

## CALL FOR PROPOSAL (CFP): SPOTLIGHT INITIATIVE-UN WOMEN

**CFP No. UNW/MWI/2020/001**

### Section 1:

#### a. CFP letter for Responsible Parties

UN WOMEN plans to engage an (Responsible Parties) as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference. Proposals must be submitted to UNWOMEN in **soft copy** via this email: [cfp.malawi@unwomen.org](mailto:cfp.malawi@unwomen.org). Submission deadline is **24 December 2020 at 11:00 p.m.** (Central African Time).

The budget range for this proposal should be USD50,000 – USD100,000.

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

Interested proponents may obtain further clarifications by contacting this email address: [yemi.falayajo@unwomen.org](mailto:yemi.falayajo@unwomen.org)

#### b. Proposal data sheet for Responsible Parties

**Program/Project:** Spotlight Initiative Country Programme for Malawi

**Program official's name:** Yemi Falayajo

**Telephone number:** N/A

**Email:** [cfp.malawi@unwomen.org](mailto:cfp.malawi@unwomen.org)

**Issue date:** 11<sup>th</sup> December 2020

#### Requests for clarifications due:

**Date:** 15<sup>th</sup> December 2020      **Time:** 17:00 hours  
**(via e-mail)** [yemi.falayajo@unwomen.org](mailto:yemi.falayajo@unwomen.org) \*for clarification only not proposal submission

#### UN WOMEN clarifications to proponents due: [if applicable]

**Date:** 16<sup>th</sup> December 2020      **Time:** 17:00 hours

#### Proposal due:

**Date:** 24<sup>th</sup> December 2020      **Time:** 17:00 hours by 23:00  
(Central African Time)

#### Planned award date:

05<sup>th</sup> – 08<sup>th</sup> January 2021

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

11<sup>th</sup> January 2021.

## c. UN Women Terms of Reference

### 1. Introduction

#### a. Background/Context for required services/results

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women was established in 2010 to accelerate progress on meeting their needs worldwide. UN Women's presence in Malawi has evolved from being a project-based office in 2012 to a Country Office with fully delegated authority in 2014.

The work of UN Women in Malawi in the upcoming five-year period will be guided by its new Country Strategic Note (SN) for 2018-2022. The SN is aligned with the Global Strategic Plan of UN Women for 2018-2021 and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. Under its current and SN, UN Women cooperates closely with the government, civil society, academia, private sector, the media and other international organizations and development partners to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and underrepresented groups.

The European Union (EU) and the United Nations (UN) are embarking on a new, global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - the Spotlight Initiative. The Initiative is so named as it brings focused attention to this issue, moving it into the spotlight and placing it at the centre of efforts to achieve gender equality and women's empowerment, in line with the 2030 Agenda for Sustainable Development (SDGs), specifically SDG 5 on Gender Equality.

In alignment with the principle of national ownership embedded in the SDGs and the SDGs' guiding principle of 'leave no one behind – reach the furthest first', and to ensure the sustainability and ownership of the initiatives, the Spotlight Initiative is seeking national and local/grassroot Civil Society Organizations (CSO's) to implement activities to attain the initiatives goal.

The Spotlight Initiative in Malawi will focus 80% of its resources on prevention, social norms and the provision of services, while interventions on institutions, legislation, data and the women's movement will be supported through smaller, yet highly targeted and impactful, means.

The Spotlight Initiative Programme in Malawi, aimed at targeting the most at-risk groups, will *accelerate efforts towards elimination of violence against women and girls including sexual gender-based violence and harmful practices*. A deliberate effort is projected to ensure those facing multiple and intersecting discrimination play a key role not only as beneficiaries but also as key stakeholders, shaping and guiding the program design and implementation. The initiative envisions a comprehensive prevention strategy that addresses structural issues and linkages to Sexual Reproductive Health Rights (SRHR). Innovations through practical application will further enhance efforts to capitalize on lessons learned and link to existing efforts under the UN and other development partners' programming on Sexual Gender Based Violence (SGBV), Human Rights, Girls Education, etc. contributing knowledge and good practices in improving women's and girls' life and that of the most left behind through access to quality, integrated essential services that include SRH, justice, economic empowerment and psychosocial support in line with international human right standards and guidelines.

This local-level partnership with local councils will particularly involve CSOs and CBOs already working in the target districts: Mzimba, Nkhata Bay, Ntchisi, Dowa, Nsanje, and Machinga, with the expertise, programming experience and activities in SGBV, SRHR, HP, and VAWG.

#### b. General Overview of services required/results

UN Women plans to engage Responsible Parties (Local Non-Governmental Organizations, Community Based Organizations (CBOs)) to work towards supporting the implementation of the Spotlight Initiative Country Programme for Malawi.

More specifically, organizations are expected to submit proposals with clear and specific statement of what the proposal will accomplish under one or more outputs (specific results), description of approach and methodology and other details as per requirements stated in the Annexes B1-1 – B1-6 to this Call for Proposals.

The applicant organization may partner with other relevant organizations to complement its expertise, outreach capacity and build the capacities of grassroots organizations. Partners may be CSOs, but also governmental institutions, non-registered community-based organizations, academic institutions or other.

UN Women will sign contracts with and disburse funds to the successful applicant organization only.

Proponents are also highly encouraged to propose interventions that explore innovative ideas to find sustainable and transformative solutions, including applying new tools to ensure women's proactive engagement in designing, prototyping and implementing policies, plans, and measures that affect them.

The proponent as a Responsible Party (RP) will be responsible to make substantial contribution to achievement of the entire focus area for which it is putting an offer. If proponent is to contribute to more than one area, this needs to be clearly specified in the proposal, with delineation of specific results, activities, approach and methodology and budget for each component separately.

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

### *Support to the implementation of the Spotlight Initiative Country Programme for Malawi*

UN Women is an UN organization dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established in 2010 to accelerate progress on meeting their needs worldwide. In a bid to effectively implement its 2021 Annual Work Plan, UN Women is inviting applications from National and local Women-led, Civil Society Organizations, Non-Government Organizations (NGOs) and Community Based Organizations with innovative and high impact ideas to support the implementation of the project; They can submit a proposal covering :

- Spotlight Initiative Country Programme for Malawi in Mzimba, Nkhatabay, Ntchisi, Dowa, Machinga and Nsanje<sup>1</sup>

Interested CSOs and NGOs will be requested to submit proposals for the implementation of the following key project areas under the thematic area of Elimination of Violence Against Women and Girls for UN Women Malawi Country office Strategic Note and 2021 Annual Work Plan:

#### **Project: Spotlight Initiative Country Programme for Malawi**

*Successful NGOs will support UN Women Malawi CO to implement the following under these specific focus areas and accompanying activities:*

#### **Pillar 1)**

**Laws and Policies-** Legislative and policy frameworks, based on evidence and in line with international human rights standards, on all forms of violence against women and girls and harmful practices are in place and translated into plans and implemented

##### **Specific activities:**

- 1.1 Capacity building of community leaders, ministries, and informal and formal legislators to produce policy and laws to address SGBV, SRHR, and early marriage.

#### **Pillar 2)**

**Institutions-** National and subnational systems and institutions plan, fund, and deliver evidence-based programmes that prevent and respond to VAWG and HP, including in other sectors

##### **Specific activities:**

- 2.1 Support national and local structures and targeted institutions (CSOs, Local Government Finance Committees, Parliamentary Committees, the Malawi Human Rights Commission, the Office of the Ombudsman, the National Audit Office) to improve their capabilities in using gender-responsive budgeting and to ensure quality results, reporting, and adequate financing on VAWG, SGBV/HP, and SRHR.
- 2.2 Strengthen chiefs' forums to monitor the implementation of SGBV/HP and SRHR laws, policies, programmes, and services, including for those most marginalized and excluded

#### **Pillar 3)**

**Prevention-** Gender equitable social norms, attitudes, and behavioural change at community and individual levels to prevent VAWG and SGBV/HP and promote women's and girls' SRHR

##### **Specific activities:**

- 1.1 Scale up the promotion of positive masculinities for male engagement on EVAWG, HIV, HP, SGBV, and SRHR, including through the implementation of the male engagement strategy and operational guide.

#### **Pillar 4)**

**Services -**Women and girls who experience violence, including SGBV/HP, use available, accessible, acceptable, and quality essential services, including those for long-term recovery from violence

##### **Specific activities:**

- 4.1 Scale up life skills development, including entrepreneurship skills and livelihood initiatives for adolescent girls and women, particularly those most marginalized and excluded, integrated with existing platforms such as functional literacy programmes, mothers' groups, and out-of-school girls' clubs, with linkages to health services, including SRHR (involving technical support in procuring and installing solar power for vulnerable women, and training of women survivors of SGBV, women with disabilities and Women Living with HIV and Aids in solar installation
- 4.2 Enhance basic entrepreneurship skills among vulnerable and marginalized women and adolescent girls, including the poorest, in rural, peri-urban, and urban settings

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<sup>1</sup> Proposed Traditional Authorities selected by the District Executive Committees of all 6 target districts are attached to Annex 1 – Please note this may be subject to change upon agreements with the District Council

- 4.3 Facilitate access to financial resources, including input and technical support, for small business start-ups, targeting vulnerable and marginalized women and adolescent girls in rural, peri-urban, and urban communities
- 4.4 Ensure viability of the participating women's small businesses by facilitating access to markets and links with value chains and private sector corporations

**Pillar 6)**

**Women's movement** Women's and girls' rights groups, autonomous social movements, and relevant CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization, more effectively influence and advance progress on Gender Equality and Women's Empowerment (GEWE) and VAWG, including SGBV/HP, and SRHR

**Specific activities:**

- 6.1 Support the fostering of a national women's and girls' movement that will provide oversight to interventions on ending VAWG, promoting SRHR, and eliminating HP
- 6.2 Strengthen technical capacities for CSOs and women's and youth organizations related to gender-responsive budgeting, monitoring, and developing tools to consolidate their role as watchdogs on women's and girls' rights
- 6.3 Support the development of community scorecards, opinion polls, grievance and redress structures, and other social accountability mechanisms for SGBV/HP- and SRHR-related reporting and monitoring

3. **Timeframe: Start date and end date for completion of required services/results [Please elaborate]**

11 Jan 2021 - 31 Dec 2021.

4. **Competencies: [Please elaborate]**

a. Technical/functional competencies required;

Organisations working to promote (a) Gender Equality and Women Empowerment and (b) Ending Violence Against Women and Girls, that are legally registered in Malawi and have specialized knowledge, expertise and track record of working on:

- i. Ending Violence Against Women and Girls
- ii. Ending Harmful Practices
- iii. Positive masculinities
- iv. Sexual Reproductive Health Rights#
- v. HIV and AIDS
- vi. Marginalized Groups: including FSW, LGBTI, persons with disabilities, child marriage survivors, persons with albinism and other marginal groups

Organizations are including but not limited to: Non-governmental Organizations, Community-Based Organizations and media networks at national or sub-national level. Women's rights organisations are especially encouraged to apply.

UN Women is looking to partner with:

- 1. Specialist National and district level organizations working in the area of WEE and/or Governance linked to SGBV and HP including SRHR
- 2. Networks working under the themes but linked to SGBV and HP including SRHR: 1) Minority Rights 2) Youth 3) Faith-based 4) Gender.
- 3. Community Based Organisations working on WEE and/or Governance linked to SGBV and HP.

Consortiums and sub-granting are encouraged, with clear indication of the demarcation of funds and roles/responsibilities

NB: For 1 and 2 above, the applicant must demonstrate that they will work with at least 1-2 Community Based Organizations

- **Legal status:** Applicants must have valid legal status with the Government of Malawi. (A valid Certificate of Registration is required)
- **Gender equality focus:** Applicant must demonstrate experience implementing programmes on gender equality and women empowerment with a focus on:
  - Eliminating Violence Against Women and Girls
  - Changing social norms, attitudes and behaviours
  - Ending harmful practices and promoting positive cultural practices

- **Women leadership:** Applicants should indicate if women are on its Board and its staff, with substantive representation of women in leadership positions. (Documents required)
- **Audit reports:** Applicants must have certified audit reports for 2-3 previous fiscal years i.e. 2016, 2017 (and 2018 if available) (Audit reports required) – this is not a mandatory requirement if the applicant is a Community Based Organization
- **Endorsement letters:** Applicants are encouraged to submit at least one endorsement letter from a gender equality or women’s empowerment mechanism, governmental authority on gender equality, or other multi-stakeholder institution or a UN Agency other than UN Women.

Note: To ensure fairness, Letters of Endorsement by UN Women offices will not be accepted.

**PARTNERSHIP CYCLE & DELIVERY PHASES**

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

**a) Preparation phase:**

- The NGO’s technical and management officials will have a meeting with the UN Women team reviewing the TOR together to understand and agree on the scope of the work. Key documents including the summary of Programme Document that contains TOC and results framework will be also shared for understanding.
- Using this TOR as the basis for the proposed work, the Organization develops its proposed project plans and budget, and submits the written proposal in the template attached to the UN Women.
- UN Women goes through due procedures of review of proposal and undertakes capacity assessment of the proposed partner and institutional appraisal of the proposal.

**b) Partner Agreement:**

- UN Women generates the Partner Agreement with the selected Organization.
- UN Women and the Organization sign the agreement.

**c) Implementation & Reporting:**

- The Organization implements the project and executes the budgets as per their workplan agreed with UN Women.
- On a quarterly basis, the Organization shall submit a progress report of key results achieved and financial expenditure to UN Women to qualify for the next quarter disbursement from UN Women. In addition to the progress report, the Organization to share with UN women, case studies and stories from the field.
- Appropriate cash transfer modality determined by UN Women will be applied and disbursed based on UN Women’s review and approval of the quarterly progress and financial report from the Organization.

**d) Coordination, Monitoring & Evaluation:**

- UN Women Programme Manager will provide technical and managerial advice in close collaboration with the Organization and will lead and facilitate harmonization between interventions by different implementing partners by coordinating different components of the programme in the region.
- UN Women team will conduct regular field monitoring solely and jointly with other agencies.

**DELIVERABLES:**

**Below are the expected deliverables during project implementation**

Draft softcopy of the proposal including (a) a detailed description of the work to be provided; (b) the work plan; (c) the itemized budget.

- 1) Quarterly progress narrative and financial report in the given templates.
- 2) Community sensitization and training sessions
- 3) Training methodology and report on the above.

**Assessment Criteria:**

The submitted technical and financial proposals will be assessed according to the criteria listed in the attached **UN Women PAC appraisal checklist**. Of particular relevance is whether the results framework, activities and strategies in the applicant’s proposal respond to this TOR and the programme results framework highlighted in the annex.

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

**Call for proposal**

**Description of Services:**

**CFP No.** CFP No. UNW/MWI/2020/001

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

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

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

<sup>3</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

CFP No. UNW/MWI/2020/001

### a. Instructions to proponents (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 Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [cfp.malawi@unwomen.org](mailto:cfp.malawi@unwomen.org) . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### 2. Cost of proposal

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

#### 3. Eligibility

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

#### 4. Mandatory/pre-qualification criteria

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

## **5. Clarification of CFP documents**

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

5.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

## **6. Amendments to CFP documents**

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

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

## **1. Language of proposal**

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.

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

## **2. Submission of proposal**

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

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

[cfp.malawi@unwomen.org](mailto:cfp.malawi@unwomen.org)

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

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

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

## **9. Clarification of proposals**



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

**10. Proposal currencies**

10.1 All prices shall be quoted in **Malawi Kwacha**.

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

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

**11. Evaluation of technical and financial proposal**

**11.1 PHASE I – TECHNICAL PROPOSAL (70 points)**

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

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization’s mandate is relevant to the work to be undertaken in the TORs <b>(component 1)</b>	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 <b>(components 2, 3 and 4)</b>	35 points
	<b>TOTAL</b>	<b>70 points</b>

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

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

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

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

**12. Preparation of proposal**

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

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

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

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

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

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

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

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

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

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

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

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

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

**13 Format and signing of proposal**

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

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

**14 Award**

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

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

14.3 The award will be for an agreement with an original term of [ number of months/year (s )]with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Annex B-2**  
**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No.** UNW/MWI/2020/001

**Mandatory requirements/pre-qualification criteria**

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

**Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)**

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to 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 institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

This section should articulate the proponent's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators

which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

**Component 4: Implementation Plan** (max 1.5 pages)

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

**Implementation Plan**

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

1.1																			
1.2																			
1.3																			
1.4																			

**Monitoring and Evaluation Plan** (max. 1 page)

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

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

**Component 5: Risks to Successful Implementation** (1 page)

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

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

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

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

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

less.

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

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

<sup>4</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

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

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

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No.** UNW/MWI/2020/001

Name of Staff: \_\_\_\_\_

Title: \_\_\_\_\_

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.



**Annex B-4**

**Capacity Assessment minimum Documents**

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

**Call for proposal**

**Description of Services:**

**CFP No. UNW/MWI/2020/001**

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
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 <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

**Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

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