

Annex B
Call for Proposal (CFP) Template for Responsible Parties
(For Civil Society Organizations- CSOs)

[Section 1](#)

Description of Services: Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context

CFP No. UNW-AP-NPL- CFP-2021-003

a.

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 12:00 pm (noon) on 4 May 2021.

The budget range for this proposal should be approximately (USD 75,000)

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

Interested proponents may obtain further information by contacting this email address: technical-bid.np@unwomen.org

b.

Proposal data sheet for Responsible Parties

Program/Project: Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context (Programme implementation in Nepal)

Program official's name: Anjana Vaidya

Email: technical-bid.np@unwomen.org

Telephone number: 977-1-5523200

Issue date: 13 April 2021

Issue date of an extension: 27 April 2021

Requests for clarifications due:

Date: 20 April 2021 **Time:** 5:00 pm
(via e-mail) technical-bid.np@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 16 April 2021 **Time:** 2:00 pm

Proposal due:

Date: 4 May 2021 **Time:** 12.00 pm (noon)

Planned award date:

May 2021

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

May 2021

Pre bidding meeting: 16 April 2021 2 pm

(Interested proponents are requested to register their name by sending an email to technical-bid.np@unwomen.org by 15 April 2021. The meeting link will be shared with the registered proponents via email.



TERMS OF REFERENCE

Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context

1. Context

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between all genders as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates efforts of the United Nations System to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society, and other relevant actors.

The world continues to reel under the COVID-19 pandemic. As of March 31 2021, a total of 127,877,462 cases of COVID-19 have been confirmed globally, resulting in approximately 2,796,561 deaths.¹ In Nepal, the Ministry of Health and Population (MoHP) has confirmed a total of 277,461 cases, and 3,031 deaths in the country.² The pandemic has profoundly affected people's lives physically, socially, economically, and emotionally with both short and long-term impacts on the quality of human capital, overall well-being, and future productivity.

In Nepal, the Government of Nepal (GoN) took unprecedented measures to slow down and interrupt the transmission of COVID-19, including imposing a complete lockdown effective from 24 March 2020 to 22 July 2020. With the rising number of COVID-19 cases, restrictions on vehicular and people's movement was reimposed in Kathmandu Valley on 19 August to prevent the spread of COVID-19 which lasted till September 2020. While several prohibitory measures have been relaxed since; given the sharp spike in COVID cases in different countries including the southern neighbor India, the MoHP has urged all people to exercise precautions to help prevent the second wave of the pandemic.³

Given the continued concerns over the spread of COVID 19, it is imperative to invest in strengthening the capacities of service providers, especially those providing essential services including for gender based violence (GBV) to ensure an effective response in the current context.

¹WHO COVID-19 Situation Report 209, available at <https://covid19.who.int/>

² Ministry of Health and Population, Nepal, Situation Update, available at <https://covid19.mohp.gov.np/>

³ My Republica, available at [Health ministry urges not to organize any gatherings, rallies and seminars as threats of COVID-19 grows - myRepublica - The New York Times Partner, Latest news of Nepal in English, Latest News Articles \(nagariknetwork.com\)](https://www.myrepublica.com/news/health-ministry-urges-not-to-organize-any-gatherings-rallies-and-seminars-as-threats-of-covid-19-grows-myrepublica-the-new-york-times-partner-latest-news-of-nepal-in-english-latest-news-articles-nagariknetwork.com)

2. Justification

Violence against women and girls (VAWG) is a human rights violation, a universal issue, with great impact on victims/survivors, their families, and communities⁴. Globally, one in three women have been subjected to either physical and/or sexual intimate partner violence or non-partner sexual violence in their lifetime.⁵ In Nepal, close to a third of women aged 15 to 49 have experienced physical or sexual violence.⁶

Past experiences have shown that gender-based violence (GBV) increase during emergencies – whether economic, crises, conflict, or disease outbreaks;⁷ and the COVID-19 context has been no exception. Emerging data shows that since the outbreak of COVID-19, reports of violence against women, and particularly domestic violence, have increased in several countries as security, health, and money worries create tensions and strains accentuated by the cramped and confined living conditions of lockdown.

In Nepal too, administrative data from service providers such as Nepal Police (NP) and National Women's Commission (NWC), as well as from reports such as the Rapid Gender Assessment in COVID-19 context⁸, have indicated an increase in GBV such as Intimate Partner Violence (IPV) including marital rape, domestic violence, and various other forms of GBV was reported to have increased considerably during the lockdown period.⁹ The NP recorded a total of 15,719 crimes against women, children, and senior citizens during the period of July-2019-June2020; out of them 11,738 were domestic violence cases. Other crimes included 2144 cases of rape; 687 cases of, attempt to rape- 687, and 64 cases of child marriage-64¹⁰. Since the lockdown, i.e., 24 March 2020 a total¹¹ of 1669 domestic violence cases and 353 cases of other forms of violence against women were reported through the 1145 toll-free helpline for GBV survivors, operated by the National Women's Commission (NWC).¹²

One of the most critical challenges in this context, has been the inability of victims/survivors to access timely and quality services.¹³ During the lockdown, the vulnerability of women and girls to violence was further compounded by disruptions to support services, including access to phones and helplines, and essential services such as immediate medical services, justice, and police this made help-seeking more challenging. It also hindered timely and fair hearings, increased case

⁴ UN Women. 2020. COVID-19 and Ending Violence Against Women and Girls. Issue brief. Available here: <https://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2020/issue-brief-covid-19-and-ending-violence-against-women-and-girls-en.pdf?la=en&vs=5006>

⁵ World Health Organization, available at [Violence against women \(who.int\)](https://www.who.int)

⁶ Ministry of Health, Nepal; New ERA; and ICF. 2017. Nepal Demographic and Health Survey 2016. Kathmandu, Nepal: Ministry of Health, Nepal.

⁷ UNDP BRIEF GENDER BASED VIOLENCE AND COVID 19, 11 May 2020, available at: [undp-gender-GBV and COVID-19.pdf](#)

⁸ Care Nepal, Save the Children, and Ministry of Women Children and Senior Citizens, 2020, Rapid Gender Analysis Report on COVID-19 Nepal, available at: http://careevaluations.org/wp-content/uploads/Nepal-Final-Report_RGA.pdf

⁹ Care Nepal, Save the Children, and Ministry of Women Children and Senior Citizens, 202, Rapid Gender Analysis Report on COVID-19 Nepal,

available at: http://www.careevaluations.org/wp-content/uploads/Nepal-Final-Report_RGA.pdf.

¹⁰ Nepal Women, Children and Senior Citizen Service Directorate, available at (nepalpolice.gov.np)

¹¹ A total of 604 cases were received during the lockdown period. (report covered from 24 March to 23 May 2020). The report of lockdown period by Update till March 2021 was received from NWC official by phone.

¹² National Women's Commission titled "Activities carried out by National Women's Commission to address violence against women during the lockdown caused by COVID-19 pandemic", 24 March-23 May 2020, available at: <http://nwc.gov.np/newsdetail/first-lockdown-report-chaitra-2076-baisakha-2077>.

¹³ Rapid Gender Analysis Report on COVID-19 Nepal, 2020 available at <https://www.unwomen.org/en/digital-library/publications/2021/01/handbook-gender-responsive-police-services>

backlogs, and prolonged judicial and administrative proceedings for service seekers. On 20 March 2020, the full bench of the Supreme Court decided to suspend all the regular services and proceedings (except for urgent matters) of the Courts- this was effective from 22 March to April 2020. To enable access to justice, the Supreme Court on 13 April 2020 directed the courts to conduct bail hearings or other urgent proceedings through phone, fax, video conferencing or with the aid of other electronic medium. Due to restrictions or limited mobility, victims were unable to file complaints in the police station and lawyers faced challenges in reaching out to the victims, those requiring legal services as the courts limited their services even after the relaxation of lockdown. At the local level, the work of judicial committees (JCs) was also disrupted during the lockdown. Further, the functioning of JCs suffered as the elected representatives at the local level including the Deputy Mayors who head the Judicial committee had to prioritize COVID 19 relief and response efforts.

The need for ensuring access to legal services and justice services for GBV survivors has been highlighted in the Guidance Note on CEDAW and COVID-19¹⁴. Similarly one of the key recommendations made in the Rapid Gender Analysis (RGA) report is the need to “recognize GBV services as essential services by rolling out the Comprehensive Essential Packages (health, legal, safe shelter psychosocial counselling, referral, and empowerment) and building the capacities of One-stop Crisis Centers and other service providers for providing services and meaningful support to the GBV survivor.”¹⁵

While certain noteworthy steps have been taken to strengthen capacities of law enforcement officials/service providers to provide essential services; critical gaps remain. In its 2020 annual report, the NWC underscored the need for further investments in capacity development of relevant service providers/duty bearers such as the Nepal Police to strengthen gender responsive services.¹⁶

Similarly, the need to strengthen meaningful participation of women’s organizations for COVID-19 response has been highlighted by the CEDAW Committee.¹⁷ Women’s organizations at the local level have an important role in amplifying the voices of women and excluded groups including for addressing GBV. For instance, the RGA finding shows that women’s organizations were also involved in disseminating a range of information including on COVID-19 prevention, GBV services, psychosocial services, sexual and reproductive health in the community during the COVID-19 crisis. Interventions on access to justice for women carried out by UN Women in 10 local units in Province 2 and Sudurpaschim Province (Province 7) have also demonstrated the important role played by grassroots women’s organizations¹⁸ in facilitating access to justice for GBV survivors by linking them to services providers as well as providing information about available services including through phone calls during the lockdown. However, the ability of these groups to respond, has been limited by the economic crisis in the aftermath of COVID-19. The “UN framework for immediate socio-economic response to COVID-19” notes that “The United Nations Development System will continue to work with its vast network of women’s organizations to respond to the crisis and provide critical, flexible funding to support CSOs and women’s rights organizations (WROs) to help to address GBV in the context of the pandemic.”¹⁹

¹⁴ Guidance Note on CEDAW and COVID-19 available at : [Treaty bodies Download \(ohchr.org\)](https://www.ohchr.org/Treaty_bodies/Download)

¹⁵ Rapid Gender Analysis Report on COVID-19 Nepal, 2020, available at Pg. 38, [recommendation](#)

¹⁶ National Women Commission (NWC) available at : [13th Annual Report, 2021](#)
https://www.nwc.gov.np/Publication_file/60361728707fe_National_Women_Commission_Annual_Book.pdf

¹⁷ Rapid Gender Analysis Report on COVID-19 Nepal, 2020, available at [p. 21](#)

¹⁸ See for example the story of a member of a grassroots women’s organization in Doti, [From where I stand: Gauri Bista | UN Women – Asia-Pacific](#)

¹⁹ UN, April 2020, “A UN framework for the immediate socio-economic response to COVID-19”, available at:
<https://unsdg.un.org/sites/default/files/2020-04/UN-Framework-for-the-immediate-socio-economic-response-to-COVID-19.pdf>

In this context, UN Women NCO is seeking to partner with a non-government organization to implement an initiative on “Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context”. The initiative will be implemented in two provinces (Bagmati and Sudurpaschim) in close collaboration with relevant government and other stakeholders.

3. Objectives

The objectives of this initiative are:

- 1) To strengthen access of GBV survivors to pro-bono legal service.
- 2) To strengthen capacities of law enforcement officials (police) to provide gender responsive services.
- 3) To strengthen institutional capacities of grassroots women’s organizations (GWOs) to advocate for gender equality, access to justice, and ending GBV.

4. Scope of Work

To achieve the aforementioned objectives, the responsible party is expected to carry out the activities below in close collaboration with UN Women Nepal, relevant government, and law enforcement agencies and GWOs. In case of COVID-19 resurgence, the project activities may be revised in consultation with UN Women.

Output 1: Strengthened access of GBV survivors to pro- bono legal service.

Provide pro-bono legal aid services to GBV survivors: Pro-bono legal aid services will be provided to GBV survivors; and will include services such as legal counselling (in person or remotely if required especially if there is resurgence of COVID-19), documentation of cases, drafting complaints, filing cases, representing survivors in the court, ensuring appropriate follow up actions as required, referral and coordination with other relevant stakeholders and service providers, such as police, justice actors, shelter homes, health service providers etc. To facilitate this, the responsible party will prepare a roster of lawyers in both provinces; and engage relevant lawyers on a case-to-case basis. The details of the case should be documented and handled in line with existing standards and guidelines, including those relating to confidentiality and privacy.

The responsible party will organize at least a minimum of one orientation for the pro-bono lawyers in the first month of this initiative, and organize regular meetings as required during the project period. A monthly brief capturing the number of cases served, with disaggregated data on GBV survivors will be prepared. The format will be developed in consultation with UN Women.

Organize two virtual interaction programmes: At least two interaction programmes will be organized for disseminating information about the pro-bono legal aid service to key stakeholders. Participants should include, but not limited to, representatives of organizations/networks working on VAW prevention and response, OCMC staff, psychosocial counsellors, police and local authorities, representatives of various humanitarian clusters, media and local CBOS. This virtual interaction programme should facilitate the dissemination of information about the pro-bono legal service being offered through this initiative and provide an opportunity to explore collaboration and linkages with other key stakeholders/service providers. The first virtual interaction should be organized within the first month of the project.

Develop and broadcast public service announcement (PSA): One PSA (at least in the languages including Nepali) on the pro-bono legal service offered by this initiative should be developed drawing on the existing PSAs formats used by UN Women. These PSAs will be disseminated through the local FM radio channels and social media, and other platforms, as necessary. Similarly,

IEC material (posters) related to ending GBV along with available resources and services will be printed and disseminated widely in the project locations. A tracking tool should be developed to monitor outreach and gather feedback on the effectiveness and retention of messages by the audience.

Facilitate outreach through GWOs: GWOs, primarily the ones supported through this initiative will also act as a point of contact for raising awareness on GBV, access to justice, and available legal/justice and well as other services at the community levels. The GWOs will also refer the GBV survivors to the pro-bono lawyers and other service providers as and when necessary. The RP should organize regular meeting with the GWOs to guide them on the process and assess if there are survivors in need with pro-bono legal support. In addition to the project specific IEC material GWOs should use existing IEC materials of UN Women related to GBV and services for their advocacy.

Output 2: Strengthened capacities of law enforcement officials (police) for delivering gender-responsive services

Design and deliver training for police personnel on gender responsive police services: The RP will design and deliver a series of trainings to strengthen capacities of at least 200 personnel from Nepal Police on gender-responsive police services. The training will cover participants from all the seven provinces. For the training, the responsible party will review and use the existing training guideline including “Gender Responsive Investigation and Communication skill” developed by The United Nations Office for Project Services (UNOPS) and Nepal Police Academy in February 2021. The RP will also draw the Handbook on Gender Responsive Police Services for Women and Girls subject to Violence published by the UN Joint Global Programme on Essential Services (UNODC, Australian Aid and UN Women) as a reference for the training; in addition to other relevant training manuals on gender-responsive governance/justice developed by UN Women. The structure and content of the training will be finalized in consultation with UN Women.

A total of seven three-day residential trainings will be conducted. Each training will comprise of around 30 participants. The participants will include police personnel of different ranks, such as sub-inspector of police, assistant sub-inspector of police, and head constable as they are primarily the first responders. To the extent possible, diversity in terms of gender, and other intersectional factors should be ensured in the selection of participants. The responsible party should coordinate with relevant stakeholders such as the Women, Children and Senior Citizen Service Directorate, Nepal Police Academy for the selection of participants ensuring diversity of participants.

Organize a one-day orientation for the trainers: A one day orientation will be organized for discussion on the content, tools, and agenda for the training. The trainers will be provided the training resources and necessary materials during the orientation. Efforts should be made to select trainers from the pool of master trainers engaged in the NPA training on gender responsive investigation and communication skills. To the extent possible, the criteria for selection of trainers should ensure diversity based on gender, caste/ethnicity, and other factors.

Objective III- Strengthened the institutional capacities of GWOs to advocate for gender equality, access to justice, and ending GBV

Provide Institutional Support to 10 GWOs: In order to strengthen and sustain the advocacy of grassroots women’s organizations (GWOs) that have been working in the areas of gender equality, women’s empowerment, ending GBV, and access to justice for women and excluded groups, ten

GWOs, will be provided institutional support (up to NPR 150,000.00 per GWO) to continue their organizational operations. This will support the following: 1) operational costs²⁰ of GWOs such as rent, electricity, and renewal the organization's registration, 2) logistics and communications costs (including one smart phone), and 3) accessing information, connecting, and building network amongst GWOs and justice service. The selected responsible party will provide necessary guidance and regular monitoring to the GWOs for effective management of the institutional and digital equipment support.

The GWOs should be women led with members who are women. It should be registered and working in the areas of gender equality, women's access to justice and ending gender-based violence for at least three years. In case the GWO is not registered, the RP will facilitate the process of registration, before receiving the institution support,.

Organize three days residential training programme: The selected responsible party will organize at least one three-day residential training programme on gender responsive justice, advocacy, and financial literacy for 25 participants (with two-three focal persons from each of the ten supported GWOs). The existing training packages developed for strengthening GWOs' advocacy and used by UN Women through its partners in different programme areas should be used for this training.

Organize two interaction/sharing meetings: Two interaction/ sharing meetings will be organized as a common platform to share experiences of key persons from the ten GWOs including challenges faced and best practices/strategies used to strengthen advocacy efforts including for addressing GBV. The objective of the sharing meeting is to strengthen coordination, solidarity, and network building among the groups of GWOs to amplify their advocacy. Where possible GWO representatives of UN Women's existing access to justice programme will also be invited to share their experience.

Organize virtual interaction between local media persons and GWOs members to amplify their advocacy: Organize two virtual half day interactions between local media persons and GWOs for strengthening advocacy on ending GBV. The objective is to orient local media persons on key GBV issues, the role of media on raising awareness on GBV including services available. A minimum of 25 media persons per province should be engaged in this initiative.

5. Geographical locations

The initiative will be rolled out in five LGUs each from Sudurpaschim and Bagmati provinces.

6. Key Programming Principles in the COVID-19 context

Relevant – ensure programmatic interventions are most responsive and relevant to the evolving COVID context, and the emerging needs of women and excluded groups.

Credible – ensure programmatic interventions are based on credible data and evidence.

Consistent – ensure programmatic interventions are aligned to the Government of Nepal's COVID response, and consistent with approaches of sister UN Agencies in the spirit of Delivering as One, which means that we avoid duplication.

²⁰ Such as rent, utility, telephone cost/mobile recharge, internet subscription, security, stationery supplies, sanitation materials, local travel, organization meeting cost, etc.

Sustainable – ensure that programmatic interventions are able to support women and excluded groups in the long term as the far-reaching socio-economic impact of COVID-19 begin to manifest.

7. Time Frame

Eight months (May to December 2021)

8. Reporting requirement

The responsible party will be required to submit a narrative and financial report on a quarterly basis and one project completion report.

9. Guiding Principles

The implementation of the proposed activities should be guided by the following principles.

- Result based programme management.
- Human rights-based approach
- Cultural diversity, social inclusion, and gender sensitivity
- Leaving No One Behind
- Strategic partnership
- Knowledge sharing
- Do no harm.

10. Monitoring, learning and documentation

In consultation with the UN Women, the responsible party will develop a tool to collect baseline and end line information for the below-mentioned indicators. Additionally, a project monitoring framework will be developed to review progress on these indicators periodically. The RP should plan for pre- and post-assessments for all capacity development initiatives, monthly update on the progress of GWOs on their frequency of meetings/sharing, membership and their involvement in community initiatives, feedback loop for public advocacy efforts including through PSAs should be created. A minimum of two human interest stories must be submitted with the quarterly narrative report, as per UN Women's template.

11. Expected Results

The initiative will contribute to the following outputs of UN Women- AWP 2021

NPL_D_1.1.2 Key duty bearers (including in provincial and district courts and select national commission) have enhanced governance capacity to implement and monitor gender responsive laws, policies, budgets, provisions of essential quality services including on EAW to advance women's human rights and promote inclusive governance and access to justice.

Project specific output: Capacity of key duty bearers enhanced on gender responsive service delivery

- Indicator: Number of law enforcement officials with increased capacity to address GBV

NPLD_D_1.1.3 Excluded groups have strengthened leadership capacity, voice, and agency to advance accountability and transparency for inclusive governance and access to justice at the federal and local levels advancing the implementation of SDG 5 and 16.

Project specific output: Women's access to legal services strengthened

Indicators:

- Indicator: Number of GBV survivors accessing pro-bono legal aid support (50 GBV survivors)

Project specific output: Increased capacity of GWOs members on gender responsive justice

- Indicator: Number of GWOs members with increased capacity and skills for advocacy on GBV
- Number of media personnel sensitized on GBV and community-based advocacy on legal aid.

12 Eligibility Criteria

- Proven technical competencies in the application of human rights-based and feminist approaches to advance gender equality and for ensuring their voices and needs as rights-holders.
- Demonstrable organizational experience on capacity development initiatives, women's legal rights, with a particular focus on developing training materials using participatory/feminist tools, community for development approaches and conducting trainings to promoting gender responsive investigation and access to pro-bono legal aid. Prior experience in digital literacy would be an advantage.
- Demonstrable experience in implementing programmes on gender equality and women's empowerment, and in formulating result-oriented programme, monitoring programme based on indicators and quality reporting.
- A minimum of five years of experience in community mobilization for gendered social norm change, working with national/international development partners in the areas of gender equality and social inclusion.
- Sound knowledge and technical expertise on GBV in Emergencies.
- Proven organizational experience in building strategic partnerships, connections, and networks with relevant partners, including government agencies, community-based organizations, CSOs at the provincial and local level.
- Demonstrable commitment to working with women, girls, other genders that are economically, socially, culturally, or otherwise excluded, excluded and/or marginalized.

13. Team Composition

Programme Management Team

In order to manage and coordinate the initiative in an effective and timely manner, the selected responsible party/consortium is requested to establish a management team in charge of day-to-day management. **The management team will consist of but not limited to the following core members:** (1) One Team Leader with progressively responsible experience in programme management, women's legal rights, ending gender based violence and gender in humanitarian action (2) One Project Coordinator per province (50%- partial) with demonstrable expertise in legal counselling, social mobilization and support on gender equality with a focus on women's legal

rights and (3) One Financial Officer (50% partial) with experience on administrative and financial management and 4) One Monitoring and Reporting Officer (30%- partial), with experience on results-based management. Lawyers will be assigned on a case-to case basis.

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

Call for proposal : CFP No. UNW-AP-NPL- CFP-2021-003

Description of Services:

Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context

CFP No. UNW-AP-NPL- CFP-2021-003

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 (submission of the valid organization register at District Administration Office and Social Welfare Council and its translated version in English)	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ²¹	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) ²² .	
1.8 Confirm that proponent has not been placed on any relevant sanctions	Yes/No

²¹ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

²² [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

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	
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Section 2

CFP No. UNW-AP-NPL- CFP-2021-003

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.

Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at technical-bid.np@unwomen.org . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP:

UNW-AP-NPL- CFP-2021-003

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: technical-bid.np@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 (local currency) NPR.

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	Organization’s mandate and experience is relevant to the work to be undertaken in the TORs	15 points
3.	Applied through consortium of organizations with relevant expertise	5 points
4	Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully	35 points
	TOTAL	70 points

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:

$$\text{Points} = (A/B) \text{ Financial Points}$$

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 UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

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

CFP submission (on or before proposal due date):

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

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

Part of proposal	Annex 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

- 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

Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context

CFP No. UNW-AP-NPL- CFP-2021-003

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 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)

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.

Expenditure Category	Year 1, [Local currency]	Total, [local currency]	% Total
1. Personnel			
2. Equipment / Materials			
3. Training / Seminars / Travel Workshops			
4. Contracts			
5. Other costs ²³			
6. Incidentals			
7. Other support requested			
8. Support Cost (not to exceed 8% or the relevant donor %)			
Total Cost for Result 1			

²³ “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: Strengthening capacities of duty bearers and rights holders for effective Gender Based Violence (GBV) response in the COVID 19 context

CFP No: UNW-AP-NPL- CFP-2021-003

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-AP-NPL- CFP-2021-003

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration (Valid Organization Registration and Affiliation with Social Welfare Council and its English Translation)	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	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

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	

