Judiciary and security institutions)
- Through established Women associations in the regions, provide training to relevant Women associations in Somaliland and volunteers working on legal aid and protection of rights of the women and enhance their skills, knowledge, legal requirements, and participation in issues affecting women in justice and security sectors.
- conduct legal trainings and other capacity buildings for established women associations in the regions and provide information on relevant resources including legal materials.
- Build the capacity of women associations to contribute to the strengthening of laws and security for women and advocate effectively on women's rights.
- Provide technical assistance to established women associations and government to review, /reform laws and legislations specific for Judiciary and security sector including measures for increasing the representation of women.
- Support COVID-19 responses measures and engage women associations in Somaliland regions to produce at least 4,000 local masks and distribute to the prisons (Women in the prisons).

All knowledge products and communications materials that would be produced under this agreement must acknowledge the support of the Programme donors and UN Women. Furthermore, they should be in line with the Donors and UN Women visibility guidelines.

2. Timeframe: Start date and end date for completion of the Project.

- The project is to last tentatively from 1 October 2020 – 30 September 2021.

1. Competencies

a. Technical/functional competencies required.

The Call for Responsible Party is open to Women CSOs in Somaliland. Applications are encouraged particularly from women's organizations which focus on:

- Evidence-based programming, building on lessons learned and recommended practices, to ensure optimal results and use of resources.
- Human rights-based and gender-responsive approaches that place first priority on promoting, protecting and fulfilling the human rights of women and girls as well as strengthening institutional capacities at local levels to eliminate all forms of discrimination against women;

- Focus on disadvantaged groups, including those 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.
- Experience in working with the rule of law institutions in the area of strengthening women capacity in justice, security, legal aid, protections and advocacy on women and girls rights, ending violence against Women and as well as support to development of laws and strengthening legal systems programme or related fields.
- 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.

b. Other competencies, which can be an asset for the performance of services:

- Transformation of inequitable gender norms and power disparities between women and men, and empowerment of women and girls to thrive as equals through women associations in Somaliland regions.
- Holistic responses that address women and girls' inter-related rights and needs, including safety, access to justice and promotion and protection of the women girl's rights through formal justice system and informal mechanisms.

Section 2

a. Instructions to CSOs (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Women Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CfP Section 1- C "Terms of Reference".
- 1.4 UN WOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 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.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN WOMEN, by email at abdikadir.noor@unwomen.org CSOs must not communicate with any other personnel of UN WOMEN regarding this CFP.

2. Cost of proposal

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

3. 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.

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements 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.

5. 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.

7. Language of proposal

- 7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, **shall be written in English.**
- 7.2 Supporting documents and printed literature furnished by the 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.

8. Submission of proposal

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2-3**) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document.

If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the CSOS. (**Email subject line: CFP/SOM/2020/001. – (name of CSOs) – PROPOSAL.**)

All proposals should be sent by email to the following secure email address: abdikadir.noor@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.

10. 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.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 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.

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

12. Preparation of proposal

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

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

12.2 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.

12.3 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.

12.4 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.

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

12.6 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.

13 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.

14 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 one year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

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.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. 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.
1.2. Confirm CSO is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm CSO as an organization has been in operation for at least four (4) years ¹	Yes/No
1.4. Confirm CSO has a permanent office within the location area.	Yes/No
1.5. 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 .	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

¹ In exceptional circumstances three (3) years of history registration may be accepted, and it must be fully justified.

Annex B-2
Template for proposal submission

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.

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 and 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.

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.

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

Project No:		Project Name:											
Name of Proponent Organization:													
Brief description of Project													
Project Start and End Dates:													
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)											
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													

1.2																		
1.3																		
1.4																		

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results,

particularly include the cost of monitoring and evaluation.

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

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		--		
5. Other costs 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 _____

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: _____

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 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	