**Annex B**

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

**(For Civil Society Organizations- CSOs)**

**Section 1**

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

1. **CFP letter for Responsible Parties**

UNWOMEN 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 received by UNWOMEN at the address specified not later than **2400 hrs** on **17/02/2021**.

**The budget range for this proposal should be** USD 100,000.00 – 165,000.00

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-2** Template for proposal submission  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
| **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |  |

Interested proponents may obtain further information by contacting this email address:  [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org)

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

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| **Program/Project:** **Strengthening the capacity of women’s organizations and women’s rights activists to mobilize, build movements and create spaces for engagement on the EVAW, women’s leadership and participation agenda.** | **Requests for clarifications due:** | |
|  | **Date:8th February 2021** | **Time:** **1700hrs** |
| **Program official’s name:** Maureen Shonge & Molline Marume | **(via e-mail)** [**maureen.shonge@unwomen.org**](mailto:maureen.shonge@unwomen.org) | |
| Email: [maureen.shonge@unwomen.org](mailto:maureen.shonge@unwomen.org); [molline.marume@unwomen.org](mailto:molline.marume@unwomen.org) | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date: 11th February 2021** | **Time: COB (1730hrs)** |
| **Telephone number:** +263 4 338831-44 |  | |
|  | **Proposal due:** | |
| **Issue date:** **2nd February 2021** | **Date:** **17th February 2021** | **Time:** 2400hrs |
|  |  | |
|  | **Planned award date:** |  |
|  | **24TH February 2021** |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  |  | |

**1st March 2021**

1. **UN Women Terms of Reference**

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| * 1. Background/Context for required services/results   **Introduction**  The African Women Leaders Network (AWLN) is a joint initiative between the United Nations and the African Union Commission. Launched in June 2017, the Network was established with the intent to create a fora for existing and emerging women leaders across the continent to share their experiences and to create partnerships across the continent in order to work towards established African and international goals, namely: the Africa Agenda 2063 and the 2030 Agenda for Sustainable Development. The vision of AWLN is a peaceful and transformed Africa informed by the quantitative and qualitative leadership of women, as the Network aims to serve as a conduit for enhanced mobilization of women, in various sectors, to truly impact the road to peace and development on the continent and serve as an overall instrument of transformation. The Spotlight Initiative is a European Union (EU) and United Nations (UN) global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG). The Initiative brings focused attention to the issue of VAWG, 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. The overall vision of the Spotlight Initiative in Zimbabwe is that women and girls realize their full potential in a violence-free, gender-responsive and inclusive Zimbabwe. It offers a comprehensive approach to SGBV and Harmful practices which includes adequate legislation and policies, gender responsive institutions, violence prevention programmes, essential services, comparable and reliable data, and strong women’s movements and civil society organizations.  The African Women Leaders Network (AWLN) Zimbabwe Chapter was officially launched during the sixth regional Sustainable Development Goals forum in Victoria Falls in February 2020 and seeks to bridge the intergenerational divide through harnessing the demographic dividend. The Zimbabwe Chapter has an overall goal to transform the narrative in Zimbabwe regarding women's leadership in different spaces – address division, polarisation, marginalization and discrimination by mobilizing women in their diversity around the common goal of women’s empowerment and gender equality. UN Women is supporting the Zimbabwe National Chapter through the *Engendering Governance for Peace and Security in Zimbabwe project,* which is generously supported by the Embassy of Ireland, based in South Africa. The Spotlight Initiative was launched in 2019 and will directly contribute to Zimbabwe’s achievement of two of the country’s prioritized Sustainable Development Goals (SDGs): SDG 3 and SDG 5. The programme will contribute to the elimination of SGBV and HP through the creation of a broad partnership with civil society, Government, private sector, media, among others, and build a social movement of women, men, girls and boys as champions and agents of change at the national, subnational and community levels. The programme will offer a concentration of a comprehensive and integrated package of interventions across all six (6) pillars.  AWLN Zimbabwe’s three priorities for the year 2020-2021 are:   1. To identify women leaders in various sectors who can galvanize around gender equality for coordinated efforts to proffer solutions to the on-going challenges facing the country. 2. To prepare women for political leadership and support those already in office. 3. To support the creation of an AWLN intergenerational mentorship programme.   The Spotlight Initiative on the other hand seeks to;   1. To directly contribute to Zimbabwe’s achievement of two of the country’s prioritized Sustainable Development Goals (SDGs): SDG 3 and SDG 5 2. To eliminate SGBV and HPs and empower the women’s movement at national and community levels through a broad partnership with other civil society groups, Government, private sector, media, among others 3. To build a social movement of women, men, girls and boys as champions and agents of change at national, subnational and community levels   Overall, ALWN Zimbabwe project seeks to contribute towards ensuring that strategies to promote women's participation in decision-making processes and structures at national and local levels are formulated, enforced, implemented and monitored in line with national, regional and international provisions with a goal to contribute towards a conducive environment for women’s full, equal and meaningful leadership where they can lead, participate and influence national development processes and foster peace and social cohesion. The Spotlight Initiative’s theory of change is premised on years of evidence, programming and practice, and aims to integrate elements of innovation to improve approaches and catalyse further change. The two projects are aligned with and contribute to *ZUNDAF Outcomes. 2.1 and 2.2: Women and girls are empowered to effectively participate in social, economic and political spheres.*  b. General Overview of services required/results  **Background & Context**  Zimbabwe is signatory to gender equality frameworks and has ratified several women’s rights instruments such as the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) (1979) and the Beijing Declaration and Platform for Action (1995). Moreover, the Zimbabwean Constitution (2013), notably Section 17 spells out the equality between the sexes and women’s right to full participation in all spheres of Zimbabwean society. In addition to Section 17, Section 80 maintains women’s right to equal opportunity in political, economic and social activities. Despite these measures in place - and the fact that women make up 52 % of the Zimbabwean population - women are underrepresented in leadership and decision-making positions and remain vulnerable to all forms of gender-based violence resulting in the country having a high prevalence of gender-based violence.  The proportion of women participating in local government has receded with each election – from 18% in 2008; to 16% in 2013 to 14% in 2018. Despite Article 17 of the Constitution providing for gender equality, there is no quota for women at the local level where elections are run solely on a Fast Post the Post (FPTP) basis. The highest political representation of women in Zimbabwe is in the Senate, where a “zebra” quota operates together with a Proportional Representation (PR) system for 75% of the seats. However, the proportion of women in the senate dropped from 48% in 2013 to 44% in 2018. The second highest political representation for women in Zimbabwe is in the National Assembly where 30% seats are reserved for women on a proportional representation (PR) basis. Following the adoption of the new Constitution in 2013, the proportion of women in the national assembly increased from 14% to 32% but dropped to 31% in 2018. Overall women’s representation in parliament dropped from 36% to 34% in 2018. The PR quota for women at national level has not delivered the 50% guaranteed by the Constitution. The only area in which there has been a significant increase in women’s political participation is in cabinet – from 12% in 2013 to 31% in 2018. Women face obstacles to participating in political life as they fear the violence and victimisation that accompanies elections. They also lack the financial resources to run political campaigns. Furthermore, there is a negative perception, rooted in gender norms, for those women who seek political office which discourages women from participating in politics.  While efforts to address and eliminate sexual and gender-based violence in Zimbabwe, and improve access to and exercise of SRHR, progress have been good, gaps can still be observed, prompting the need for a sustained and harmonized response. It is increasingly clear that the cessation of all forms of SGBV is intrinsically connected to deep changes in gender and socio-cultural norms including those related to women’s sexuality and reproduction; and to improving women’s access to comprehensive sexuality education and sexual and reproductive health information and services. Statistics indicate alarming figures with the country witnessing an 81% increase in cases of rape between 2010 and 2016. According to the ZDHS 2015 findings, more than 1 in 3 (35%) ever married women aged 15-49 have experienced spousal violence (physical or sexual violence) whilst 45% of ever married women reported experiencing physical, sexual and emotional violence by their current or most recent partner. Further, many cases of electoral violence specially targeting women have also been documented in past elections. Women face insidious types of psychological violence during this time, including slurs regarding their marital status or sexuality, harassment (both physical and psychological) and intimidation. This in turn has resulted in even less women campaign and vying for electoral positions.  The women’s movement in Zimbabwe has been an important force pushing for gender equality in the country. There is a clear nexus between women’s leadership and ending violence against women and girls as they are mutually reinforcing and therefore require leveraging through women movement building strategies. Women’s rights groups and autonomous social movements have played a leading role in advocating for gender equality and women’s rights in Zimbabwe. Gender equality and women’s rights advocates, in collaboration with other target-population-focused civil society groups, have successfully advocated for reforms in the law and policy frameworks, and have been the architects of new provisions, such as the gender equality provisions and the expanded Bill of Rights for all groups in the Constitution adopted in 2013. Drawing lessons from past experiences; more than 60 women activists, researchers, academics and representatives from 30 women’s organizations and other human rights groups launched the Women’s Coalition in June 1999 aiming to engage in “lobbying and monitoring the constitutional reform process very carefully to ensure that women’s rights issues are incorporated”. In 2011, UN Women and the UNDP supported the formation of the Group of 20 (G-20). The G-20 was a strategic high-level women's coalition tasked with lobbying to ensure that the 2013 Constitution being drafted would deliver on gender equality and empowerment for women in the country. The group comprised of 20 well known public figures, including women academics and activists, and representatives from the national gender machinery, the women's parliamentary caucus and the Constitution Select Committee (COPAC). The G-20 was a success in that it pushed the previously fragmented women’s movement to galvanize around the constitution making process and the women successfully lobbied for the inclusion of the establishment for the Gender Commission, and the Constitutional special measure on women’s political representation, which established 60 reserved seats in the National Assembly. As a result, women’s political representation in the National Assembly increased from 14% in 2008 to 32% in 2013.  The two projects mutually reinforce each other as strengthened women’s movements produce women leaders that can advocate for ending violence against women and spearhead initiatives to influence policy The two can thus leverage on each other to produce not only a strengthened movement but informed and strengthen women in leadership and decision-making. The AWLN and Spotlight Initiative therefore, offer an opportunity to build on the past successes of the women’s movement by bringing together women from different political parties and different sectors to once again coalesce around gender equality and to create a national network and platform for coordinated efforts to proffer solutions to the on-going challenges faced by women in and attempting to get into leadership positions as well as continuous violence against women and girls. |
| 1. **Description of required services/results [Please elaborate]**   **Objective**  Within, the Engendering Governance for Peace and Security in Zimbabwe project, UN Women aims to support, in partnership with a CSO, the establishment of provincial chapters of the African Women Leaders Network to facilitate the convening of local and provincial stakeholders on gender and development, women’s political representation and leadership in peacebuilding. Further the project seeks to contribute to fostering a cadre of young and senior women with the capacity to lead mediation, dispute resolution efforts, election observation and as well as training of women political candidates in line with the priorities of the Chapter. Inclusive of this is an intergenerational mentorship programme, which will pilot its first cohort. Within the Spotlight Initiative (Pillar 6), UN Women aims to partner with CSOs to enhance the leadership capacity of women’s organisations, autonomous social movements and civil society including those representing youth and groups facing multiple and intersecting forms of discrimination to ensure their voice, agency and participation in local and national decision-making processes designed to end SGBV/HPs and promote women and girls’ SRHR through organizing a national symposium on activism, movement building and best practices on ending violence against women and girls..  Recognizing the diversity of women, the CSO must have the capacity to elevate different voices and perspectives – in particular those most marginalized and facing multiple and intersecting forms of discrimination. The selected CSO must have the capacity to galvanize the women’s movement, including women in academia, public and private sectors and civil society around gender equality, women’s empowerment, ending violence against women and girls and leadership.  **Scope of work**  The work shall be undertaken by a CSO, with the ability to mobilize women’s rights groups; gender advocates and women’s organizations around a common cause.  The CSO is expected: -  (1) To establish and develop the capacity of 5 provincial chapters of the African Women Leaders Network (AWLN) Zimbabwe in provinces with women provincial ministers to galvanize the women’s movements and civil society organisations at community level around gender equality and women’s leadership in line with the theme “Peace and Social Cohesion for Zimbabwe’s Sustainable Development.”  (2) To Convene 6 provincial and district symposia on ending violence against women and girls and 1 national symposium on women’s activism, movement building and best practices.  (3) To raise awareness for women including organised groups on the National Development Strategy 1 (NDS1) and the COVID-19 recovery process as well as advocacy on gender equality commitments.  (4) To support the roll out of the first pilot cohort of a nationwide intergenerational mentorship programme  (5) To engage, train and support young and senior women in their diversity on mediation, dispute resolution, election observation as well as integrate them into the national peace architecture and other structures at regional, national, subnational (ward, district, province), community and levels  (6) To Develop data collection and monitoring tools to hold duty bearers to account on gender-sensitive COVID-19 recovery plans and the NDS1 commitments.  **Outputs of the Partnership Cooperation Agreement**  The institution will be expected to submit the following:  (1) Progress narrative and financial reports (including Face Forms) to UN Women based on a robust monitoring and evaluation system and using UN Women templates  (2) Evidence of change and accompanying stories  **Reporting Relationships and Communications**  This will be governed by the Partnership agreement |
| 1. **Timeframe: Start date and end date for completion of required services/results [Please elaborate]**   Duration of Partnership agreement  The duration of the partnership agreement from March 2021 – December 2021 |
| 1. **Competencies: [Please elaborate]**    1. Technical/functional competencies required;   The organisation must have professionals with proven records:   * In-depth technical knowledge and understanding of gender and development with some knowledge of government socio economic policies including the recently adopted National Development Strategy 1, international and regional gender equality frameworks * Knowledge and experience in facilitating, conducting trainings and development of programme management tools to measure impact * Experience managing and facilitating national consultative processes working with diverse groups * Experience working with or engaging state actors in gender equality, women’s leadership and empowerment * Experience working in a difficult context particularly experience in delivering results in the COVID context. * Programme staff with Graduate degrees in the areas of Development Studies, Social Sciences, Gender, Women’s Law, Law or any other relevant field   **CSO Criteria** The eligible CSOs should also meet the legal, programmatic and technical criteria defined below:   * Duly registered under the laws of Zimbabwe * Demonstrates relevant programmatic experience for at least 5 years in specific ALWN priority areas identified above (in the introduction) * Knowledge and experience in programme design and management, community mobilisation, organisational development * Clear understanding of community contexts and the needs of women and girls with respect to leadership, political participation, peacebuilding, development, mentorship and gender-based violence. * Substantive knowledge and understanding of social accountability, movement building and campaigns * Technical expertise on gender equality issues and more broadly, women’s meaningful participation in decision-making and leadership, women, peace and security and ending violence against women and girls. * Have a proven track record of advocacy work on gender or related issues in Zimbabwe * An established organisational culture of accountability and commitment to delivery of results * Administrative and financial capacity to manage budgets of more than $50,000 annually supported with a track record of quality and timely project results and unqualified audit reports in the preceding 2 years. * Demonstrates experience in facilitating constructive and inclusive engagement, dialogue and peacebuilding processes with the goal of contributing to socio-economic development * Demonstrable capacity – human, financial and technical to deliver results at national and sub-national levels.  |  | | --- | |  | |  | | **Core Values:**   * Respect for Diversity. * Integrity. * Professionalism.     **Core Competencies:**   * Awareness and Sensitivity Regarding Gender Issues. * Accountability. * Creative Problem Solving. * Effective Communication. * Inclusive Collaboration. * Stakeholder Engagement. * Leading by Example.   Please visit this link for more information on UN Women’s Core Values and Competencies: [http://www.unwomen.org//media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf) |  * 1. Other competencies, which while not required, can be an asset for the performance of services |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

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

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| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 1. Confirm that the services being requested are part of the key services that the 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[1]](#footnote-2) | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. 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]](#footnote-3). |  |
| 1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No |

**Section 2**

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

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
   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.
   6. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
   7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@unwomen.org) Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **Cost of proposal**

2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the 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.

1. **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.

1. **Mandatory/pre-qualification criteria**

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

1. **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**
   1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.
   2. Supporting documents and printed literature furnished by the 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: [Zimbabwe.cfp@unwomen.org](mailto:Zimbabwe.cfp@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.

1. **Proposal currencies**

10.1 All prices shall be quoted in (United States of America currency) \_\_\_\_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 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.

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

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 35 points |
|  |  |  |
|  | TOTAL | 70 points |

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

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.  
  
Formula for computing points:  
Points = (A/B) Financial Points  
  
Example: Proponent A’s price is the lowest at $10.00. Proponent A receives 30 points. Proponent B’s price is $20.00. Proponent B receives ($10.00/$20.00) x 30 points = 15 points

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

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

* 1. 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.
  2. 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.
  3. 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.
  4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
  5. Proponent’s proposal shall include all of the following labelled annexes:

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

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

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

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

1. 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.
2. **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.

1. **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 9 months 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.**

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| **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.

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

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects,  e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN  Women (e.g., technical, governance and management, and financial and administrative  management)

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| **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.

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

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

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

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

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

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

**Implementation Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project No: | | Project Name: | | | | | | | | | | | | | |
|  | Name of Proponent Organization: | | | | | | | | | | | | | | |
|  | Brief description of Project | | | | | | | | | | | | | | |
|  | | | Project Start and End Dates: | | | | | | | | | | | | |
|  | Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result | | | | | | | | | | | | | | |
| List the activities necessary to produce the results Indicate who is responsible for each activity | | | | Duration of Activity in Months (or Quarters) | | | | | | | | | | | |
| Activity | | Responsible | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

• How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan

• How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

• How the participation of community members in the monitoring and evaluation processes will be achieved

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

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

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

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

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

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

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

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

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

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No**

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex B-4**

**Capacity Assessment minimum Documents**

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

**Call for proposal**

**Description of Services:**

**CFP No.**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Legal registration | Mandatory |
| Rules of Governance / Statues of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of Key management | Mandatory |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |
| Anti-Fraud Policy Framework which is consistent with UN women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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

1. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-2)
2. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-3)
3. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-4)