

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

[Section 1](#)

CFP No. UNW-AP-NPL-CFP-2021-008

**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 **17:00 hrs (Kathmandu Time) on 15 September 2021**.

The budget range for this proposal should be [UN Women to insert the range (NPR 14,000,000 – 18,000,000)]

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><a href="#">Section 1</a></u></p> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><u><a href="#">Section 2</a></u></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>

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

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

<p><b>Program/Project:</b></p> <p><b>Program official's name:</b> Ashma Shrestha</p> <p><b>Email:</b> <a href="mailto:ashma.shrestha@unwomen.org">ashma.shrestha@unwomen.org</a></p> <p><b>Telephone number:</b> +977 15523200</p> <p><b>Issue date:</b> 26 August 2021</p>	<p style="background-color: #d9e1f2;"><b>Requests for clarifications due:</b></p> <p><b>Date:</b> 30 August 2021      <b>Time:</b> 05:00 PM</p> <p>(via e-mail) <a href="mailto:technical-bid.np@unwomen.org">technical-bid.np@unwomen.org</a></p> <p style="background-color: #d9e1f2;"><b>UNWOMEN clarifications to proponents due: [if applicable]</b></p> <p><b>Date:</b> 02 September 2021      <b>Time:</b> 05.00 PM</p> <p><b>Pre-bid meeting :</b> September 2, 2021 at 4.00-5.00 pm. Applicant may send the interest in email or can attend zoom meeting directly at <a href="https://unwomen.zoom.us/j/95662432251?pwd=ajVieGhCSFVTdDBTQmlQZG9XZHK0QT09">https://unwomen.zoom.us/j/95662432251?pwd=ajVieGhCSFVTdDBTQmlQZG9XZHK0QT09</a>  <b>Meeting ID:</b> 956 6243 2251  <b>Passcode:</b> ig?0k?i</p> <p style="background-color: #d9e1f2;"><b>Proposal due:</b></p> <p><b>Date:</b> 15 September 2021      <b>Time:</b> 05:00 PM</p> <p style="background-color: #d9e1f2;"><b>Planned award date:</b></p> <p>15 October 2021</p> <p style="background-color: #d9e1f2;"><b>Planned contract start-date / delivery date (on or before):</b></p> <hr/>
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## TERMS OF REFERENCE

### Gender-responsive communication, community engagement and feedback mechanism

#### 1. Background

Emerging evidence and data across the world show that COVID-19, like all other emergencies, has impacted women, girls, and vulnerable groups the most<sup>1</sup>. The pandemic has deepened pre-existing inequalities, exposing vulnerabilities in social, political, and economic systems<sup>2</sup>. It has both laid bare and intensified discrimination across intersecting identities based on gender, sexuality, disability, caste, ethnicity and economic status. There are clear signs of recent gains in gender equality being threatened and even reversed.

The devastating second wave has overwhelmed the health system in Nepal. Adding to the health crisis, is the devastation brought by floods and landslides resulting from heavy monsoon rains in 2021.<sup>3</sup> With the second wave of COVID-19 and the renewed lockdown measures, the most vulnerable groups continue to face marginalization and discriminatory practices, heightening their need for targeted support. There are concerns that the most vulnerable are increasingly being forced to adopt negative coping strategies in response to new risks and economic challenges, which often compound existing vulnerabilities<sup>4</sup>.

Women, particularly from the marginalized communities, are more severely affected given their overrepresentation in the informal sector.<sup>5</sup> A UNDP survey published in July 2020 highlighted that 41 per cent of women lost their jobs during the lockdown, compared to 28 per cent of men<sup>6</sup>. A Rapid Gender Analysis on COVID-19 conducted in May-June 2020 by CARE Nepal, Save the Children and Ministry of Women, Children and Senior Citizens (MoWCSC) with support from UN Women reported as many as 83 per cent of women losing their jobs and income during the lockdown. Those hardest hit were women daily wage workers, women working in the entertainment sector, and women operating their own businesses.<sup>7</sup> The gender pay gap further compounds this inequality with Nepali women earning only 70 per cent of the income of their male counterparts.<sup>8</sup> Women are managing larger households with reduced resources. With reverse migration and the return of male members, shifts in intra-household decision-making are discernible.<sup>9</sup>

Women, in particular single women, and adolescent girls have also had to bear a disproportionate burden of unpaid domestic work, hampering their paid work and leading to reduced opportunities for economic activities and education. The impacts on health, economy, security and social protection are all compounded for women and girls. The extensive lockdown measures<sup>10</sup> and enforced mobility restrictions inadvertently placed women, girls and other groups such as LGBTIQ+ persons in isolation and at greater risk of gender-based violence (GBV). There has been a significant increase in intimate

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<sup>1</sup> Comprehensive Relief Package, UN Women Nepal (<https://asiapacific.unwomen.org/en/digital-library/publications/2021/06/comprehensive-relief-package>)

<sup>2</sup> [policy-brief-the-impact-of-covid-19-on-women-en-1.pdf \(un.org\)](#)

<sup>3</sup> [Nepal: Flood and Landslides Situation Report](#)

<sup>4</sup> COVID-19 Response Plan, Nepal, available at: [https://un.org.np/sites/default/files/doc\\_publication/2021-05/Nepal\\_COVID-19\\_Response\\_Plan\\_20May2021.pdf](https://un.org.np/sites/default/files/doc_publication/2021-05/Nepal_COVID-19_Response_Plan_20May2021.pdf)

<sup>5</sup> Central Bureau of Statistics (CBS), National Planning Commission (NPC & International Labour Organization (ILO). *Report on the Nepal Labour Force Survey 2017/18*, p. 29. March 2019.

<sup>6</sup> UNDP. *Rapid Assessment of Socio-Economic Impact of COVID-19 in Nepal*. Access [here](#).

<sup>7</sup> MoWCSC, CARE Nepal, UN Women and Save the Children. (2020). *Rapid Gender Analysis on COVID 19 Nepal*. 2020. Access [here](#).

<sup>8</sup> *Ibid*, p. 14.

<sup>9</sup> According to Nepal's COVID-19 Crisis Management Center (CCMC), a total number of 132,825 migrant workers (4,600 female and 128,225 male) repatriated after the COVID-19 pandemic.

<sup>10</sup> The lockdown measures have been eased by the Government since 6 July 2021.

partner violence, including marital rape and domestic violence, during the COVID-19 pandemic.<sup>11</sup> Another critical gap in the current context is limited access to information. Women and excluded groups are facing multiple challenges in accessing information and services, including those related to COVID-19 prevention and treatment as well as vaccination.

## 2. Justification

Access to accurate and timely information is crucial at all stages of humanitarian engagement (preparedness, response and rehabilitation). It can save lives and promote participatory engagement of communities to tackle the disasters/humanitarian crisis.

The Government of Nepal has taken noteworthy steps to strengthen access to information to people. The Ministry of Information and Communication (MoIC) has enacted various policies, rules, directives including Right to Information (RTI) Act 2064 and its rules, to promote the right to information of people. In the current COVID-19 context too the government has strengthened access to information through hotlines; press briefing by the Ministry of Health and Population; messaging through mobile phones, radios, television, miking and community engagement through female community health volunteers. However, persistent gaps remain in access to information, especially amongst women and vulnerable groups. People with intersecting vulnerabilities such as illiteracy, language, time-poverty, limited access to internet/information technology, disability are further excluded from accessing important information including on preventive measures against COVID-19, as well as humanitarian support<sup>12</sup>.

During the Gender in Humanitarian Task Team (GiHA TT) meetings<sup>13</sup> chaired by UN Women, women's groups and networks have persistently highlighted that access to information remains unequal. Noting that women and excluded groups continue to face challenges in accessing COVID-19 treatment and vaccine services due to lack of information; GiHA TT members have called for more gender-responsive communication materials. The need to customise information, diversify methodologies, and targeted information sharing to excluded groups to ensure that everyone understands the key messages (for example, using brail, sign language, pictorial materials), and use of local/ traditional methods to disseminate messaging and share information, has been noted. Other recommendations to improve access to information shared by GiHA TT members include:

- Ensure the format of the COVID-19 related messaging is disability-friendly catering to the different needs of people with multiple disabilities, autism, down syndrome and visually impaired.
- Address rumours and misinformation about COVID-19 and vaccines so that women and marginalised groups can get the services including vaccination.
- Amplify awareness raising efforts on COVID-19 prevention, symptoms identification and treatment needs to reach the most marginalised groups.

Gender norms embedded in unequal power relations has an impact on who can access the information, who has the power to decide how communication tools such as radio and mobile phones are used within a household. As a result of prevalent gender norms in Nepal, women especially those

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<sup>11</sup> For details see, MoWCSC, CARE Nepal, UN Women and Save the Children. (2020). *Rapid Gender Analysis on COVID 19 Nepal, 2020*; and National Women's Commission. (2020). *Activities carried out by National Women's Commission to address violence against women during the lockdown caused by COVID-19 pandemic*. Access [here](#).

<sup>12</sup> Rapid Gender Analysis Report on COVID-19 Nepal, 2020, CARE Nepal, Save the Children and Ministry of Women, Children and Senior Citizen (<https://asiapacific.unwomen.org/-/media/field%20office%20eseasia/docs/publications/2020/11/np-rapid-gender-analysis-on-covid-19-nepal-2020-en.pdf?la=en&vs=5043>)

<sup>13</sup> GiHA is multi-stakeholder platform where women and excluded groups raise their concerns, priorities, and gaps and issues for policy action. It was activated in April 2020 during the first wave of the pandemic

from excluded groups face multiple barriers in accessing communication tools, whether interpersonal or technological or digital.

Root causes of the existing gender divide include hurdles to access, affordability, education, lack of technological literacy mediated through unequal socio-cultural norms. On average, women are 10% less likely to own a basic mobile phone and 26 per cent less likely to own a smartphone. The gap appears to be most pronounced in South Asia where women are 26 per cent less likely to own a basic mobile phone and 70 per cent less likely to own a smart phone<sup>14</sup>. In terms of radio listenership in Nepal, 23.7 per cent of women listen to radio and 57.2 per cent watch television at least once a week (MICS, 2019)<sup>15</sup>. In the current COVID-19 context, radio is the most trusted source of information (54 per cent) followed by television (48 per cent) and families and friends (20 per cent)<sup>16</sup>.

Mobile phones, social media, radio, and television are most widely used channels of communication to relay information about COVID-19, due to the enforcement of physical distancing measures. However, the anecdotal information, as mentioned above, shows that women and marginalised communities have limited access to these mediums and are therefore further disadvantaged in terms of accessing life-saving information as well as information to cope with the impacts of the pandemic. Some of the lessons learned from UN Women Nepal's past and ongoing interventions on access to information are:

- It is important to disseminate additional information among community members as new challenges are emerging with the second wave of COVID-19, such as new variants, identifying symptoms, post COVID symptoms etc.
- Community engagement was the most effective methods for the information dissemination. The continued interpersonal communication is crucial at this stage as GBV, psychosocial issues are increasing due to lockdown or mobility restrictions.
- Close linkage between community engagement activities and radio program is important to support behaviour change.

Building on the lessons learned, UN Women seeks to partner with a consortium of national non-profit organisations to serve as a Responsible Party (RP) to implement an initiative on “gender-responsive communications, community engagement and feedback mechanism”. This is in line with the areas of collaboration mentioned in the Memorandum of Understanding (MoU)<sup>17</sup> signed by UN Women Nepal with the Ministry of Women, Children and Senior Citizen (MoWCSC) in 2019 to work collaboratively in advancing gender equality and women's empowerment in Nepal and the COVID-19 Nepal Preparedness and Response Plan (CPRP)<sup>18</sup>. The ToR also contributes to new strategic guidance by the National Health Education Information Communication Center with a focus on decentralized approach to Risk Communication and Community Engagement (RCCE) and strengthening of community engagement. Similarly, the ToR is guided by the UN Women Nepal's Communication for Development Approach Paper<sup>19</sup> focusing on communication approaches to bridge the gap in information among the most excluded groups; and aligned to UN Women's COVID 19 Response Strategy.

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<sup>14</sup> Bridging the Digital Gender Divide- Include, Upskill and Innovate (2018), OECD

<sup>15</sup> <https://www.unicef.org/nepal/media/11081/file/Nepal%20MICS%202019%20Final%20Report.pdf>

<sup>16</sup> Family Tracker Survey July 2021, UNICEF (<https://www.unicef.org/nepal/reports/covid-19-child-and-family-tracker-findings>)

<sup>17</sup> The MoU between the UN Women Nepal and MoWCSC focuses on women's human rights, accelerating women's political and economic empowerment, ending violence against women, providing essential services, eliminating gender discriminatory social norms and harmful traditional practices, increasing women's representation and leadership in governance, strengthening a gender equality and social inclusion (GESI) perspective in development, and strengthening the availability, accessibility and analysis of gender statistics in policy-making, advocacy and accountability.

<sup>18</sup> [https://nepal.un.org/sites/default/files/2021-01/10\\_January\\_Revision\\_CPRP%202020%20consolidated%20FINAL%5B6%5D.pdf](https://nepal.un.org/sites/default/files/2021-01/10_January_Revision_CPRP%202020%20consolidated%20FINAL%5B6%5D.pdf)

<sup>19</sup> Internal document of UN Women Nepal Country Office

The initiative will be implemented in select locations of 11 districts of Nepal - Province 2 (Rautahat, Siraha, Saptari, Sarlahi and Dhanusha); Bagmati Province (Bharatpur and Makwanpur); Lumbini Province (Rupandehi and Banke) and Sudurpaschim Province (Kailali and Bajura). Some of the mass media component shall be implemented nationally, as elaborated in the Scope of Work.

## **2. Objectives**

The objectives of this initiative are:

- (i) To enhance access to information related to COVID-19 and other disasters from Gender Equality and Social Inclusion (GESI) lens for diverse women and excluded groups for effective preparedness, response, and recovery.
- (ii) To track, trace and address rumours in COVID-19 context and provide correct information to women and excluded groups as an effective risk communication strategy.
- (iii) To enhance capacities of journalists to develop gender responsive media content in COVID-19 context.

## **3. Scope of Work**

To achieve the above objectives, the responsible party is expected to implement the below activities.

**Objective 1: To enhance access to information related to COVID-19 and disasters from GESI lens for diverse women and excluded groups for effective preparedness, response, and recovery**

**A. Develop radio programme and public service announcements (PSAs) on COVID-19 prevention, humanitarian disasters and GESI issues**

### **(1) Formats of Radio Programme:**

The RP will develop 36 episodes of weekly radio programme in magazine format, including voices and issues of diverse women and excluded groups through field reporters. The radio programme shall cover COVID-19 prevention related messages along with emerging gender and social inclusion issues due to the impact of COVID-19. Each programme shall be at least 25 minutes in length; and developed in six languages namely Nepali, Maithali, Doteli, Bhojpuri, Bajika and Tharu. The RP will also be responsible for:

- Adaptation of 36 episodes of radio programme into visual formats for people with disability, for e.g., videos with sign language and closed caption to reach people with hearing impairment.
- Development of 36 episodes of three-minutes news package in Nepali language. The news packages format shall cover the voices and issues of diverse women and excluded groups collected from the field.
- Develop four radio PSAs, around 1 min each, in six languages namely Nepali, Maithali, Doteli, Bhojpuri, Bajika and Tharu on emerging COVID-19 prevention and GESI issues.

### **(2) Dissemination of radio programme and PSAs**

Once developed, the RP will be responsible for disseminating the radio programmes/PSA using the following channels/mediums:

- 36 episodes of weekly radio programme through community radios in selected districts in languages relevant to the local areas.
- Visual formats of the 36 episodes of radio programme through social media channels.
- 36 news packages formats through national level radio program, preferably news-based programme.

- Four radio PSAs through three major national radio networks (in Nepali language) and through local radios in selected districts in relevant languages.
- Six radio PSAs (already developed by UN Women) through local radios in selected districts.

### **(3) Development of Content**

For content development, the RP will undertake the following activities:

- **Orientation to field reporters:** A one day orientation to field reporters shall be organized every two months to provide orientation on GESI issues, recent guidelines and information on COVID-19 from the MoHP, dignified storytelling approaches, and other emerging issues, as required
- **Mobilisation of field reporters:** At least one field reporter shall be assigned in each of the selected districts to collect audio stories (first person narratives) of diverse women and excluded groups covering issues they are facing in the current COVID-19 context as well as other humanitarian disasters and their impacts. Dignified storytelling approaches shall be adopted to capture such stories. Issues collected/identified by the field reporters shall guide the radio content and its format.

### **(4) Feedback and Monitoring**

- Quarterly audience feedback survey to capture feedback on the radio programme format, issues covered as well as its reach, recall and impact among the community members including those who has received solar radios through UN Women Nepal's ongoing project.

## **B. Conduct community engagement to reach the most vulnerable groups with key COVID-19 preventive, humanitarian disasters and GESI related messages**

### **(1) Selection of Community Mobilisers through mapping of relevant groups/ networks for information dissemination<sup>20</sup>**

- Identify community-based groups at LGU level to reach diverse marginalized groups such as people living with disabilities, LGBTIQ+ persons, single women, Dalit women, indigenous women and migrant workers, to initiate community engagement activities such as door to door visits, virtual interactions, and traditional means such as using microphones/ loudspeakers in strategic locations for information dissemination.
- Map voluntary youth organisations/ networks in selected districts such as Girl Scouts to facilitate information dissemination.
- Select community mobilisers from the mapped groups and organisations/ networks in consultation with the respective groups.

### **(2) Capacity building**

- Design orientation sessions:  
The RP will design orientation sessions, including but not limited to the following topics: basics of gender responsive communication; interpersonal communication methods; packages of key information on COVID-19 prevention and treatment; key GESI messages; information about referral services; and feedback mechanism. Where relevant, existing training materials/packages will be used/adapted, including those developed by UN Women and its partners.
- Organise monthly half-day capacity development sessions for the selected community mobilisers (at least 10 sessions to be conducted).

### **(3) Planning and Coordination**

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<sup>20</sup> UN Women will share inputs/details of its existing partners and networks where available

- In close collaboration with the relevant local government units, community-based groups and voluntary organisations, local level communication plan for the implementation of community engagement activities.
- Ensure close collaboration and coordination with the community-based groups and voluntary organization/s as well as with the local government unit for the implementation of the interpersonal communication activities shall be carried out in close consultation and collaboration with the local government unit.

#### **(4) Community Engagement**

- Mobilize the trained facilitators from CBOs and volunteers for community engagement activities (door to door visits and virtual interactions) to disseminate key messages. The facilitators and volunteers shall be mobilized at least twice every month for 12 months to disseminate messages and take stock of the emerging issues. The information about available services such as health, legal and psychosocial counselling hotlines; unpaid care burden; and gender-based violence shall also be disseminated.
- Provide referral support to women and excluded groups to relevant services, as needed. conduct follow up to ensure that they were able to avail the services.

#### **(5) Feedback and Monitoring**

- Collect feedback from the communities on clarity of messaging; communication approach; reach, recall and impact of interpersonal communication on a quarterly basis. The RP should review/adapt its programme strategies/approaches as per the feedback from the community.
- Conduct two surveys (one in six months) to collect behavioral insights among women and excluded groups on implementation of COVID-19 preventative measures (mask use, observing physical distancing and handwashing); unpaid care burden; domestic violence and other GESI issues.

#### **(6) Safety measures**

The implementation shall follow the COVID-19 safety protocols such as meeting in small groups (as per the government’s guidelines); virtual meeting/ workshops, as applicable; using masks, sanitizers and PPEs; and ensuring physical distancing measures. The RP shall also identify any possible risks such as safety and security to the volunteers and facilitators while engaging in community activities and suggest mitigation plans accordingly.

#### **(C) Development of IEC materials**

Develop and disseminate a total of six print Information, Education and Communication (IEC) materials with key messages. The materials shall be developed and disseminated in Nepali, Maithali, Doteli, Bhojpuri, Bajjika and Tharu languages. The materials shall also be developed in braille to disseminate among people with visual impairment. The overall dissemination plan for this initiative, shall include dissemination of relevant IEC materials already developed by UN Women.

- (ii) Maintain and update webpage “COVID Suchana” - <https://covidsuchana.org/> with COVID-19 prevention and GESI related information<sup>21</sup>.

Activities	Description	Timeline
<b>A. Develop radio programme and PSAs on COVID-19 prevention, humanitarian disasters and GESI issues</b>		
Develop radio programme and PSAs on COVID-19 prevention and GESI issues	36 episodes of radio programme (25 mins each) * 6 languages	Sept 2022 to October 2022

<sup>21</sup> The website is currently being managed by UN Women partner

Activities	Description	Timeline
	Adaptation of 36 episodes of radio programme with sign language and CC 36 three-mins news packages in Nepali language Four radio PSAs (1 min each) in six languages Dissemination plan for radio programmes, news packages and radio PSAs (new and existing) 11 field reporters (1 from each district) One-day Orientation to 11 field reporters * 6 times Community feedback report = 3 reports	
<b>B. Conduct community engagement to reach the most vulnerable groups with key COVID-19 preventive, humanitarian disasters and GESI related messages</b>		
Selection of community mobilisers Capacity building Planning and coordination Community engagement Feedback and Monitoring Safety Measures	Selection of 10 to 20 community mobilisers in each district 10* half-day orientations community mobilisers Mobilisation of trained facilitators/ volunteers = 24 times Micking = 24 times Provide referral support to women and excluded groups = at least 200 people from 11 districts Quarterly feedback reports = 4 reports Behavioural Insights = 2 Safety gears, as needed	Sept 2021 to October 2022
<b>C. Development of IEC materials</b>		
Development of IEC materials	IEC materials = 6 materials in 6 languages and braille Dissemination plan for new and existing Plan to maintain and update webpage "COVID Suchana" - <a href="https://covidsuchana.org/">https://covidsuchana.org/</a>	Sept 2021 to October 2022

**Objective 2: To track, trace and address rumours in COVID-19 context and provide correct information to women and excluded groups as an effective risk communication strategy.**

Tracking, tracing and updating rumours is important to curb misinformation about the COVID-19 as well as to reduce stigma and discrimination.

- The RP will mobilise Field reporters and volunteers to collect rumours and misinformation from the communities in select locations of each district.



- The collected rumours shall be shared with UN Women on a monthly basis. These will be analysed with right information through “UN in Nepal’s Rumour Bulletin” which shall then be disseminated to the communities through field reporters, volunteers, community-based organisations and networks and radio programmes.
- The RP shall also identify local level influencers/ leaders to disseminate the correct information through different communication channels, including radio.

Activities	Description and Quantity	Timeline
To track, trace and address rumours in COVID-19 context and provide correct information to communities	Monthly rumour tracking report = 12 Dissemination of rumour bulletin = 12 times in community; segment in 12 relevant radio episodes	October 2021 to October 2022

**Objective 3: To enhance capacity of journalists to develop media content on GESI issues in COVID-19 context**

**(i) Orientation to journalists in selected districts**

Two one-day orientation package shall be developed for training journalists in selected districts. The orientation shall cover the differential impacts of COVID 19 on men and women; specific challenges/issues faced by women and excluded groups; ethical reporting on GESI issues and importance of covering diverse voices especially those of excluded groups in media reporting.

**(ii) Training to women journalists in selected districts**

Three-days training package shall be developed covering the following issues: writing quality news articles, ethical reporting on GESI issues, responsible representation and reporting of violence against women and children<sup>22</sup>, differentiated impacts of COVID-19 on men and women, and importance of covering diverse voices and their issues in media reporting. A total of 55 women journalists from the selected districts (5 from each district) shall be trained.

Two-days refresher shall be planned after completion of six-months of the initial training. The refresher cover topics such as writing news articles, emerging GESI issues and other relevant topics. It should also capture how the skills learned in first training is being used and key challenges in reporting on GESI issues.

Given the current context of COVID-19, all training and workshops shall be conducted virtually.

Activities	Description and Quantity	Timeline
Orientation to journalists in selected districts	Two * one-day orientation to 165 journalists (15 journalists * 11 districts)	January 2022 to June 2022
Three-days training to women journalists in selected districts	Three-days training to 55 women journalists from 11 selected districts  Two-days refresher to 55 women journalists from 11 selected districts	January 2022  June 2022

<sup>22</sup> <https://asiapacific.unwomen.org/en/digital-library/publications/2020/12/responsible-representation-and-reporting-of-violence>

#### 4. Contribution to UN Women's Strategic Note/ Annual Work Plan

**Outcome 1:** National, provincial and local level authorities implement and develop evidence-based gender-responsive laws, plans and budget to advance inclusive governance and access to justice in Nepal by 2022.

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

#### 5. Project Period

1 September 2021 to 30 November 2022

#### 6. Project Locations

SN	Districts	LGUs
1	Rautahat	Rajpur Municipality and Ishnath Municipality
2	Siraha	Dhangadimai Municipality, Bishnupur Rural Municipality
3	Saptari	Kanchanpur Municipality, Tirthat Rural Municipality
4	Sarlahi	Malangawa Municipality
5	Dhanusha	Dhanusadham Municipality and Mithila Municipality
6	Bharatpur	Madi Municipality
7	Makwanpur	Hetaunda Sub-metropolitan city
8	Rupandehi	Trilotama Municipality
9	Banke	Nepalgunj Sub Metropolitan
10	Kailali	Tikapur Municipality, Lamkichuwa Municipality, Janaki Rural Municipality, Ghodaghodi Municipality, Gauriganga Municipality, Bhajani Municipality and Kailari Rural Municipality
11	Bajura	Badimalika Municipality, Jaganatha Rural Municipality

#### 7. Guiding Principles

The implementation of the proposed activities shall be guided by the following principles;

- (iii) Gender equality and social inclusion
- (iv) Intersectionality
- (v) Participation of inclusive excluded group (Dalit groups, migrant workers, Madhesi group, Muslim group, disability groups, people living with health complication)
- (vi) Leave No One Behind Principle
- (vii) Transparency, accountability, and good governance.
- (viii) Human rights-based approach.
- (ix) Conflict sensitivity and confidentiality including Do-No-Harm.

## **8. Eligibility Criteria**

- Minimum seven years of experience in developing and implementing gender-responsive communication interventions in developing and humanitarian settings,
- Experience in working with UN/development agencies through programmes in the area of GESI responsive humanitarian action,
- Experience of working with diverse vulnerable and excluded groups,
- Expertise in developing communication materials in the issues of women, vulnerable and excluded groups both at the local and national level,
- Expertise in community engagement, feedback mechanism, using communication tools, including digital mediums,
- Experiences of collaborating with other implementing partners through sub-contracting modality.

## **9. Team Composition**

The team should consist of at least a Team Leader/Coordinator with experience in community engagement and GESI; a radio programme development and production team; District based project officers with experience of implementing community engagement activities and a Monitoring and Reporting Officer.

## **10. Reporting Obligations**

- The agency will discuss updates and issues with NCO as and when required.
- The partner agency will be required to submit a narrative and financial report on a quarterly basis, and one project completion report.

## **11. Monitoring, Risk Mitigation and Documentation Plan**

The responsible party will develop and embed the sustainability strategy, monitoring plan, risk assessment and mitigation plan, and learning and documentation plan in the technical proposal. The documentation plan shall include the documentation of effective strategies from the project implementation. The RP shall propose creative approaches of documentation such as using storytelling methodologies to capture change. The monitoring plan shall include proposed indicators and methodologies for baseline and endline data collection.

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

**Call for proposal:-**

**Description of Services: Gender-responsive communication, community engagement and feedback mechanism**  
**CFP No. UNW-AP-NPL-CFP-2021-008**

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>23</sup>	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>24</sup> .	
1.8. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

<sup>23</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>24</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### Description of Services: Gender-responsive communication, community engagement and feedback mechanism CFP No. UNW-AP-NPL-CFP-2021-008

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

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

##### 2. Cost of proposal

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

##### 3. Eligibility

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

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

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process 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.

## 7. Language of proposal

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

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

## 8. Submission of proposal

8.1 Technical and financial proposals should be submitted 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: \_\_\_\_\_

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)\_\_\_\_\_ [To fill in]\_\_\_\_\_

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	10 points
2	The Organization’s mandate is relevant to the work to be undertaken in the TORs <b>(component 1)</b>	10 points
3	Consortium of CSOs	20 points
4	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully <b>(components 2, 3 and 4)</b>	30 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

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

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

**13 Format and signing of proposal**

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

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

**14 Award**

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

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

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



## Annex B-2 Template for proposal submission

### Call for proposal

Description of Services: Gender-responsive communication, community engagement and feedback mechanism

CFP No. UNW-AP-NPL-CFP-2021-008

#### 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.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.				
<b>Expenditure Category</b>	<b>Year 1, [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		..		
5. Other costs <sup>25</sup>				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
<b>Total Cost for Result 1</b>				

<sup>25</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

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

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

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)

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

**Call for proposal**

**Description of Services: Gender-responsive communication, community engagement and feedback mechanism**

**CFP No. UNW-AP-NPL-CFP-2021-008**

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: Gender-responsive communication, community engagement and feedback mechanism

CFP No. UNW-AP-NPL-CFP-2021-008

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

#### Administration and Finance

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	

